



A Monthly Newsletter of helpful hints and timely information

Featured Tip of the Month

Self-Running Show

PowerPoint is a great tool for creating slides to enhance your spoken presentation, but it also has tools to create stand-alone slideshows.

Want to email a short slideshow highlighting your new product or service? Add these few tools to make it run easily on its own!

To have your slides automatically advance, you'll need to add timing. Go to View, Slidesorter View. Click on the Transitions button on the toolbar.

At the bottom of the task pane, check "Automatically after" and set the number of seconds

needed to view that slide. Select the next slide and add timing. If the slides are similar, you might "apply to all slides." When every slide has timing, your slideshow will run on its own once started.

To share your slides more easily, add one more step. Go to File, Save As. Change the file type to PowerPoint Show (.pps).

When you double-click this file, instead of opening in PowerPoint, it opens immediately as a slideshow.

All your customer has to do is open the file, sit back and watch, and be amazed at your ability to create a smooth running show.

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://das.hre.iowa.gov/LearnAtPDS/traininghome.htm>

Excel Extra

Comments

Need to explain why last month's sales figures are low? Add a comment to that cell and type a note that appears only when you hover over or click on that cell.

To add a comment, go to Insert, Comment. To remove or edit it, right-click on the cell containing the comment. You can also show the comment so that it is always visible on the screen.

To make the visible comment print, however, you have to add a step. Go to File, Page Setup. On the Sheet tab, change Comments to "As displayed on screen."

Graphics Corner

3D and Shadow Styles

To add more style to your shapes, try adding shadows or make them three-dimensional!

At the end of the drawing toolbar (View – Toolbars – Drawing) you will find two buttons: Shadow Style and 3D Style. Simply select any object you have drawn and select one of the 20 styles. You can modify the appearance more by going into settings to control nudge, tilt, and even lighting.

Note, some of the shapes, like the smiley face, cannot become three-dimensional.

The Drawing Toolbar is the same across all of the Office programs. Consider adding some emphasis to your documents, publications, and spreadsheets.

How can some quick AutoShapes help you illustrate your ideas?

