

Tips and Tricks



Personnel
Development
Seminars

January 2006



A Monthly Newsletter of helpful hints and timely information

Featured Tip of the Month

Slideshow Tips

When delivering a slideshow presentation in PowerPoint, there are several quick tools you might use.

A fast way to start your presentation is to use the F5 key. This will always start your show from the first slide. Shift and F5 will start your show on the current slide.

If you should need to pause a slideshow, press either the B or W key to turn your screen either solid black or white. Hit any key to return to your show.

To exit your show, press Esc.

To add emphasis to a slide, right-click and choose the Pen

tool from Pointer Options. You can then draw right on the slide. Circle some text or cross out ideas. Change the pen color for more variety.

If you want to use the pen on the next slide too, right-click and choose Next.

To jump to a particular slide during the middle of your presentation, right-click to use the Slide Navigator or choose from a list of titles.

Consider using a wireless, pocket-sized mouse for advancing your slides, so you can move about more freely during your presentation. Just be sure to use fresh batteries!

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

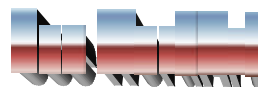
Dollars and Decimals

If you would like numbers in Excel to look better, you might use some of the formatting tools on your toolbar.

One fast way to make your values look like money is to select those cells, then click on the \$ symbol on the toolbar. This will add the dollar sign symbol, a comma thousands separator, and two decimal places.

Additionally, there are two buttons on the toolbar that will increase or decrease your decimal places.

Graphics Corner



To add some flair to your titles, you could use WordArt.

You can find the WordArt tool on the Drawing Toolbar, or go to the Insert menu, to Picture, to WordArt.

There are 30 different styles to choose from. Select a style, type your text, and voila!

If necessary, you can use the floating toolbar to edit your text, perhaps changing the font or the size. You could even make it bold or italic.

Additionally, once you have created your WordArt, you can change the shape of it. Perhaps add a wave or a cascade.

WordArt is available in almost all the Office programs, and is a great way to enhance your documents, spreadsheets, and slides.

How will you use WordArt? In a poster? A cover page? For the big presentation? The options are endless.

