



COMPUTERWISE

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CW Word

Indentation Creation

We all know that an *indent* is the space between the document's margin and its text, and how typically, those margins are created by using the tab key. What you may not know is that you have the ability to adjust the left, the right, or for that matter, both margins by utilizing the indent markers.

Located on the ruler (shown below) the first-line indent marker is the upper triangle at the left edge of the ruler. The lower triangle is the hanging indent marker, while the rectangle below the hanging indent is the left indent

marker. The right-side indent marker is the lower triangle located at the right edge of the ruler. If it sounds confusing—it is. To indent text, position the cursor to the insertion point in the text you want to indent, and then drag one of these markers to the desired point on the ruler.

Setting a First-Line Indent

Changing the first-line indent gives you many different ways to vary the look of your text. Using the first-line indent marker, you can indent paragraphs as you enter text. After you set a first-line indent

in one paragraph, all subsequent paragraphs you key will have the same indentation.

Setting a Hanging Indent

This is useful for isolating lists from the body of the text and can be created by dragging the hanging indent marker to the right of the first-line indent marker.

Setting Both Margins

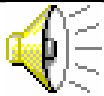
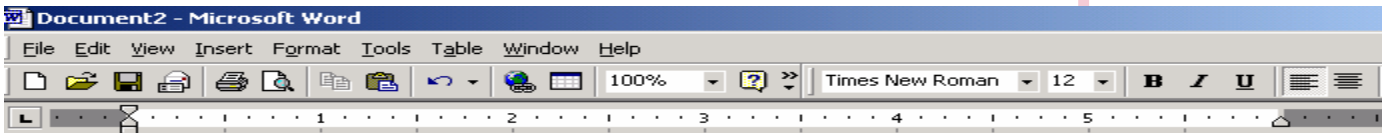
Simply dragging the left and right markers into position will set each side margin.

Using the markers can be a bit confusing, so experiment—it helps.

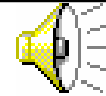
LINE SPACING

SHORTCUTS for Microsoft Products

Single	Ctrl+1
1.5 lines	Ctrl+5
Double	Ctrl+2



Catch A Wav



There are a lot of bells and whistles designed within a variety of everyday-used software that is rarely unearthed. Take for instance, the ability to embed an audio file in a WORD document. Imagine hearing verbal instructions from inside a simple Word file or have a small piece of narrative included in a PowerPoint presentation. Here's how to do it.

Start by positioning the cursor where you want the voice attachment to appear and select **Insert • Object** from the menu.

Click on the **Create New** tab in the object dialog box and choose **Wave Sound** from the Object Type list. Now click **OK**.

When the sound object box appears (shown below) click the red Record button and talk. When you finish, click the stop button. Now select **File • Exit** and return to your document. At this point, you will see the sound attach-



ment displayed with the speaker icon.

To play the sound, just double-click the speaker icon in the document. If you want to edit the sound or record over it entirely, right click the speaker icon, select **Sound Recorder • Edit**, then click the red record button and make your changes by re-recording.

You can also imbed existing files (wav or mp3) by accessing the file via the **Create from File** tab. Audible files can also be inserted in E-Mail and Excel.

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My Top 3 Features of Outlook 2003

1- *Post-it Notes*. This feature generates quick reminders that you can “stick” on your desktop. Having it automatically date and time-stamp the note makes it convenient. The note can also be cut, copied, pasted, saved, printed, and forward by means of an attachment.

2- *Research Desk*. Allows access to a dictionary, a thesaurus, and an encyclopedia with a quick click.

3- *Desktop Alert*. This is a cool way to be notified of an incoming e-mail. The notification suddenly materializes in the corner of the screen.

My Top 3 Features of WORD 2003

1- *Research task pane*. This new feature offers a wide variety of reference information and expanded resources, if you have an Internet connection. You can conduct research on topics using an encyclopedia, or do a Web search, all within Word.

2- *Side by side comparison*. This approach to comparing documents (Window menu) allows you to determine differences between two documents more simply than having to read. You can scroll through both documents at the same time to identify differences.

3- *Read Layout*. This view allows for easier readability of documents on your computer by hiding unnecessary toolbars and by scaling the contents to fit your screen.

My Top 3 Features of POWERPOINT2003

1- *Package for CD*. This feature, formerly called Pack and Go, allows you to copy presentations to a CD, including a default viewer, allowing the presentation to run even if PowerPoint isn't on the machine.

2- *Slide master*. Its purpose is to let you make a global change – such as replacing the font style or color – and have that change reflected on all the slides in your presentation. You can even personalize an existing design template.

3- *The Clipboard*. This allows you to collect a series of text and graphic items from different sources and then paste them all at once.



ZERO-LESS THOUSANDS

EXCEL

A. Is there a way in Excel to show a number that is in the thousands, without presenting all the zeros, while still being able to perform mathematical calculations?

Q. To display thousands without zeros, for example 52,000 as 52, select the cells to be formatted, then choose Format–Cells. Click the Number tab. Select

Custom from the Category list, and in the Type box enter 0, (that's a zero followed by a comma). When this number format is applied, the cells will retain the correct numerical values, but they will be displayed without the last three digits. To display values in millions, insert an additional comma at the end of the format string (0,.). To display one or more decimal places, for example 52,100 as 52.1,

include a decimal point in your format string (0.0.). To use these formats in charts, double-click the chart axis to display the Format Axis dialog box. Then click the Number tab and specify the desired format. In Excel 2000, the Scale tab of the Format Axis dialog box lets you specify the unit scaling directly. Just choose Millions from the 'Display units' drop down box.

OTW— YouTube™ Broadcast Yourself

Parents should know about one of the hottest Internet stops along the World Wide Web at the moment – YouTube, a free video web site that lets users upload, view, and share video clips (typically created by cell phones).

YouTube, started in February of 2005, has gained popularity in recent months among teens, thanks to its free video sharing. Its founder and CEO, Chad Hurley, grew up near Birdsboro and is a 1995 graduate of Twin Valley

High School. Going to YouTube.com, you'll find a wide array of content, including movie and television clips, as well as music videos. It is best know however for its amateur videos, better known as videoblogging.

Kitten Composer



With 65,00 videos being uploaded and 100 million clips being viewed per day, it is currently ranked in the top ten of the most popular web sites.

BEWARE— Some of the content is inappropriate, containing language and nudity, although a warning message will appear, prompting those over 18 to

open a free account.

Source: Wikipedia.com