



Hire the Painter

It can be extremely frustrating when you have to painstakingly apply different formats to your work. You can alleviate some of the angst by employing the Format Painter. The Painter lets you copy text formats in Word and cell formats in Excel from one location to another. This is extremely useful when copying the same format(s), such as font and font size, color, lines and borders. To utilize this feature: Click on the text or cell(s) you wish to copy, then click the Format Painter icon from the toolbar, to copy the formats to another location. (If you double-click the Format Painter, you'll be



Here's an example of utilizing the Format Painter to copy text formats from Word using the following line which is in the Times New Roman font.

Copy text formats

1. Click on the text where format you want to copy.
2. Click the format painter from the toolbar, and an attached paintbrush icon will be attached to the mouse.
3. Click the text that you want to apply the format.

In this example, I've copied the format the last word of this line

able to copy to multiple locales, as it will remain active, allowing you to go anywhere in the document or spreadsheet. (You can even scroll to reach your location.) Now sweep your mouse over the new location that you want formatted, thus highlighting the text. (If you did double click,

you will need to click the Format Painter button when you are finished applying the formats in order to turn the feature off.) Try this technique as a quick means of applying formats, including copying paragraph formatting, such as indentation and line spacing.

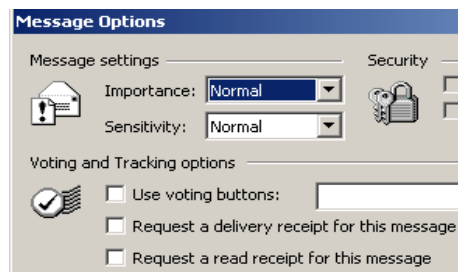
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Checking Out That Pick-Up Line

You have just sent a very important message via e-mail, and you are concerned that it be delivered and read by the recipient. You could call each person on the distribution list to find out if they received your note, or you could have Outlook notify you if the message has been opened or discarded.

Before sending off your message, click on the **Options** button from the Toolbar and check on the tracking Op-



tion – Request a read receipt for this message—as shown above. When your e-mail is actually opened, you will receive a return E-mail —like the one shown to the right—indicating that the

message has been read by that individual. If the person deletes the delivery and does not open it, you will receive a message stating that the delivery was received but not read.

Your message

To: Klingel, Bryon M.; Knarr, Sjp
 Subject: Repair Help
 Sent: 4/20/2005 3:24 PM

was read on 4/21/2005 9:23 AM.

Network? Control Keys? Printers? Organizing E-Mail? File searches? IGPro? Tell me how a one-hour mini-session could best help you. E-mail me.

PowerPoint - Slides By Design

When creating a slide presentation you can use a built-in design template as your foundation. The design template gives you a consistency with the background, color scheme, and appearance on each slide. These templates allow you to cosmetically fill in the blanks when creating a slide show.

Here's how to use the templates. The next time you start a presentation, select File—New and click on the Design Template radio button from the dialog box. You can preview each template by simply pointing to it, and the upon choosing your selec-

tion, click OK.

Note that by picking a template, you are creating a slide layout for your entire presentation, thus eliminating the need, as well as saving the time, to custom-build each slide's background.

To change the appearance, or to include a template once you have started creating slides, click on Format—Apply Design Template, and click on the desired display.



Give these design templates a try and you'll be well on your way to creating what will appear to be a very professional looking presentation.

OTW—

Distinguished Women of Past and Present

At www.distinguishedwomen.com, you will find a comprehensive site that recognizes the women throughout history who have made significant contributions in more than 50 fields worldwide. The fields range from Activism and Social Services to Aviation and Exploration. Health, education, engineering, human rights, and photography are just a handful

of fields touched upon.

The site also gives you the ability to search a name from the alphabetical name index, featuring profiles, biographies, and links to other pertinent resources.

So whether you're interested in Professor Wangari Muta Maathai, who founded the Green Belt Movement in

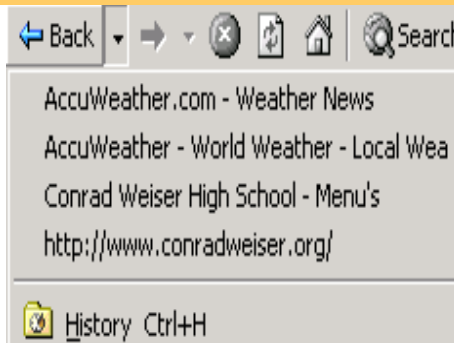
Kenya - where as of July 1991 the movement has planted 10 million trees, has established 1,500 nurseries, and has involved 50,000 women - or you'd like to learn about Umm Kulthum, the most popular and treasured musician in the Middle East during this century - check out Distinguished Women of Past and Present.

Did You Know—URL stands for Uniform Resource Locator and is essentially an address for web pages. Every web page has a unique identifying address, similar to a residential address.

Jumpin' Back in a Flash, It Goes So Fast

Tired of clicking, clicking, clicking the back button to return to a particular previous seen screen display? The Back and Forward navigation buttons feature a drop-down list button with which you can jump several pages at once. This can be much faster than clicking the button repeatedly.

In the example shown here, you can jump from deep within a Web site, such



as going from the Weather News at AccuWeather.com, and return back to the Conrad Weiser lunch menu, or even the home page, without having to click the back button a half-dozen times. Just point to your selection from the drop down list and click—presto— you are there.

Use the drop-down list button to see the previous Web pages and jump immediately to any one of them.