



Personnel
Development
Seminars

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A Monthly Newsletter of helpful hints and timely information

Featured Tip of the Month

You've got Style!

To assist with fast, consistent formatting, Word has Style.

On the upper left of your Word toolbars is the Styles drop down list. By default, all new documents are formatted in the "Normal" style. However, there are quite a few styles you could use.

Select a title or header and use the drop down list to apply "Heading 1." This applies six pieces of formatting: Arial font, 16 point size, bold, 12 pts of Spacing Before, 3 pts Spacing After, and Keep with Next (which means your header will always stay with the text that follows, even if it falls at the

bottom of a page).

Try the other Heading styles for your subheadings. Not only are these styles easy to apply, but they are powerful too.

Go to your View menu and turn on the Document Map. It lists all your "headings." Click in this panel to jump right to that section. This is handy for navigating long documents.

To make your own styles, go to Format and down to Styles and Formatting. Click on the "New Style" button. Make your selections. To use this style in all documents, click on "Add to template."

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

Merge and Center



To make the titles of your spreadsheets more impressive, consider merging them across your range of columns.

If your spreadsheet ranges from column A to J, type your title in A1. Then select cells A1 through J1, and click on the Merge and Center button on the toolbar (next to the \$).

This will turn the ten cells into one large cell, and center your text for you. Increase the size and change the font if you wish for even more visibility.

Graphics Corner

Photo Album

The latest versions of PowerPoint offer a new tool for quickly making slides of your photos: the Photo Album.

To quickly turn a whole folder of pictures into a set of slides, go to Insert, Picture, New Photo Album.

Click on "File/Disk" to select pictures on your computer. Once you have pointed to the proper folder, if you want to select all of the pictures, click on one, and then hold the Ctrl key and press A.

YES!

To select a range, click on one picture, and then hold Shift and click on the last picture. Hold down the Ctrl key to select one picture here, and another there. You can select photos from more than one folder.

Once you have selected the photos you want to use, there are tools to let you change the order, the brightness and contrast, etc.

Simply choose whether you want the photos to fill the whole slide or allow multiples, and click Create. Voila!