

OFFICE TECHNOLOGY TODAY

Your Personal "Help Desk"

Business Management Daily

BITS AND BYTES

■ **Share Outlook calendars via email.** Create a separate calendar in Outlook 2007 and share it with anyone by clicking on "Send a Calendar via email." Outlook will attach a text version of the calendar in the email body. Even people who aren't using Outlook can see the dates and times in the body of the email.

■ **NPV? ROI? LTV? Does it all sound like alphabet soup to you?** At <http://www.financeformulas.net/>, you'll find the mathematical explanations for all of these financial terms. It also offers financial information ranging from basic ratios to measure the financial health of your business to loan and interest calculations that can help you better understand your own debt and investment portfolio.

■ **Need a good online resource for Excel?** Check out the websites of the three wise men of Microsoft Excel: **MrExcel.com** (Bill Jelen), **spreadsheetpage.com** (John Walkenbach) and **datapigtechnologies.com** (Mike Alexander). All three sites offer great tips, tricks, techniques and resources.

Crunch Excel data like a pro in 4 steps

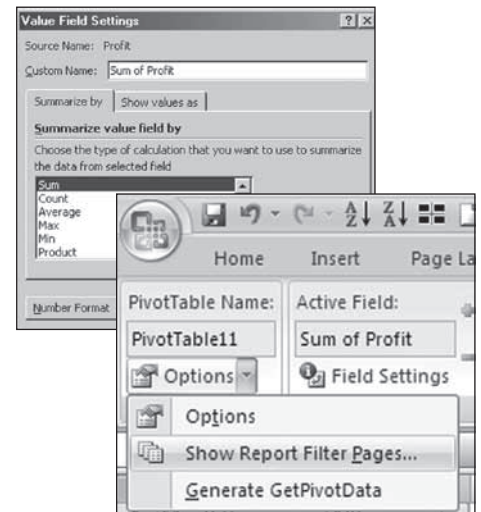
Pivot Tables are a great way to turn tons of data into powerfully useful information. Here are four secrets to success with Pivot Tables.

1. Start with the right data in the right format.

That means a properly formatted list with each row representing a record, no blank rows, no blank columns and column titles that describe the information (think: field names). If you maintain information about single entities, such as an employee, on multiple rows, you lose much of the power that Excel has to aggregate, calculate and filter data.

Another common misstep in structuring data that could otherwise be pivoted is the use of blank rows or blank columns to "format" output. You want to make use of column heights, widths, horizontal and vertical alignments, as well as indents to deal with formatting. If one or more of these anomalies is a factor, it may mean re-engineering your work sheets! The trade-off for this one-time painful task is a boatload of powerful tools, such as pivot tools. It will be worth the effort.

2. Format numbers from the Number Format button.



Format through Value Field Settings. Generate customized tables with Report Filter Pages.

Pivot Tables are notorious for losing formatting. Most users will simply highlight a column and use the font and number group buttons like any work sheet. However, if you use the Value Field Settings (click on the drop-down arrow next to the field in the Values section in the Pivot Table task pane) and Number Format button (see image above), the format will be "sticky." That is, it will survive refreshing your data and not make you

(Continued on page 2)

KEYBOARD SHORTCUTS: POWERPOINT

Ctrl+M
new slide

F2
placeholder/content

Ctrl+A
select all

Insert a new slide fast. Quickly create a new PowerPoint slide by clicking below an existing slide and pressing Ctrl+M. It duplicates the layout of the previous slide, unless it was a Title Slide layout. Then it makes the new one Title and Content.

Try toggling between settings. Switch between selecting the contents of a placeholder and the placeholder quickly with F2 in PowerPoint. This is much easier than aiming for a narrow dashed line when you want to make a change.

Click once to select all. Select all the content in a placeholder by clicking inside the contents once and pressing Ctrl+A. Then you can right click, for example, and affect every bullet point.

Set your phone on 'autotype'

Would you like to type less and have your smartphone fill in the rest? Many smartphones have a timesaving feature that will do just that!

For example, instead of typing your formal signature emails, what if you could type two letters and let the phone



fill in the whole long signature with phone number, email and address for you?

When you write an email or text, you type a couple of letters and

your smartphone automatically replaces those with a sentence.

Example: If you type CL, your phone could automatically replace that with "I cannot talk now, will call you later."

To get the most from this feature, pick the common words or phrases that you type and add them to the library. Then every time you need that phrase or word, just type the shortcut and let your phone do the rest.

My favorite shortcut is xx for my formal signature and xy for my informal signature. When I type xx, my smartphone automatically replaces it with my full email signature. This is a huge timesaver. Another favorite is setting up shortcuts for company names or technical terms.

On the BlackBerry, this is a built-in feature called **autotexting**. On the iPhone and the Android, these are applications called **Textexpander** and **Smart Keyboard Pro**, respectively.

For BlackBerry users, to add words or adjust words in the library, go to the options application and edit the library. For the iPhone and the Android, open the application and edit the library within the application.

By letting your phone work harder, you can work smarter.

Kimberly Deas combines her 10+ years' experience in telecommunications with a background in personal coaching and results-oriented training.

Maximize your desktop: 10 tools

Sifting through the endless tools out there to enhance your Windows desktop can be daunting. Here's a list of 10 free programs that might just make your life easier.

1. Dropbox, www.dropbox.com:

Dropbox stores your files in a common location and lets you access them from almost anywhere. It leaves an additional copy on the web, providing access from any web browser.

2. Recuva, www.piriform.com/recuva:

Recuva recovers files deleted from your Windows computer, Recycle Bin, digital camera card or MP3 player.

3. SyncToy, www.Microsoft.com/downloads:

synchronizes files and folders between locations.

The program copies, moves and synchronizes different directories. It can manage multiple sets of folders at the same time, combine files from two folders in one case and mimic renames and deletes in another case.

4. 7Zip, www.7-zip.org:

file archiver. Windows supports the ZIP format, but if you receive RAR files from Apple users, 7Zip is a fast, free way to handle them. It also creates self-extracting EXE files.

5. Wiseval Photophant, www.wiseval-photophant.software:

image resizer/converter. Allows you to easily batch, rename,

resize and change the format of your photos. Altered pictures go into a different folder from the original, so nothing gets destroyed.

6. Auslogics Duplicate File Finder, www.auslogics.com:

eliminates duplicate files. This basic program lets you find and delete duplicate files on your hard drive. This is a helpful utility for users who find themselves with limited disk space.

7. Revo Uninstaller Freeware, www.revouninstaller.com:

uninstalls programs. Offers flexibility in how much and what you want to save.

8. Paint.Net, www.getpaint.net:

image and photo editing software. Combines all the editing tools a non-professional might expect.

9. LastPass, www.lastpass.com:

in-the-cloud password manager. LastPass encrypts and keeps all of your user IDs, passwords and other settings in one place, stored in the cloud.

10. PicPick, www.picpick.wiziple.net:

screen capture. PicPick gives you screenshots with the press of a key. It puts your screen into an editor, with tools for resizing and editing. Also gives you file naming, on-screen magnification at selectable levels, a pixel ruler and color picker.

— Adapted from "Top 15 Free Tools for Every Windows Desktop," Woody Leonhard, Infoworld.

Crunch Excel data

(Continued from page 1)

reapply the format.

3. Generate customized tables using Report Filter Pages.

Would you like to generate a custom Pivot Table for each product, salesperson, product line or any other field? Place the item in the Report Filter section, and from the Pivot Table Tools contextual tabs, choose the drop-down arrow next to the Options button (see image, page 1). Choose Show Report Filter Pages and OK. You will now get a Pivot Table work sheet for each value in your Report Filter.

4. Create a Pivot Chart fast with F11.

Want to produce a chart from your summarized or aggregated data? Simply click somewhere in the Pivot Table and press the F11 key. You can then use all the chart tools from the contextual tab to format it exactly the way you like. One additional piece of advice on Pivot Charts: Since the Pivot Table you created the chart from and the chart itself are inextricably linked, you might want to color code the work sheet tabs the same color. That way, you'll always know that what you do to one will be done to the other in the way of filtering, sorting and data selection.

Contributor: Melissa P. Esquibel, Microsoft® Certified Trainer.

Building fast PowerPoint presentations with Word

Making a PowerPoint presentation on short notice can send a lot of people into a panic.

There's a secret to fast-tracking PowerPoint presentations: Format your content typed in Word as a multilevel list.

Here's how to do it:

1. Brainstorm first. Get all the ideas down that you want to present, without regard to order or flow.

2. Reorder your content so that it makes sense for the flow of your intended presentation.

3. Don't format the content prior to this step. The only formatting is getting your information in a multilevel list. Start by selecting all your text. You can select all your text using the shortcut CTRL-A.

- Select the Multilevel List icon from the Home tab in the paragraph group (*see box*).

4. Choose carefully here to ensure that PowerPoint will be able to read your outline and translate your slide topics and bullet points the way you intend. It's important to choose a multilevel list format that shows how it applies the Heading 1 and Heading 2 styles. Heading 1 style translates to slide topic in PowerPoint. Heading 2 translates to bullet point.

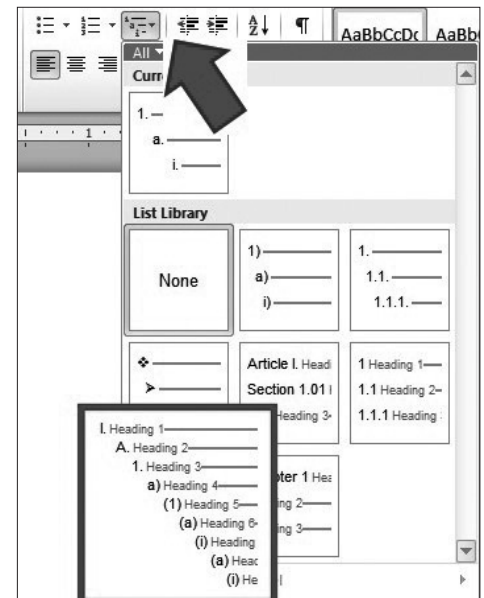
5. Once you've applied this formatting, all of your content will show up as the highest-level outline number. Highlight your bulleted text and press the tab key to differentiate between slide topics. This will demote those items to the second-level outline or Heading 2 style.

6. Save and close it as a regular Word document. Close the Word application at this point. By closing Word altogether, you will be free to open that document in PowerPoint as an outline.

7. Turn your outline into PowerPoint. From PowerPoint, you can click on File Open (2010) or Office Button Open (2007), then change Files of Type to All Outlines. You can also build your slides from an outline directly from Word. The command is called Send to Microsoft Office PowerPoint.

You'll need to add it to the Quick Access tool bar. This will launch PowerPoint, with slides built from your outline.

8. You'll notice that your outline has been converted to PowerPoint slides. Each Heading 1 is a new slide, and each Heading 2 is a bullet point. All you have to do now is incorpo-



Select Multilevel List icon from the Home tab in the paragraph group.

rate any graphics, charts or table data needed to complete your presentation.

This method is particularly useful if you've been provided a topic list or list of subjects to be covered. You can copy and paste these into Word and begin building your outline. Once you create a presentation from an outline, you have two separate files. Keep your outlines as a resource. This is the fastest method to get from idea to content to presentation in minutes, not hours.

OUTLOOK

Direct email replies with the Options Tab. Are you sending out a message requesting information, but have someone else doing the data gathering and reporting? When you compose your message, choose the Options tab, and in the More Options group, choose Direct Replies To. Your data gathering partner will receive all replies to the message and can summarize them for you in a single email. Actually, clicking this or any other button in that group will give you access to several options available for sending messages, such as Importance and Sensitivity attributes, voting buttons and delayed delivery.

POWERPOINT

Never lose your place during a presentation again. In the middle of your presentation, the CEO asks you to go back to last quarter's statistics. Glancing at your notes, you recognize this as Slide 2. But where did you leave off? It's distracting paging up and down through slides to find your place. If you know the slide number, just type it and press Enter! Then, right click on your presentation and select Last Viewed to return to the slide you were on. Whew!

Tip: Keep a sheet with slides and slide numbers near you during the presentation as a backup.

WORD

Keep repeating the same information over and over? Do you always close with the same few lines in your letters or often insert similar requests for information? Create your own Quick Part and repeat your actions with a couple of clicks. Type in your verbiage and select it. On the Insert tab, in the Text Group click Quick Parts. Select the last option, Save Selection to Quick Part Gallery. To use it again, simply click the same button. Your own Quick Parts should show up at the top of the dropdown menu.

Hint: This works in Outlook, too!

Moving between appointments

Q How do you maneuver between appointments without going back to the beginning?

A Using the Next Item and Previous Item arrows or the related shortcuts, Ctrl+> and Ctrl+<, you can quickly go from one appointment to the next in any Calendar view. The buttons will be found on the Quick Access toolbar when you are inside of an appointment.

What happened to the Pivot Table button?

Q How can I create a Pivot Table in Excel 2007 or 2010 from multiple ranges?

A In the older versions of Excel, the options to pivot multiple ranges were on the Pivot Table and Pivot Chart Wizard dialog box. This selection seems to be missing on the Pivot Table button in the Insert tab in Office 2007 and 2010. There are two ways to get back this functionality. First, you may use the old Alt key combination of Alt D, then P. This will bring up the old familiar Pivot Table and Pivot Chart Wizard.

VIDEO TRAINING



Melissa Esquibel
Microsoft® Certified Trainer

THIS MONTH'S TOPIC: Outlook EZ View Changes. Finding the email you're looking for in Microsoft Outlook can be a little like finding a needle in a haystack. But there are some easy-to-use tools right on the Advanced Toolbar. Take a look at how to get that on your screen at www.OfficeTechToday.com.

This button can also be added to the Quick Access Toolbar by choosing buttons from the All Commands list.

Quick fix to single-space paragraphs

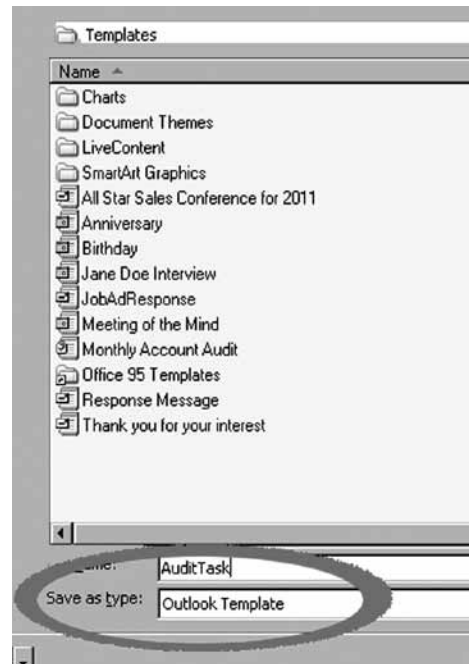
Q How can I get Word 2007 or 2010 back to single-space paragraphs?

A Undoing this one "feature" of the newer versions of Microsoft Word is one of the most requested fixes. It's quite easy. And it is possible that you have come close to fixing it yourself. Right click any paragraph and choose Paragraph from the menu. Change the Line Spacing to Single and instead of just clicking OK, click Default. Confirm that you wish to save this setting for all future documents created from the Normal template.

Repeat tasks? Create an Outlook template

Q Can you create a template for a task that you compose often?

A Absolutely. Create the task with all the content that is repeatable, such as steps to complete the task, to whom it is assigned, its priority, any attachments or links. From the Office Button (2007) or File tab (2010) chose Save As



and change the Save As type to Outlook Template. To use your template in Outlook 2007, choose File, New and then Choose Form. In Outlook 2010, it's easiest to add the Developer tab first. Then in the Developer tab in the Custom Forms group, you'll see the Choose Forms button. This button can also be added to the Quick Access toolbar. To reveal the Developer tab in Outlook 2010, from the File tab, choose Options, then Customize Ribbon. On the right, check the box to the left of Developer.

TECHNOTES

Add oomph to PowerPoint presentations. Innovative software is helping to make dull PowerPoint presentations a thing of the past. Three tools to keep handy when you're creating slides:

1. PowerPoint Twitter Tools. Use this suite of tools by SAP to incorporate Twitter into a presentation.

Cool way to use it: Create a Twitter "feedback" slide for your presentation. The slide contains a number of quote bubbles, which automatically fill with the latest tweets for whatever search term you enter.

Cost: Free; www.sapweb20.com. Click on PowerPoint Twitter tools.

2. Poll Everywhere. Poll your

audience in real time with a slide from the Poll Everywhere site.

Cool way to use it: Ask the audience a question, then see results appear as audience members text or Twitter responses.

Cost: Free for audiences up to 30; www.polleverywhere.com/.

3. Fotolia. Tired of overused clip art? This site gives you easy access to more than 12 million stock images.

Cool way to use it: Install Fotolia software so you can search for photos, preview, then buy them—all while you're still in PowerPoint.

Cost: \$1.20 to \$20 per image; <http://us.fotolia.com/>.