



A Monthly Newsletter of helpful hints and timely information

Performance &
Development
Solutions

May

Featured Tip of the Month

Group Schedules

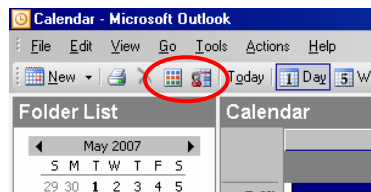
Ever needed to quickly see the calendars for several people at once? Now you can!

Outlook 2003 introduced a new feature called Group Schedules. When viewing your Calendar, you will find a new button on your toolbar.

Click on the button to create a new group. Name it, then click on Add Others to select from your company addresses or your personal contacts.

You will now be able to view blocks of time when they are busy or out of the office. Additionally, you can use this tool to quickly create a meeting or send an email to

everyone in the group.



Calendar Coloring

Do you like using the labels for meetings but wish you could change the names?

The Calendar Coloring button will let you edit the labels, and even create rules to apply Automatic Formatting to your appointments and meetings.

For example, you can create a condition that applies the Important label to all meetings created by your boss.

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/LearnAt/PDS/traininghome.htm>

Excel Extra

Text to Speech

Need to verify lots of data you just typed into Excel? Rather than look back and forth between your page and the screen, select your data, and let the computer read the values to you!

Excel has a Text to Speech toolbar that you can use at any time. Go to View to Toolbars to find all of your toolbars.

To test this, type the phrase "This is great" into a cell and click on the leftmost button.



Graphics Corner

Flowcharts

You can use your Drawing toolbar to create flowcharts in your Office programs. Use the Flowcharts category under AutoShapes to select your shapes. Then use the lines in the Connectors category to join them.

If you create your flowchart in the drawing canvas, your connectors will automatically attach to points on your shapes. The lines will redraw themselves if you should need to rearrange your shapes.

Plus, they come in a variety of styles.

Drawing Canvas

When you create AutoShapes in Word, you may notice a Drawing Canvas appear. It can be a good tool, but for most people it will be a hindrance. To turn it on or off, go to Tools, Options, to the General Tab. The drawing canvas is the last item on this tab.

