Tips and Tricks

New Horizons Computer Learning Centers

A Monthly Newsletter of helpful hints and timely information

Personnel Development Seminars

December 2005

Featured Tip of the Month

Outlook Folders

Too much mail in your Inbox? Wouldn't it be great if you could easily store messages from key people in separate folders? With new folders in Outlook, you can.

Creating a new folder in Outlook is easy. While in your Inbox, go to File, to New, to Folder.

Give your folder a name, perhaps "important," or "save," or even "funny stuff." To move messages to your new folder, simply click on the message and drag it on top of the folder.

To move messages more efficiently, create rule to move them for you!

One fast way to create a rule for automatically moving your messages is use the Organize Pane. Go to Tools and down to Organize.

On the Using Folders tab, you may have the option to create a rule to move messages from a sender to your folder. If that option isn't available, you can still create a new rule to do that (Tools to Rules Wizard).

All new messages from that person (or persons) will be moved to your folder. You will know when you have new messages in that folder when you see a bolded number in parenthesis: **(3)**.

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 Calculator

Need to verify some figures? No need to get a calculator out, Excel has one handy for you!

Any time you select two or more cells with numbers in them, their sum will be displayed on the status bar in the lower right of your screen.

Don't want a total? Right-click on the sum= phrase in the status bar, and you can change the formula it uses to an average, max, min, or count.

Graphics Corner

Printed Watermarks

Would you like to add text watermarks to your pages? Draft, Confidential, Sample: these are words commonly added to the background of some documents.

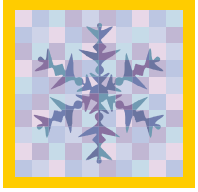
To add a watermark to your document, go to the Format menu to Background. Choose Printed Watermark from the submenu.

Click on the button next to Text Watermark. Choose one of the standard text phrases, or type in your own.

You could select your own font and color or stick with the defaults.

Whatever you choose, your watermark will be added to every page in your document.

You could also add a picture to the background, letting the program automatically place it and lighten it.

Make a New Year's Resolution to become more productive. Find ways to be more efficient so you can devote more time to work and to yourself.

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