



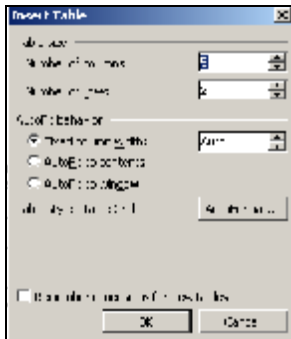
CW WORD

Setting an Elegant Table

It's rather impressive or annoying (depending on how you look at things) how some people are able to take the simplest of tasks and make it look complex. Let me show you how to create a simple table in WORD that will look like you spent hours.

Here are the steps:

On the standard toolbar, click **Table – Insert - Table** and in-



indicate the desired number of columns and rows. (You can add and remove columns and rows later.)

Place your pointer inside the table and from the menu click **Table, Table Auto Format** to open the Table Auto Format dialog box.

Click on the various selections in the **Formats** list box to glimpse a preview.

Click any of the **Formats to apply** check boxes to use or remove particular formatting,

such as border, shading, font, and color.

Click **OK** and there you have it, a professional looking table with just a few clicks of the mouse.

To add information to the table, point to and click the first cell. Type your information, then press **Tab** to move to the next cell.

To insert or delete a row or column, place your pointer in the row or column to be affected and choose **Table – Insert or Delete** (as desired). Then indicate row or column.

With one peek at your elegantly displayed table and you too will have folks either impressed or annoyed with you.

Conrad Weiser
High School

Volume IV, Issue 6

May/June — 2006

Inside this issue:

Setting an Elegant Table— highlights the use of the automatic table format feature	1
Unchain My Chart— describes how to detach an Excel chart from future changes	1
Doing Math with Dates— provides info on performing calculation with Excel dates	2
From the Mailbox— - Finding sent E-Mail messages - Finding the original date of a Word document	2
On The Web— Check out the newest search engine—netTrekker.	2

CW EXCEL

Unchain My Chart

Normally, an Excel chart stores data in a range, therefore, if you change the data, the chart updates automatically. Sometimes though, you may want to unlink the chart from its data range and produce a static chart that remains unaffected by subsequent changes in the data. For example, suppose you plot figures

generated by various what-if scenarios, and you want to save a chart that represents some baseline data for comparison purposes.

One way to create such a static chart is to copy and paste it as a picture. To do this, point to your chart, and hold down the **<Shift>** key. Choose *Edit—Copy Picture*

(this option is available only when you hold down **<shift>** as you select Edit).

The Copy Picture dialog box will appear. Click OK to accept the defaults. Then click anywhere in your worksheet and choose *Edit—Paste*.

Your chart will now be represented as an image rather than as an active graph.

Air travel this summer?

To minimize the time spent at airport security, check the Transportation Security Admin web site at TSA.gov for the latest news regarding security regulations, wait times, and other helpful information for travelers during these changed times.

When dealing with dates, you can utilize Excel's awesome power for performing math. Before we attempt a date-related calculation however, you first need to understand how Excel works in performing such a computation.

It is all due to a thing called DATEVALUE, which simply assigns a number to a date. This occurs automatically when you enter a date in date format. You can also use the delivered formula =datevalue to convert a date entered in the form of text into the number representing the date. For example, the date value associated with the date 10/13/1998 is 36081,

which you can ascertain by using the formula =Datevalue(A2), like in the

	A	B	C	D
1	Dates			
2	10/13/1998	36081		
3	12/14/1990	33221		
4	4/6/03	37717		

sample. These numbers are derived, by Excel assigning a 1 to 1/1/1900, a two to 1/2/1900, and so on. 36,081 days later would be the thirteenth of October in the year 1998.

Once you have generated a date value, you have the potential to do other things, such as perform math with that date. The first thing you

will probably want to do however is covert the value to a date format. To do this, point to the cell containing the value and select from the menu, **Format – Cell – Date** and choose a particular date type (Month/Day, Day/Month/Year, etc.) Now your ready to create a formula which will calculate the number of days between the two dates.

	A
1	1/11/2006
2	12/20/2005
3	22

In the sample, the difference between the 1/11/2006 and 12/20/2005 is 22 days. This was done by writing the formula =A1-A2 in cell A3.



Q&A's

From the Mailbox

E-Mail

Q—Where do I find messages that I sent?

A—In Microsoft Outlook, click on the push button marked My Shortcuts. Inside you'll find a folder entitled Sent Items. To return, click on Outlook Shortcuts located at the top of the bar.

Word

Q. How can I find the original date of a document, even if I clicked on the automatic update when inserting a date?

A. To find the original date in which a document was created, right-click the document from My Computer and choosing Prop-

erties, click the General Tab.

The information, similar to what is shown below, also lists the last time the document was modified, as well as accessed.

Created:	Tuesday, October 11, 2005, 9:38:31 AM
Modified:	Tuesday, November 08, 2005, 1:09:44 PM
Accessed:	Today, January 19, 2006, 1:17:25 PM



By now you have either experienced netTrekker or at least have heard about this new, innovative search engine. If you haven't, here is some of what you've missed.

- All searches are performed by relevancy, not by individual word; therefore a search for the *American Civil War* renders 367 hits, instead of the 163 million when tracked through Google.

- Web sites are rated for readability based on five reading levels.
- Sites indicates whether audio, video, pictures, maps, etc. are available.
- A built-in dictionary allows students to point to any word within the actual web site for an instant definition.

- You can select or create a dynamic timeline complete with eras, events, art, people, literature, and innovations.

Give it try. It can be used at school or at home, with registration available for a personal account. In the meantime, our login is CONRAD, and the password is WEISER.