



Personnel  
Development  
Seminars

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## A Monthly Newsletter of helpful hints and timely information

### *Featured Tip of the Month*

#### Format Painter

Professional documents should have consistent formatting throughout. One tool that can help you with this is the Format Painter. It is designed to copy the formatting applied to one set of text and let you quickly apply it to other text.

Here's how it works. Format your first header (or any set of text) in your document or spreadsheet the way you want them all to look. Select that text or cell, and then click once on the paint brush icon on your toolbar. You can now click on a word or cell to apply the formatting from the first header

to the next. Or click and drag with the tool to apply it to a range. Clicking on the tool once will let you apply it once.

If you have multiple headers you need to format, select the text or cell that has the formatting you like, and then double-click on the paintbrush tool. This will keep the tool on so you can apply the formatting again and again.

When you are ready to turn it off, simply click once on the toolbar button again.

For more fast ways to format, check back next month for an article on using Styles.

**To learn even more**, consider taking a class! With instructor led learning, you get hands-on training, a course manual, and access to online tutorials, an expanded manual, exercise files, and a Help Desk.

Additionally, if needed, you can have a FREE Retake.

To register for classes, or to purchase Online ANYTIME courses, call your Training Liaison.

To see the current schedule of classes held at New Horizons, click [here](#) or go to:

<http://www.newhorizonsdm.com/state.html>

### *Excel Extra*

#### Quick Sorts

Do you wish you could easily rearrange your rows of data to see the information you need? Try a quick A to Z!

If you click on a data cell, then click on the Sort Ascending button on the toolbar, Excel will select the whole range of adjacent cells, and reorder the rows of data alphabetically for you based on the column you've chosen.

The Sort Descending button would reverse the alphabetical order, and display numbers from highest to lowest.

### *Graphics Corner*

#### Diagrams

If a picture is worth a thousand words, then a computer-drawn diagram is worth a thousand hand-drawn diagrams.

The Office programs have five diagrams you can quickly use. Go to the Insert menu and down to Diagram. You will find Cycle, Radial, Pyramid, Target, and Venn Diagrams.

Each style comes with text boxes. Simply enter your text. If you need more levels, click the Add Shape button on the floating toolbar.

Need a different style? Once you have created a diagram, you can quickly "Change To" another one.

Want a better look? Click on the AutoFormat button (look for the lightning bolt) and choose from one of ten different styles.

