



Personnel  
Development  
Seminars

October 2005



## A Monthly Newsletter of helpful hints and timely information

### Featured Tip of the Month

#### Add Signatures to your Email

Do you often close your emails the same way, with "Sincerely yours," your name and title? Would you like to save time and have that text automatically added to the end of each email for you? Or perhaps have several different closers, or signatures, ready to use?

Adding Signatures to your Outlook email is easy. Go to the Tools menu and down to Options. Choose the Mail Format tab, and click on the Signatures button in the lower right.

Choose New, then give your signature a title, like Business,

Casual, Friendly, or the like, and select Next.

Type the text you want to appear at the bottom of each email. Select all or part of it, and you can change the appearance of it by clicking on the Format button, and then Finish.

You can create as many signatures as you like. Assign one for all New emails, and another for forwards or replies.

If you would like to use a different signature while typing a message, go to the Insert menu, down to Signature, and add any that you like.

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

#### Formula View

When you put a formula in a cell, you see the results in the cell. To view the formula itself, you have to look in the formula bar. But what if you wanted to review several formulas at once to see what someone else has used, or to check your own for consistency?

If you hold Ctrl and press the ~ key (above the tab key), you will toggle on Formula View, widening each column and revealing formulas. Simply press both keys again to return to normal view.

### Graphics Corner

#### Add AutoShapes

If you want to quickly add some graphics to your files, the Drawing Toolbar has AutoShapes you can use.

Do you need to draw attention to a portion of your page? Add a block arrow or draw a circle around it.

Want a smiley face or a star? Add an AutoShape.

To use your AutoShapes, first turn on your Drawing Toolbar by going to the View menu, then down to Toolbars. Click on the word Drawing and the

toolbar will appear at the bottom of your screen.

Click once on the Word AutoShapes, point at a category, and click once on the tool you want to use. Your pointer should now be a crosshair. Either click once or click and drag to draw your shape.

When you have a shape, you can resize, rotate, and move it. Or use other tools on the toolbar to color it, change the line style, or perhaps add a shadow or make it 3D!

