



## The Absent Minded Transgressor

Windows/Word

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You've created a document , tapped the save icon – job complete. Except, you broke the first rule of Saving—noting where you saved your docu- ment. Now you need to retrieve the file and you have no idea where it's to be found. You know it's on your hard drive - somewhere. You know it's a Word document, but you can't recall the file name—if you even gave it a name. Now what?

As long as you know one unique word or phrase appear- ing in the document you can find it. The Window's Search feature from the Start menu can help, however, Word's file search tool offers more options. This feature can restrict the search to only Word docu- ments, while Windows' tends to

search all files unless you take additional steps.

In Word 2003, select File – File Search to obtain the Basic Search box as shown to the right. In the field entitled Search text: type some known word or phrase that you have identified as being in the mis- placed document, then click Go.

To select a specific drive, click on the dropdown menu from the *Search in:* box . You can also indicate the type of files to be found from within the *Results should be:* dropdown list.

Once WORD displays a list of files that match your criteria, simply double-click the desired file to open it. If you're not sure

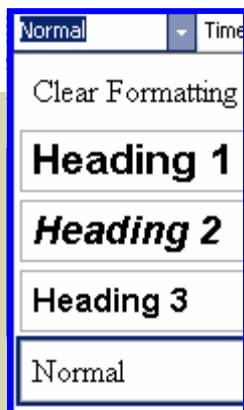
which file you need, point to the file name and a bubble box will appear showing you informa- tion about the file, such as location, as well as the date and time the file was last modi- fied.



## Presto Chango - Turn a Word outline into a slide show

PowerPoint

You can actually take an exist- ing Microsoft Word document and from it, create a PowerPoint pres- entation. To set up the slides for the presentation, PowerPoint uses the heading styles in your Word document. For example, each paragraph formatted with the Heading 1 style becomes the title of a new slide, each Heading 2 becomes the first level of text, and so on. Heading Styles are found on the toolbar, as shown to the right.



You must apply a heading for- mat to the text you want included in a slide. If you apply the Normal style to a block of text, Word will not send that text to PowerPoint.

To start - Open the document you want to use to create the PowerPoint. On the File menu, select Send To, and then click Microsoft PowerPoint.

If you're already working in PowerPoint, you can import a Word document into a presenta-

tion. To do so, click Open on the File menu in PowerPoint. In the Files of type box, click All Files. In the File name box, enter the file name and location of the Word document.

You can also insert from a Word outline into an existing presentation. When doing so, remember that the new slides will appear after the slide that is displayed in PowerPoint. On the Insert menu, click Slides from Outline, and then select the Word document you want to use.

# Shape Shifting



Not every Word document is a letter or memo made up of strings of typed text. At times, a simple Word document is actually far from simple. There are occasions when creating a set of instructions, designing a test, or publishing a training manual requires the addition of tables, pictures, examples, and exhibits, which can transform a document into a rather complex array of specific spacing and arrangement needs.

So where can I find this feature?

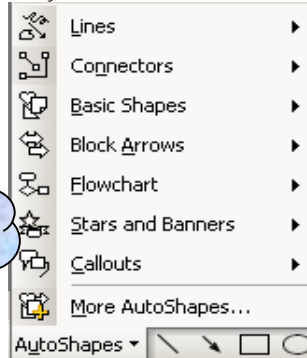
Auto Shape icon (shown here), typically is located at the bottom or to left side of the screen and offers the standard line, arrow, rectangle and circle, plus much more to add clarification to your document, and a bit more pizzazz.



The auto shapes menu (shown right) offers a wide array of possibilities, from flowcharts to banners to thinking bubbles.

The prospects are endless...

It is as simple as clicking on the auto shape icon and make your selection from the menu. Your pointer will turn into crosshairs, from which you can draw the image using your mouse. It's that easy.



The Drawing toolbar, with its

## Do You Know...

Sweden has the most affordable broadband Internet access in Europe.

Microsoft writes the code for autopilot systems in all major airplanes.

## ...Should You

Care.

Source:

Various Internet Sites

## PICK A COLUMN - THE WHOLE COLUMN Excel

There are times when you need to conduct any number of commands to a large volume of cells in a particular column. Rather than select a defined range, you may be better off applying the specifics to the entire column.

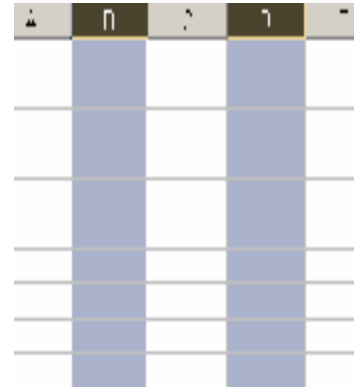
To do so - try this technique.

Place the mouse on the letter—from the frame—in the

desired column. In the example, I've clicked on the letter B from the frame, highlighting the entire column. At this point the highlighted column will remain intact so I can copy, move, erase, assign a format, or do anything else to that particular column.

Note however that the entire column (row 1 to row 65536)

is highlighted. So keep in mind that whatever command you issue will be affecting everything in its path. You can even highlight more than one column at a time by clicking on any additional column letters while holding down the CTRL key. (In this example, the D column.) Doing this allows me to assign a date format for example, to every other column, all at once.



## OTW - YOUR PICTURES GO POSTAL Internet

It's not just dead presidents and Elvis who can have their image immortalized on a postage stamp. Imagine mailing out invitations to that special anniversary or birthday party with postage stamps featuring a picture of the actual birthday boy or girl. Photo.stamps.com offers valid, useable stamps at various postage rates, ranging from post card stamps to 1 lb

Priority Mail.

Using approved methods, this Internet based postage stamp solution has been the government's authorized provider of stamps since 1999. Customers have been able to have their own digital photos, designs and images placed on legitimate, legal postage since 2004. Since then, over 21 million photo

stamps have been sold.

As of this writing, a sheet of twenty 41 cent stamps cost \$19.99. These stamps, authorized by the Postal Service, measure 1.4 inches by 1.9, with the actual photo measuring 1.1 x 1.1.

This unique possibility may very well be just the tribute needed to kick off the next special event.



Family picture postage stamps are officially authorized by the U.S. Postal Service and can be used like regular stamps.