

ASA Research

MICROSOFT OFFICE & WINDOWS 7 FOR CPAs



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Microsoft Office & Windows 7 for CPAs

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Microsoft Office 2010 & Windows 7 for CPAs Course Information

Learning Objectives	To increase the productivity of accountants using Microsoft Office 2003, 2007 & 2010 and Window XP, Vista & System 7
Course Level	Intermediate
Pre-Requisites	Basic familiarity with Microsoft Office and Windows
Advanced Preparation	None
Presentation Method	Live lecture using full color projection systems and live Internet access with follow up course materials
Recommended CPE Credit	8 hours
Handouts	Templates, checklists, web examples, manual
Instructors	J. Carlton Collins, CPA



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Some of the features discussed within this manual apply only to certain versions of Office, and from time to time, Microsoft might remove some functionality. Microsoft Office is known to contain software bugs which may prevent the successful use of some features in some cases. AdvisorCPE makes no representations or warranty with respect to the contents of these materials and disclaims any implied warranties of merchantability of fitness for any particular use. The contents of these materials are subject to change without notice.

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Accounting Software Web Site	www.ASAResearch.com
Technology Advice Web Site	www.CPAAdvisor.us
Mirrored Web Site	www.AccountingSoftwareAdvisor.com
Accounting Software Feature Reports	www.AccountingSoftwareReports.com
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J. Carlton Collins, CPA - Keynote Speaker

Highly Rated & Entertaining Speaker, More than 2,000 Presentations, Technology Expert

Speaker
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About Mr. Collins:

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Speaking:

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Awards:

CPA Certificate

AICPA Certificate

GSCPA Certificate

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[Solomon Advisory Council](#)

[Epicor Partner Award](#)

[ACCPAC Outstanding Partner](#)


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J. Carlton Collins, CPA Biography

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J. Carlton Collins, CPA is a Certified Public Accountant with experience in technology, tax, auditing, accounting systems, financial reporting, and bond financing. He is an author, lecturer, and technology & accounting systems consultant. He has published more than two dozen books, two hundred articles, and thousands of web pages. As a public speaker, Mr. Collins has delivered more than 2,000 lectures in 44 states and 5 countries addressing more than 500,000 business professionals, including numerous keynote lectures at national and international conferences. Key awards include: "[AICPA Lifetime Achievement Award](#)", "[Tom Radcliffe Outstanding Discussion Leader Award](#)", "[GSCPA Outstanding Discussion Leader Award](#)", and "[Accounting Technologies' Top Ten CPA Technologists Award](#)". As a consultant, Mr. Collins has assisted 275+ large and small companies with the selection and implementation of accounting systems. Mr. Collins has a Bachelors degree in Accounting from the University of Georgia, is a 26 year member of the AICPA and the Georgia Society of CPAs, and is also a licensed realtor.

At the University of Georgia Mr. Collins was elected President of the Phi Eta Sigma Honor Society, was initiated into the BIFTAD Honor Society, was a member of Alpha Tau Omega fraternity, and served three years in the Judicial Defender/Advocate program. At Glynn Academy High School Mr. Collins was Senior Class President, Class Valedictorian, and received a principle nomination to Annapolis Naval Academy. Mr. Collins has been married for 25 years and has two children. He devotes his leisure time to family, travel, tennis, fishing, snow skiing, and riding motorcycles (dirt and street). Mr. Collins is president of his home owners association, participates in the Gwinnett Clean and Beautiful program, and volunteers for Cooperative Ministries food drive.

Selected Positions, Awards & Accomplishments:

Internet | Protected Mode: On
100%



2010 Computer Technology

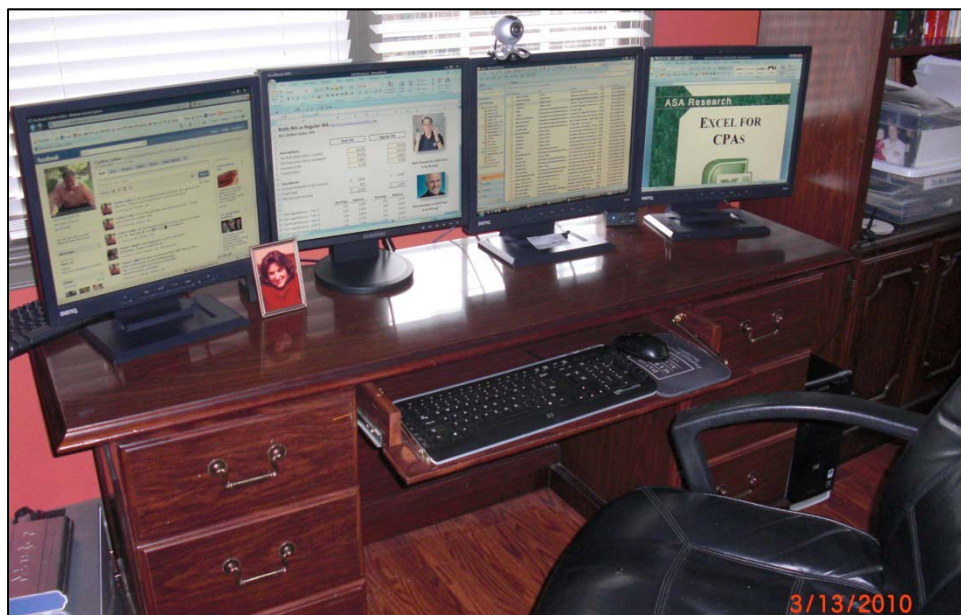
2010 Computer Technology

The arrival of new computer technology makes Office 2003 and Windows XP obsolete. Why? Because Office 2003 only sees up to 1 GB of RAM and can only use one microcomputer processor chip. Likewise, Windows XP can only see 3 GB of RAM and use one microcomputer processor chip. Computers these days are stronger, but in order to take full advantage of that strength, your operating system and applications must be stronger as well. The key factors you need to consider as you purchase a new computer, operating system, and applications are as follows:

1. Do you want a 32 Bit or 64 bit system?
2. How much RAM do you want?
3. How many CPU processors do you want?
4. Which Operating System Do you want?

Example:

As an example, in January 2009, I purchased a desktop computer with 4 processor chips and 8 GBs of RAM. I am running a 64 bit version of the operating system, not an older 32 bit version. The computer is an HP Pavilion Model a6750f. I paid \$701 for the computer, and about \$94 each for the monitors. To support four monitors, I also added a Matrox M9120 Plus PCIe x16 video card (\$289) and a quad video cable (\$89). The total cost of my system is \$1,455. The computer is lightning fast – it launches Excel in about 1/3rd of a second and loads web pages in about 1/3rd of a second. I routinely have 30 to 50 applications and web pages open at the same time, and I reboot the system about once every two months. Here is a picture:



I also have an older HP 4350 duplexing laser printer with third drawer which I paid \$2,000 for 1.4 million pages ago, and you can buy the same printer today for about \$389. For color printing and scanning I have an Epson RX680 printer which I paid \$228 for. I use Comcast high speed Internet which costs \$89 a month including DVR television, and I use a Netgear MIMO wireless router which cost me \$119. I back up my system online via XGenetric and I also have several 300 to 500 GB USB drives which I backup my files to as well.

The primary software I use on my computer is as follows:

1. Norton Internet Security - \$49 a year to protect 3 computers.
2. Microsoft Office Ultimate 2010 beta (free).
3. Adobe Photoshop Elements (\$139).
4. Adobe Acrobat (\$286)
5. Skype (Free)
6. GoToMyPC (\$16/month)

Let's Dig Deeper

Further, to help you better understand the issues at hand, presented below is a summary of today's newer technologies.

32 Bit vs 64 Bit

Just as more highway lanes accommodate more traffic flow, 64-bit computers accommodate more data flow.



64-Bit is 8 Times Faster - Since the early nineties, all computers have been built with a 64-Bit architecture, but only recently have 64-Bit operating systems and applications been embraced. If your computer is more than 2 years old, chances are good that you are still operating in the older 32-Bit environment – which is technically 2 to 8 times slower, depending upon what task your computer is doing.

Micro/Mini/Mainframe - Many years ago, 32-bit computers were commonly referred to as “micro computers”; 64-bit computers were commonly referred to as “mini computers”(like an IBM AS/400 or Digital VAX); and 128-bit computers were commonly referred to as “main frame computers”. All of these computers have always used the same memory chips, same drives, same CPUs, same components, etc – the only difference has been the number of lanes of traffic provided for data flow. Ten years from now it is very likely that your desktop computer will actually be a mainframe.

RAM



How Much RAM? - The old adage these days is you can't be too rich, too thin, or have too much RAM. For the past three decades, stronger computers have needed an increasing amount RAM, and this will not change. When Windows Vista was released in January 2007, almost no one had more than 1 GB of RAM, but Vista actually needed 3GBs of RAM to run well. Microsoft did not tell us this, and we installed Vista on our computers with less than desirable results. Eventually we started installing Vista on computers with 3+GBs of RAM, and found that Vista is a truly great operating system – but by then, the damage to Vista's reputation was wide spread. Since then Microsoft has released Windows System 7 – which is really Vista 2.0, with about 500 minor enhancements thrown in.

As of 2010, the standard for RAM is 4 GBs for laptops and 8 GBs for desktop systems.

RAM Speeds - You should know that RAM comes in different types and speeds, and of course the faster your RAM, the faster your computer will perform. Although “**DDR**” memory chips are still available, in 2008, most memory suppliers started transitioning from “**DDR2**” memory chips to the more efficient and higher density “**DDR3**” technology. Basically DDR2 allows the computer to “fetch” four times more data than DDR chips, and DDR3 chips allow the computer to “fetch” twice as much data as DDR2

memory chips. It's like using a small shovel, bigger shovel, and really big shovel to dig a hole.



DDR2 is available at 800 and 1066 speeds, while DDR3 reaches speeds from 800 to 1600. Presented below are tables which summarize the clock speeds and data transfer rates for commonly available memory chips.

DDR2 Speeds						
Standard name	Memory clock	Cycle time	I/O Bus clock	Data transfers per second	Module name	Peak transfer rate
DDR2-400	100 MHz	10 ns	200 MHz	400 Million	PC2-3200	3200 MB/s
DDR2-533	133 MHz	7.5 ns	266 MHz	533 Million	PC2-4200 PC2-43001	4266 MB/s
DDR2-667	166 MHz	6 ns	333 MHz	667 Million	PC2-5300 PC2-54001	5333 MB/s
DDR2-800	200 MHz	5 ns	400 MHz	800 Million	PC2-6400	6400 MB/s
DDR2-1066	266 MHz	3.75 ns	533 MHz	1066 Million	PC2-8500	8533 MB/s

Source: Wikipedia

DDR3 Speeds						
Standard name	Memory clock	Cycle time	I/O Bus clock	Data transfers per second	Module name	Peak transfer rate
DDR3-800	100 MHz	10 ns	400 MHz	800 Million	PC3-6400	6400 MB/s
DDR3-1066	133 MHz	7.5 ns	533 MHz	1066 Million	PC3-8500	8533 MB/s
DDR3-1333	166 MHz	6 ns	667 MHz	1333 Million	PC3-10600	10667 MB/s[4]
DDR3-1600	200 MHz	5 ns	800 MHz	1600 Million	PC3-12800	12800 MB/s

Source: Wikipedia

For Example, Take Kingston - To explain this using easier to understand terms, Kingston offers three classes of memory chips as follows: Value RAM, High speed RAM, and High Performance RAM for gaming. I would recommend that you stay away from the value RAM, and at a minimum purchase high speed RAM instead.

CPU Processors

Clock Speed Hits Wall - For two decades, computer manufacturers made computers faster primarily by cranking up the clock speed. This worked well until the early 2000's where computer manufacturers hit a wall. Clock speeds of 4.0 Ghz generated more heat than a computer could handle, and the chips basically melted. Manufacturers' tried adding more fans and bigger fans, but the problem persisted. Short of adding chilling towers loaded with liquid nitrogen, manufacturers were forced to find speed elsewhere.

Multiple CPUs to the Rescue - Computer manufacturers turned to adding multiple CPUs to a computer to gain more speed. This is not a new idea, a Cray Super computer has always been a regular computer with a lot of CPUs glued together. For example, in 2009 Cray produced the Xt5 system called "Jaguar". This system has 224,000 CPUs working in tandem and as of Nov 2009 is the fastest computer in the world with a speed of 1.75 petaflops, beating out IBM's Roadrunner 1.04 petaflops mark set in June 2009.

FLOPS is an acronym meaning **F**loating point **O**perations **P**er **S**econd. Here is your table:

Computer Performance	
Name	FLOPS
yottaFLOPS	10^{24}
zettaFLOPS	10^{21}
exaFLOPS	10^{18}
petaFLOPS	10^{15}
teraFLOPS	10^{12}
gigaFLOPS	10^9
megaFLOPS	10^6
kiloFLOPS	10^3

Not So Fast - While a lot of hoopla is splashed on these theoretical calculations, having two CPUs really speeds up your computer, but adding more CPUs has a diminishing return on performance. Here's why:

Not Really Multi-Tasking - Your computer is usually doing three or four things at the same time. For example, it might be performing these tasks all at the same time:

1. Reading the C drive;
2. Writing to the USB drive;
3. Displaying progress on the monitor; and
4. Printing a report

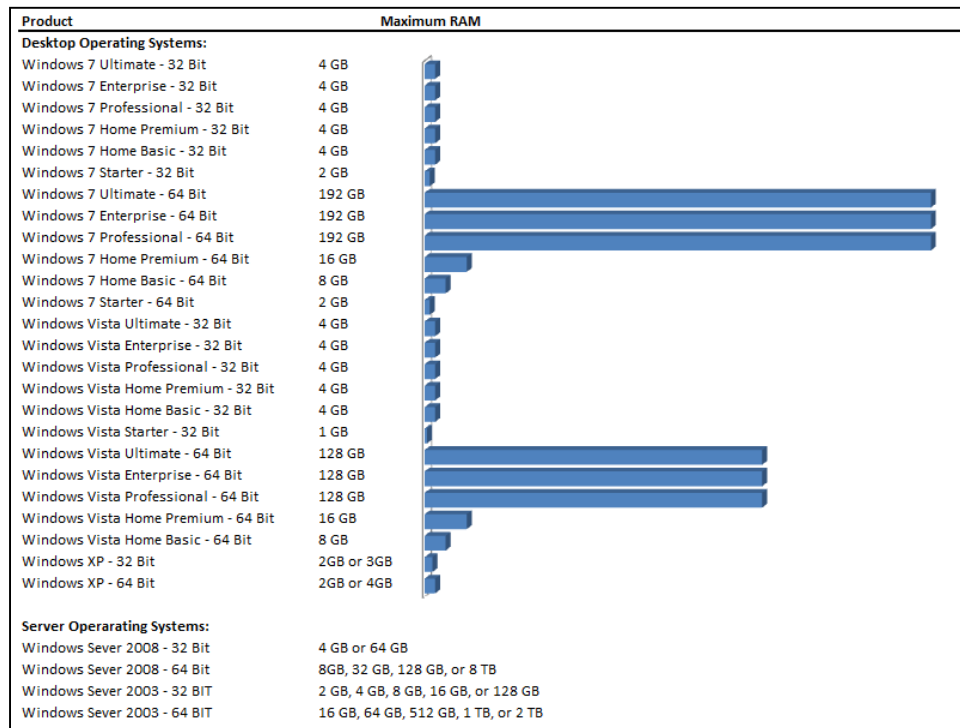
If you have just 1 CPU, your computer spends $1/50^{\text{th}}$ of a second on each of these 4 tasks until all tasks are complete. For example, the CPU will spend $1/50^{\text{th}}$ of a second reading drive C, $1/50^{\text{th}}$ of a second writing to the USB drive D, $1/50^{\text{th}}$ of a second displaying the progress on the monitor, and $1/50^{\text{th}}$ of a second printing the report. It will

continue this process and it will appear as though your computer is doing four things at once, but it is not. The CPU is only performing one task at a time. By contrast, if you have four CPUs, then each CPU will perform each task at the same time. Hence your computer is exactly four times faster with four CPUs compared to just one CPU.

Really is Multi-Tasking - However, your computer is seldom doing 8 things at once, therefore if you have 8 CPUs, 4 of them are probably just sitting there with nothing to do. I guess that if you frequently had extremely complicated calculations which could be spread across multiple CPUs, then the extra CPUs might come in handy. But most of us use our computers to create word documents, send and read e-mail, and make simple calculations in Excel – so the utility of the Cray Jaguar mentioned above is basically useless in all but the most extreme cases. It does however make for good bragging rights at cocktail parties. The conclusion is that adding an unlimited number of CPUs to your computer is not really practical, but makes for a good show. Right now it seems to make sense to have a computer with at least 4, and perhaps 8 CPUs, and no more.

Operating System

OS - It doesn't help much to have more RAM or CPUs if your operating system doesn't see all of that RAM. That is why it is important to choose an operating system wisely. Windows XP supports just one CPU, Vista supports 64 CPUs and Windows 7 supports up to 256 CPUs. As shown below, different operating systems see different amounts of RAM.



If you study the table carefully, you will conclude that the 64-bit operating systems are the ones to choose, the 32-Bit versions of these operating systems simply don't see enough RAM.

Apple versus Microsoft



I Like Apple - I am a fan of Apple computers. I've owned a lot of Apple computers in the past, and in the early nineties I even appeared on a television commercial with Apple President John Scully promoting Apple solutions. I own a big chunk of Apple stock and I am no stranger to Apple solutions.

Apple is Not Superior - With that said, over the past two years I have challenged several of my Apple friends to contests using my \$550 HP pavilion laptop against their \$2,200 to \$2,800 MacBook and MACAir computers. Even though their computers cost more than three of my HP laptops – my HP laptop did everything their computers would do, and did them faster. My Apple bigot friends are usually left stunned and speechless, especially after they start trying to show me graphic and video things that they assume my computer can't do; and I shown them that I can easily do those things.

Complaints from Apple Users - I teach full day hands on Excel courses and typically there is at least one MAC user in the class, and before the day is done, that MAC user is disgruntled because their system is more complicated to use than the Windows based system the rest of us are using.

Apple is More Proprietary - Add to the mix that Apple solutions tend to be more proprietary whereas Windows solutions tend to use a more open architecture and cost far less. You can easily make the case for a Windows based computer over a Mac.

Hackers Target Windows More - It is true that there are twelve times more Windows users than MAC users, therefore Windows users are targeted more by hackers and writers of computer viruses; but Apple is still prone to similar attacks and viruses as well.

For accounting systems, there are very few good choices available for the MAC.

The bottom line is that I never buy Apple myself. I figure that you can pay \$550 for a faster HP computer with less expensive applications, or \$2,200+ for a slower MAC computer with more expensive proprietary applications. For me, this is an easy decision.



Windows Vista

Microsoft Windows Vista

When Windows Vista was released in January 2007, Vista needed 3GBs of RAM to run well, which no one had at the time. Microsoft did not tell us this, and we installed Vista on our computers with less than desirable results. Eventually we started installing Vista on computers with 3+GBs of RAM, and found that Vista is a truly great operating system – but by then, the damage to Vista’s reputation was wide spread.



Vista’s Bad Rap Explained

Most people cringe by the mere mention of “Vista”. I hated it too when it first came out. However within one year, I considered Windows Vista to be the most outstanding operating system the world has ever seen. Here’s how the product got such a bad reputation:

1. **Changed the Kernel in the name of Security** - To make Vista far more secure than Windows XP, Microsoft changed the kernel – the core of the Vista operating system. It was an excellent improvement from a security standpoint, but this meant that all applications (like QuickBooks) had to be slightly modified in order to run on Vista. Microsoft asked the various application developers throughout the world to modify their products to launch on Vista’s new and improved kernel, but for the first time in Microsoft’s history, the company was unsuccessful at getting developers to immediately update their products.

Tweaking Needed - Therefore when the Vista operating system was launched in January 2007, many applications would not run without a little tweaking. I myself counted 15 applications that would not run on Vista including QuickBooks, MAS 90, and Microsoft’s own LiveCam. It was a disaster. However, by September 2007, almost all significant applications were updated to launch on Vista. Unfortunately by then, the damage to Vista’s reputation had already been done.

A Small Tweak is Really a Big Deal - In defense of the application developers, making this slight change seems easy, but it is actually very costly because this change means a new version number. In turn, a new version number means new product packaging, updated help files, new license agreements, updated web sites, updated manuals, new brochures and collateral marketing material, etc. While they are at it, they might as well throw in the other new updates they have been working on as well - right. These vendors simply told Microsoft that

they would work in the new code change with their next product release, and that seems reasonable. The problem is that Microsoft had made this request years earlier, and the application developers simply ignored Microsoft's request until Vista actually started shipping.

2. **RAM Needs** - The second problem was that Vista needs at least 3 GBs of RAM to run well, but Microsoft failed to tell us this because at the time, almost no one had this much RAM – that knowledge would have been a huge barrier to sales.

Vista is Great - Despite the initial problems, in my opinion, Vista is outstanding. In early 2008 I purchased a \$599 HP laptop running Vista Professional (64-bit) with two processors & 4 GBs of RAM. The computer is smoking fast – Excel launches in just one second. In January 2009 I purchased a \$701 HP desktop running Vista Home Premium (64-Bit) with 4 processors and 8 GBs of RAM. Excel launches in 1/3rd of a second.

Windows 7 is Great - In June 2009 I purchased an HP pavilion running Windows System 7 with 2 CPU processors and 4 GBs of RAM. It too has been outstanding. It is not a well kept secret that Microsoft Windows 7 is really Vista 2.0 with about 500 minor enhancements thrown in; and since I was already a huge fan of Windows Vista, I am also a huge fan of Windows 7.

Vista's New Features

Vista provides many new features. Here is a recap, with my favorite new features underlined.

1. Explorer Improvements
 - a. Instant Search - Finds files rapidly.
 - b. Navigation Pane - Contains quick links to documents and folders.
 - c. Command Bar - Displays tasks appropriate for the files being displayed.
 - d. Live Icons - Display thumbnail image of the actual contents of each file.
 - e. Details Pane - Provides rich information (metadata) about files.
 - f. Preview Pane - Preview a file's contents.
 - g. Enhanced title bars, borders, and Address Bar.
2. BitLocker Drive Encryption – Encrypt your entire hard drive.
3. Encrypting File System - User-level file and folder encryption.
4. Fast Sleep and Resume – New sleep power state is quick and saves battery life.
5. Windows Aero Technology
 - a. 3-D Flip – 3-dimensional view of open windows for better switching.
 - b. Windows Flip – Traditional ALT-TAB flip with thumbnail previews.

- c. Glass – Transparent window edges enforces concept of layered windows.
6. Built-in diagnostics – Built-in troubleshooting, and resolution logic.
- a. Disk Diagnostics.
 - b. Monitor Backup activity.
 - c. Detects impending disk failures.
 - d. Memory Diagnostics.
 - e. Network Diagnostics and troubleshooting.
 - f. Resource Exhaustion Prevention.
7. Ease of Access Center - Adjust accessibility settings and manage accessibility programs.
- a. Speech Recognition – Dictation and control your computer with you voice.
 - b. Magnifier - Enlarges part of the screen while you work.
 - c. Narrator - A text-to-speech program that reads aloud on-screen text.
 - d. On-Screen Keyboard - Visual on-screen keyboard.
 - e. Keyboard shortcuts - Alternative to the mouse.
 - f. Mouse Keys - Use the arrow keys to move the mouse pointer.
 - g. Sticky Keys – Helps one armed people press simultaneous keys.
 - h. Filter Keys - Ignore keystrokes that occur when key is held down unintentionally.
 - i. Visual Notifications - Replaces system sounds with visual cues..
 - j. Captions - Animations and video indicate activity happening on your computer.
8. DirectX 10 - heavily enhanced 3-D graphics-rendering capabilities and helps noticeably improve your computer's performance in games and high-end 3-D applications.
9. Internet Explorer 7 in Windows Vista
- a. Tabbed browsing
 - b. Protected mode
 - c. Dynamic Security Protection
 - d. Phishing Filter
10. Other Vista Improvements to:
- a. Network and Sharing Center & Networking
 - b. Remote Access & Remote Desktop Connection
 - c. Sync Center
 - d. Windows Calendar Publishing
 - e. Windows Fax and Scan

- f. Windows Mail
- g. Wireless Networking
- h. Photo Gallery
- i. Windows DVD Maker
- j. Windows Media Center
- k. Windows Media Player 11
- l. Windows Movie Maker
- m. Windows Sidebar and Gadgets
- n. Performance
- o. Search Folders
- p. Self-Healing System
- q. SuperFetch
- r. Windows Mobility Center
- s. Windows ReadyBoost
- t. Windows SideShow
- u. Windows Update
- v. Search and Organization
- w. Tablet PC Support
- x. Windows Easy Transfer
- y. Windows Meeting Space
- z. XPS Documents
- aa. Shadow Copy
- bb. User Account Controls
- cc. Windows Backup and Restore Center
- dd. Windows Defender
- ee. Windows Firewall
- ff. Windows Security Center
- gg. Windows Update



Microsoft Windows 7

What's New in Windows 7?

As mentioned below, Windows 7 is in reality Windows Vista 2.0, but the product name was changed in an effort to shed some of the negative image created by the Vista brand name. There are no significant changes between Vista and Windows 7; however, there are hundreds of small changes and improvements. A list of some of the more prevalent changes and improvements in Windows 7 is presented in bullet form below.

1. **Less Nagging** – The User Account Control in Vista was constantly popping up and hovering over you to nag you constantly: “Are you sure you want to continue?” This pop up box may have our best interests in mind, but it can harass you bonkers in the name of “security”. Windows 7 allows you to modify this behavior by reducing the unnecessary and redundant UAC dialogs, making the prompts more informative, and providing users with more control.
2. **Explorer is Better Behaved** - Vista sometimes made the left navigation pane in Windows Explorer a moving target. In Windows 7, the navigation pane stays still, so you no longer risk getting seasick from all the swaying back and forth.
3. **Consolidated Security Messages** - In Windows 7, all the security messages have been consolidated into one icon. When you click the icon, you'll see all messages related to firewall, Windows Defender, Windows Update, etc.
4. **Side-by-side Windows with Auto-size** - Windows 7 includes a cool new feature in which if you drag two windows to each side of the screen, they will automatically size themselves to take up half the screen. Even better, when you drag the window back away from the edge, it returns back to its' original size.
5. **Windows Media Player** - In Windows 7 you can stream the music and videos on one PC in the network to another, and even play back songs from iTunes libraries on other computers.
6. **Connecting to A Wireless Network is Easier** - Click the Wi-Fi icon in the system tray and select a network from the list, instead of opening up a separate dialog box to make the connection.
7. **Multi-touch** – Windows 7 now supports multi-touch displays which allows the user to lose the keyboard and instead use their fingers to touch menu selections on the screen to navigate and input data. You might have used this technology on your cell phone. <http://msdn.microsoft.com/en-us/magazine/ee336016.aspx>
8. **Handwriting Recognition** – When you write on a Multi-Touch screen, handwriting recognition is supported for 19 languages. [http://technet.microsoft.com/en-us/library/dd367848\(WS.10\).aspx](http://technet.microsoft.com/en-us/library/dd367848(WS.10).aspx)

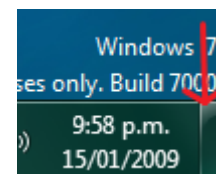
9. **Superbar** - Redesigned Windows Shell with a new taskbar. A few improvements are discussed below. <http://www.neowin.net/news/main/09/01/15/windows-7-superbar-overview>.



10. **Improved Thumbnails** – Windows 7 taskbar also provides thumbnail previews of the running applications. But with the new superbar, you can now see previews of all running instances of that application. For example, if you have three IE tabs open, you can see previews of all the three tabs and easily switch between them by just hovering or clicking over the IE icon in the taskbar.



11. **Show Desktop** - Provides a preview of all windows open faded away into glass sheets when you hover over the icon. This helps to have a peek of your desktop before you switch. Clicking on the icon switches to your desktop.



12. **Pinning** – Buttons for pinning applications are integrated with the task buttons as well as the various office applications.



13. **Jump Lists** - Allows easy access to common tasks, recently used applications, and pinned applications.
14. **Customize the Notification Area** - Users can customize which applications show notifications.
15. **Reorder Taskbar Buttons** - According to your likes and dislikes.

16. **Aero Snap** - Automatically maximizes a window when it is dragged to either the top or left/right edges of the screen, similar to Linux. This also allows users to snap documents or files on either side of the screen to compare them. When a user moves windows that are maximized, the system restores their previous state automatically. This functionality is also accomplished with keyboard shortcuts. Unlike in Windows Vista, window borders and the taskbar do not turn opaque when a window is maximized with Windows Aero applied. Instead, they remain translucent. <http://windows.microsoft.com/en-US/windows7/products/features/snap>

17. **Aero Peek** - Peek gives you the power of X-ray vision, so you can peer past all your open windows straight to the Windows 7 desktop. Simply point to the right edge of the taskbar—and watch open windows instantly turn transparent, revealing your desktop icons and gadgets. (Tip - To quickly reveal a buried window, point to its taskbar thumbnail. Now only that window shows on the desktop.) <http://windows.microsoft.com/en-us/windows7/products/features/peek>

18. **Aero Shake** – To cut through a cluttered desktop and quickly focus on a single window, just click a pane and give your mouse a shake. Voila! Every open window except that one instantly disappears. Jiggle again—and your windows are back. <http://windows.microsoft.com/en-us/windows7/products/features/shake>

19. **HomeGroup** – Microsoft’s new home networking system. HomeGroup enables you to sharing files and printers on a home network. If you connect two or more PCs running Windows 7, HomeGroup makes it easy to automatically start sharing your music, picture, video, and document libraries with other people in your home. HomeGroup is password-protected and you decide what gets shared and what stays private. You can join a HomeGroup in any edition of Windows 7, but you can only create one in Home Premium, Professional, Ultimate, or Enterprise. <http://windows.microsoft.com/en-us/windows7/help/homegroup-from-start-to-finish>

20. **Removed Applications** - The classic Start Menu user interface, Windows Ultimate Extras and InkBall.

21. **Windows Live Essentials** - Windows Photo Gallery, Windows Movie Maker, Windows Calendar and Windows Mail are not included with Windows 7, but are instead **available for free** in a separate package called Windows Live Essentials which can be found on the Microsoft website.

22. **Support for Virtual Hard Disks** – VHD enables you to run a DOS Windows, Windows XP, Linux, UNIX, or other operating system in a given window. A VHD can be used as the running operating system on designated hardware without any other parent operating system, virtual machine, or hypervisor. [http://technet.microsoft.com/en-us/library/dd440864\(WS.10\).aspx](http://technet.microsoft.com/en-us/library/dd440864(WS.10).aspx)

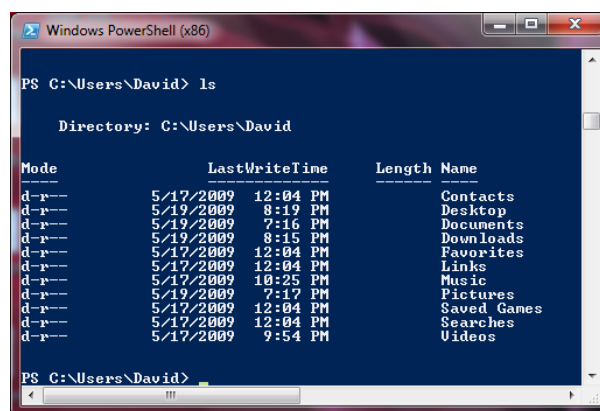
23. **Improved Performance On Multi-Core Processors - Windows 7 can support as many as 256 processor cores compared with 64 for Vista.** Windows 7 also does a better job of distributing tasks across all of your processor cores, so none remain idle when needed. As mentioned previously in this manual, most computer users don't use numerous applications simultaneously or tackle extremely complex calculations on a regular basis – therefore your computer will rarely need to use more than 8 processor cores. http://news.cnet.com/8301-30685_3-10372095-264.html
24. **Improved Boot Performance** – While Vista computers boot in approximately 30 to 50 seconds, **Windows 7 computers boot in just 15 seconds.** <http://windows7center.com/news/microsoft-to-improve-boot-performance-in-windows-7-manages-to-boot-in-under-15-seconds-in-the-lab/>
25. **DirectAccess** – Gives mobile users seamless access to corporate networks without a need to VPN. [More](#)
26. **BranchCache** - Decreases the time branch office users spend waiting to download files across the network. [More](#)
27. **Federated Search** - Finds information in remote repositories, including SharePoint sites, with a simple user interface. [More](#)
28. **BitLocker and BitLocker To Go - Enforce encryption** and backup of recovery keys on PCs and removable drives. [More](#)
29. **AppLocker** – You can specify which software is allowed to run on a user's PCs through centrally managed but flexible Group Policies. [More](#)
30. **Virtual Desktop Infrastructure (VDI) Optimizations** - Use virtual hard drive (VHD) images to boot a physical PC. [More](#)
31. **Multilingual User Interface** - Create a single OS image for deployment to users worldwide. [More](#)

Kernel Improvements:

32. **AVCHD Camera Support** - (Advanced Video Coding High Definition) is a format for the recording and playback of high definition video. The format has been jointly developed by Sony and Panasonic primarily for use in high definition consumer camcorders. AVCHD has been designed to be **compatible with Blu-ray** Disc format and can be used for authoring and distributing of high definition video on DVD media, though not all Blu-ray Disc players are compatible with AVCHD discs.

33. **Universal Video Class 1.1 Support** - The USB Video Class (UVC) driver is a Microsoft-provided AVStream minidriver that provides driver support for USB Video Class devices. When your device uses UVC, you do not need to supply your own driver. Instead, the device works automatically with the system-supplied driver.
34. **Protected Broadcast Driver Architecture (PBDA)** – Basically this enables TV tuner card. Microsoft's new worldwide platform to integrate broadcast TV services into Windows Media Center on a Windows PC. It integrates virtually any free or premium TV service into Windows Media Center, while satisfying the TV industry's requirements for strong content protection in the case of pay TV.
35. **Up To 256 Logical Processors** – XP supported just 1, and Vista supported 64.
36. **Timer Coalescing** – Allows processors and chipsets to transition to very low power usage levels while the CPU is idle.
37. **Improved Multi-function Device Support** – Better handles combination printer/fax machine/scanner, or web-cams with a built-in microphones.
38. **Windows Installer 5.0** - Provides developers with more control over setting permissions during software installation.
39. **User-Mode Scheduling** - Database servers can benefit from having a thread scheduler in-process. This is because the kernel no longer needs to be involved in context switches between threads, and it obviates the need for a thread pool mechanism as threads can be created and destroyed much more quickly when no kernel context switches are required. (In other words – it takes the kernel out of the database reading and writing process to speed things up.)
40. **New FireWire (IEEE 1394)** - Full support for IEEE 1394b with S800, S1600 and S3200 data rates.
41. **Trusted Installer** - Secures some of the core operating system registry keys and prevents other users, including the system, from making changes.
42. **Internet Information Services (IIS)** – The world's second most popular web server in terms of overall websites behind the industry leader Apache HTTP Server. As of March 2010, it served 24.47% of all websites according to Netcraft. The protocols supported in IIS 7 include: FTP, FTPS, SMTP, NNTP, and HTTP/HTTPS.
43. **Disk Partitioning** – As a default Windows 7 creates two partitions: 1. The first for booting, BitLocker and Windows Recovery and 2. The operating system.

44. **Removable Media** - Improvements to **ejecting** just one camera card at the same time (from a single hub) and retain the ports for future use without reboot. Further, removable media is now also **listed under its label, rather than just its drive letter**. Also, Windows 7 Explorer now (by default) only shows ports from a card reader in the My Computer menu **which actually have a card present**.
45. **Video Support** - Windows 7 adds playback of media in MP4, MOV, 3GP, AVCHD, ADTS, M4A, and WTV multimedia containers, with native codecs for H.264, MPEG4-SP, ASP/DivX/Xvid, MJPEG, DV, AAC-LC, LPCM and AAC-HE.
46. **Ability To Join A Domain Offline** - This makes it possible to join computers to a domain in locations where there is no connectivity to a corporate network. For example, an organization might need to deploy many virtual machines in a datacenter. Offline domain join makes it possible for the virtual machines to be joined to the domain when they initially start after the installation of the operating system. No additional restart is required to complete the domain join.
47. **Support for Multiple Heterogeneous Graphics Cards** - XP allowed you to mix and match graphics cars but Vista required you to use the same driver for all graphics cards. In Windows 7, you can now once again mix and match graphics cards.
48. **XPS Essentials Pack** - Microsoft has released Version 1.1 of the XPS Essentials Pack, allowing Windows XP and Vista users to view and generate documents in **the .XPS format, Microsoft's alternative to the .PDF format**. Windows 7 already incorporates this functionality.
49. **Windows PowerShell** - Windows PowerShell™ is a command-line shell and scripting language designed especially for system administration. Built on the Microsoft .NET Framework, Windows PowerShell helps IT professionals control and automate the administration of Windows operating systems and of applications that run on Windows.



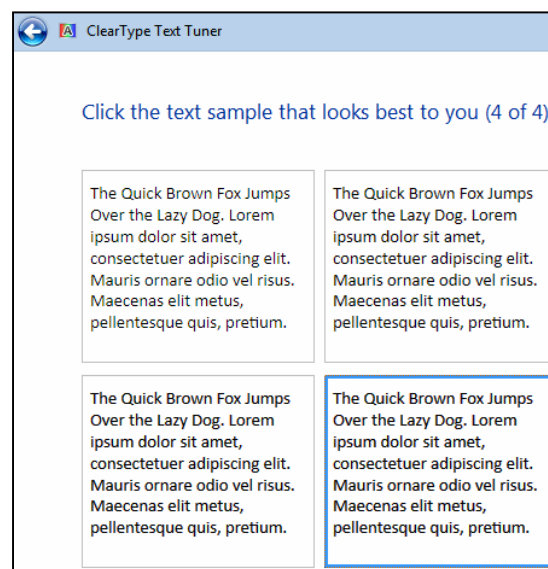
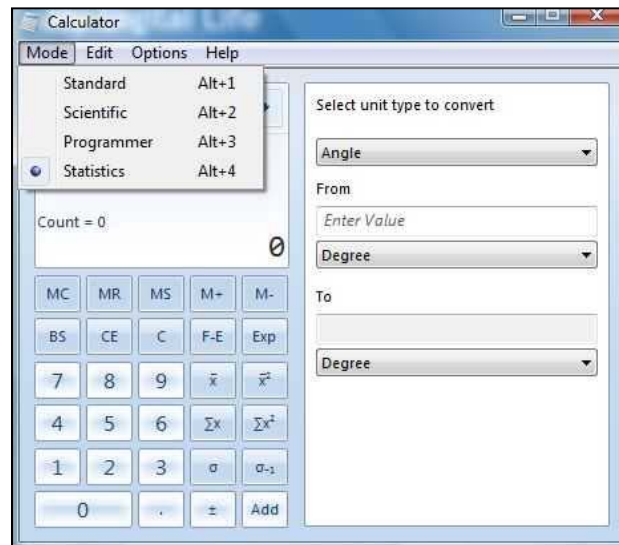
```
Windows PowerShell (x86)
PS C:\Users\David> ls

Directory: C:\Users\David

Mode                LastWriteTime         Length Name
----                -
d-r--               5/17/2009 12:04 PM             Contacts
d-r--               5/19/2009  8:19 PM             Desktop
d-r--               5/19/2009  7:16 PM             Documents
d-r--               5/19/2009  8:15 PM             Downloads
d-r--               5/17/2009 12:04 PM             Favorites
d-r--               5/17/2009 12:04 PM             Links
d-r--               5/17/2009 10:25 PM             Music
d-r--               5/19/2009  7:17 PM             Pictures
d-r--               5/17/2009 12:04 PM             Saved Games
d-r--               5/17/2009 12:04 PM             Searches
d-r--               5/17/2009  9:54 PM             Videos

PS C:\Users\David>
```

50. **Improved Calculator** - Redesigned Calculator with multiline capabilities including Programmer and Statistics modes along with unit conversion.



51. **ClearType Text Tuner** - Use Clear Type Tuner for the best look on your LCD monitor or laptop screen. **Run 'cttune.exe' from the Start Menu** search box, or go to the Control Panel Display applet, and select Adjust ClearType Text.

52. **Display Color Calibration Wizard** – Helps you set your **display colors just right**. In particular, Photoshop users and video editors will find built in gamma and color balance controls and you are no longer dependant on you graphics cards' control panel. As an added bonus, it works for multiple monitor setups as well.

53. **Gadgets** - Gadgets are small single-purpose applications, or software widgets, that can sit on a Microsoft Windows user's computer desktop, or are hosted on a web page.



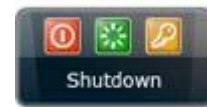
There are **hundreds of gadgets available** and some of the more popular gadgets used today are as follows:



eBay Auction



System Monitor



Shutdown Control



YouTube Downloader



Messenger Gadget



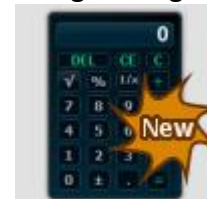
Google Gadget



Digital Frame



Office Tips



Calculator

54. **Recovery** – Windows 7 allows you to create a system repair disc. – To do this click Start; Back Up; Create a System Repair disc.
55. **Troubleshooting** – Microsoft provides a Troubleshooting guide here <http://msdn.microsoft.com/en-us/library/dd776530.aspx>. It includes links to blogs, support groups, and technical support staff who can help you if needed.
56. **Workspaces Center** – **Formerly called SharePoint Services**, this allows distant people to **work together** better by improving workflow, reducing shipping and travel costs; and by sharing all of your information through a single location. **Features shared task list with progress, and library check out system for opening documents.**
57. **Location and Other Sensors** - Enables your computer and applications to adapt to the environment. For example, **location sensors (including GPS devices, WWAN radios, and even triangulation technology) your applications and gadgets can know exactly where they are**, enabling them to provide more locally relevant content and functionality. **Ambient light sensors**, can allow your computer to automatically adjust your screen's brightness based on the current lighting conditions.
58. **Credential Manager** - Allows you to **store user names and passwords** that you use to log on to websites or other computers on a network. By storing your credentials, Windows can automatically log you on to websites or other computers. Credentials are saved in special folders on your computer called vaults.
59. **Biometric Devices** – Support for **fingerprint and retina scanner** devices. <http://windowsteamblog.com/blogs/windows7/archive/2009/01/08/windows-7-puts-it-s-finger-on-enhanced-biometric-support.aspx>
60. **Windows Security Center** - Has been **renamed “Windows Action Center”** and encompasses **both security and maintenance** of the computer.
61. **WIC-Enabled Image Decoders** - Mac-like RAW image viewing which enables raw image thumbnails, previewing and metadata display in Windows Explorer, plus full-size viewing and slideshows in Windows Photo Viewer and Window Media Center.

Improvements for Developers:

62. **New Networking API** - Supports building SOAP-based web services in native code.

63. Shorten application install times**64. Reduced UAC prompts**

65. Simplified development of installation packages

66. Improved Globalization Support - New Extended Linguistic Services API.

67. Support for 30-bit and 48-bit Color depths – Includes support for the wide color gamut sRGB (which for HDMI 1.3 can be converted and output as xvYCC).

68. Video Modes Supported - 16-bit sRGB, 24-bit sRGB, 30-bit sRGB, 30-bit with extended color gamut sRGB, and 48-bit scRGB.

69. Better Support For Solid-State Drives – Including the new TRIM command which allows Windows 7 to identify a solid-state drive uniquely.

70. USB 3.0 - Microsoft is planning to support USB 3.0 in a subsequent patch, support not being included in the initial release due to delays in the finalization of the standard.[55]

71. Games Return - Internet Spades, Internet Backgammon and Internet Checkers, which were removed from Windows Vista, were restored in Windows 7.

72. Internet Explorer 8 - Included in Windows 7.

73. Windows Media Player 12 - Included in Windows 7.

74. Disable Microsoft Products – Windows 7 allows users to disable Internet Explorer, Windows Media Player, Windows Media Center, Windows Search, and the Windows Gadget Platform.

75. 13 Additional Sound Schemes - Titled Afternoon, Calligraphy, Characters, Cityscape, Delta, Festival, Garden, Heritage, Landscape, Quirky, Raga, Savanna, and Sonata.

76. Microsoft Virtual PC – Is included and allows multiple Windows environments, including Windows XP Mode, to run on the same machine. Windows XP Mode runs Windows XP in a virtual machine and redirects displayed applications running in Windows XP to the Windows 7 desktop. Furthermore, Windows 7 supports the mounting of a virtual hard disk (VHD) as a normal data storage, and the bootloader delivered with Windows 7 can boot the Windows system from a VHD, only in the Professional and Ultimate editions however.

77. **Remote Desktop Protocol (RDP)** - Is enhanced to support real-time multimedia application including video playback and 3D games, thus allowing use of DirectX 10 in remote desktop environments.

Windows 7 - Positive Acceptance in the Marketplace:

- In July 2009, **in only eight hours**, pre-orders of Windows 7 at Amazon.co.uk surpassed the demand Windows Vista had in its first 17 weeks.
- It became the **highest-grossing pre-order in Amazon's history**, surpassing sales of the previous record holder, the seventh Harry Potter book.
- After 36 hours, 64-bit versions of Windows 7 Professional and Ultimate editions **sold out in Japan**.
- **Two weeks after its release, it was announced that its market share had surpassed that of Snow Leopard**, released two months previously as the most recent update to Apple's Mac OS X operating system.
- According to Net Applications, **Windows 7 reached a 4% market share in less than three weeks**. In comparison, it took Windows Vista seven months to reach the same mark.
- As of March 4, 2010, Microsoft announced that they had **sold more than 90 million Windows 7 licenses**.
- Reviews of Windows 7 were mostly positive, praising its usability when compared to its predecessor, Windows Vista.
- **CNET** gave Windows 7 Home Premium a rating of 4.5 out of 5 stars, stating that it "is more than what Vista should have been, it's where Microsoft needed to go".
- **PC Magazine** rated it a 4 out of 5 saying that Windows 7 is a "big improvement" over Windows Vista, with fewer compatibility problems, a retooled taskbar, simpler home networking and faster start-up.
- **Maximum PC** gave Windows 7 a rating of 9 out of 10 and called Windows 7 a "massive leap forward" in usability and security, and praised the new Taskbar as "worth the price of admission alone".
- **PC World** called Windows 7 a "worthy successor" to Windows XP and said that speed benchmarks showed Windows 7 to be slightly faster than Windows Vista.
- PC World also named Windows 7 one of the best products of the year.
- In its review of Windows 7, Engadget said that Microsoft has taken a "strong step forward" with Windows 7 and reported that speed is one of Windows 7's major selling points particularly for the netbook sets.

- **LAPTOP Magazine** gave Windows 7 a rating of 4 out of 5 stars and said that Windows 7 makes computing more intuitive, offered better overall performance including a "modest to dramatic" increase in battery life on laptop computers.
- **Techradar** gave it a 5 star rating calling it the best version of Windows yet.
- The New York Times, USA Today, The Wall Street Journal, and The Telegraph also gave Windows 7 favorable reviews.

Windows 7 - Negative Acceptance in the Marketplace:

- Some Vista Ultimate users have expressed concerns over **Windows 7 pricing** and upgrade options. Windows Vista Ultimate users wanting to upgrade from Windows Vista to Windows 7 must either pay \$219.99 to upgrade to Windows 7 Ultimate or perform a clean install, which requires them to reinstall all of their programs.

Windows 7 – Hardware Requirements:

Windows 7 reportedly requires less RAM than Windows Vista to run well. Officially presented below are Microsoft's minimum hardware requirements to run Windows 7.

Architecture	32-bit	64-bit
Processor	1 GHz 32-bit processor	1 GHz 64-bit processor
Memory (RAM)	1 GB of RAM	2 GB of RAM
Graphics Card	DirectX 9 graphics processor with WDDM driver model 1.0 (For Aero)	
HDD free space	16 GB of available disk space	20 GB of available disk space
Optical drive	DVD drive (only to install from DVD/CD Media)	

Desktop Market Share As Of January 2010 *(source: Wikipedia)*

Windows XP -	66.31%
Windows Vista -	17.39%
Windows 7 -	7.51%
Windows 2000 -	0.58%
Windows NT -	0.11%
Windows 98 -	0.08%
Windows CE -	0.06%
Windows Me -	0.05%
Non-Windows -	7.98%

Total Windows -	92.02%
Mac OS X	5.90%
Linux	1.12%
Other	1.96%

Microsoft Security Essentials (MSE)

http://www.microsoft.com/security_essentials/

Microsoft Security Essentials (MSE) (previously codenamed Morro) is a **free antivirus** software created by Microsoft that provides protection against viruses, spyware, rootkits, and trojans for Windows XP (x86), Windows Vista, and Windows 7 (both x86 and x64). MSE replaces Windows Live OneCare, a commercial subscription-based antivirus service and the free Windows Defender, which only protected users from adware and spyware. It is geared for consumer use, unlike **Microsoft's upcoming enterprise-oriented product Microsoft Forefront**.

Symantec and McAfee, two competing antivirus vendors, responded by claiming that MSE is not as good as their own software. AVG Technologies viewed MSE positively, stating it reinforced the company's ideal of free antivirus software. ARS Technica reviewed it positively, citing its organized interface, low resource usage, and its status as freeware.

Microsoft Forefront Client Security

<http://technet.microsoft.com/en-us/bb738009.aspx>

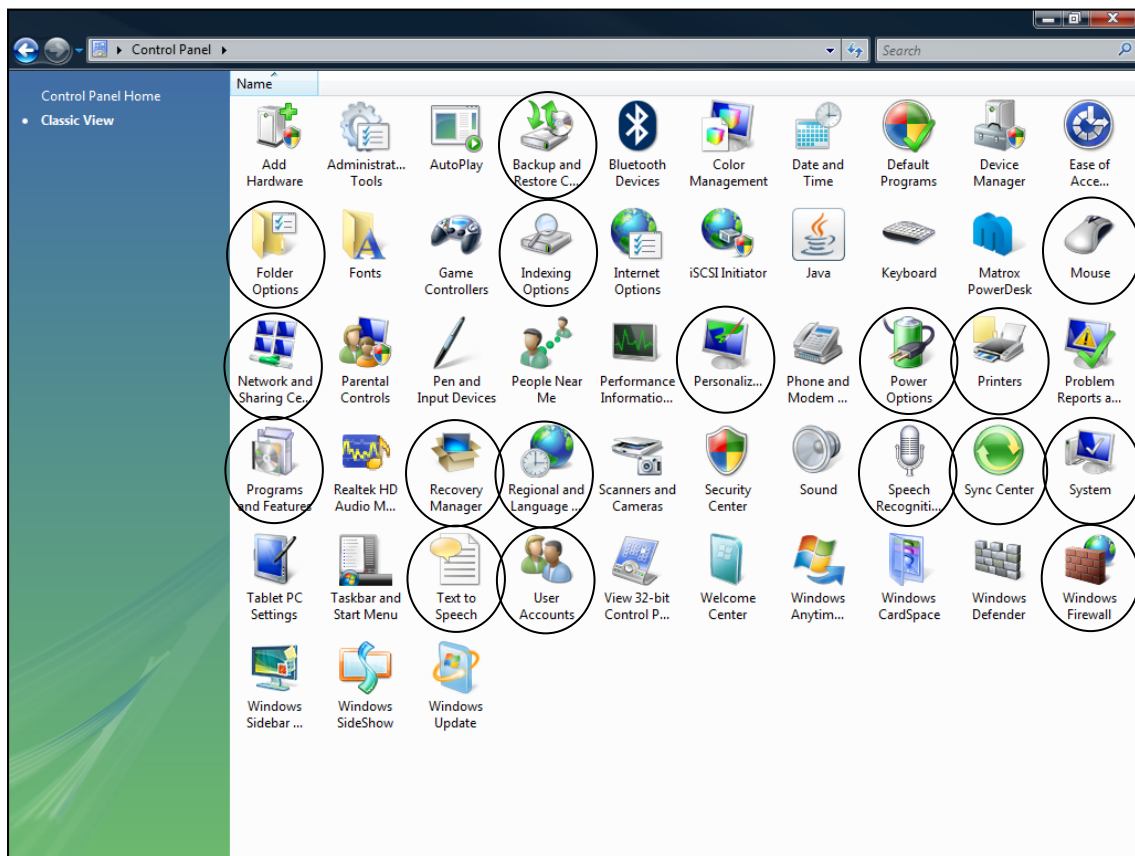
Forefront Client Security provides malware protection for business desktops, laptops, and server operating systems. Microsoft claims the product offers simplified administration through central management, critical visibility into threats and vulnerabilities, and provides support for Windows Server 2008 roles. Product Pricing:

Component	Estimated Prices	Description
Microsoft Forefront Client Security Agent	\$12.72 US per user or per device, per year	The Microsoft Forefront Client Security Agent is a malware protection agent that is installed on business desktops, laptops, and servers that provides real-time protection from and scheduled scanning for viruses, spyware, and other threats.
Microsoft Forefront Client Security Management Console with SQL Server 2005 Enterprise Edition* <i>*Restricted for use with Forefront Client Security</i>	\$2,468 US per server, per year	The Microsoft Forefront Client Security Management Console enables administrators to easily manage the malware protection agents, to update agents with the latest protection signatures, and to generate reports and alerts on the security status of their environment. <i>A single installation of the Management Console can typically handle up to 10,000 clients.</i>

Component	Estimated Price	Description
Microsoft Forefront Client Security Management Console <i>This version of the Management Console does not include SQL Server 2005</i>	\$98 US per server, per year	The Microsoft Forefront Client Security Management Console enables administrators to easily manage the malware protection agents, to update agents with the latest protection signatures, and to generate reports and alerts on the security status of their environment. <i>A single installation of the Management Console can typically handle up to 10,000 clients.</i>

Windows Control Panel Settings

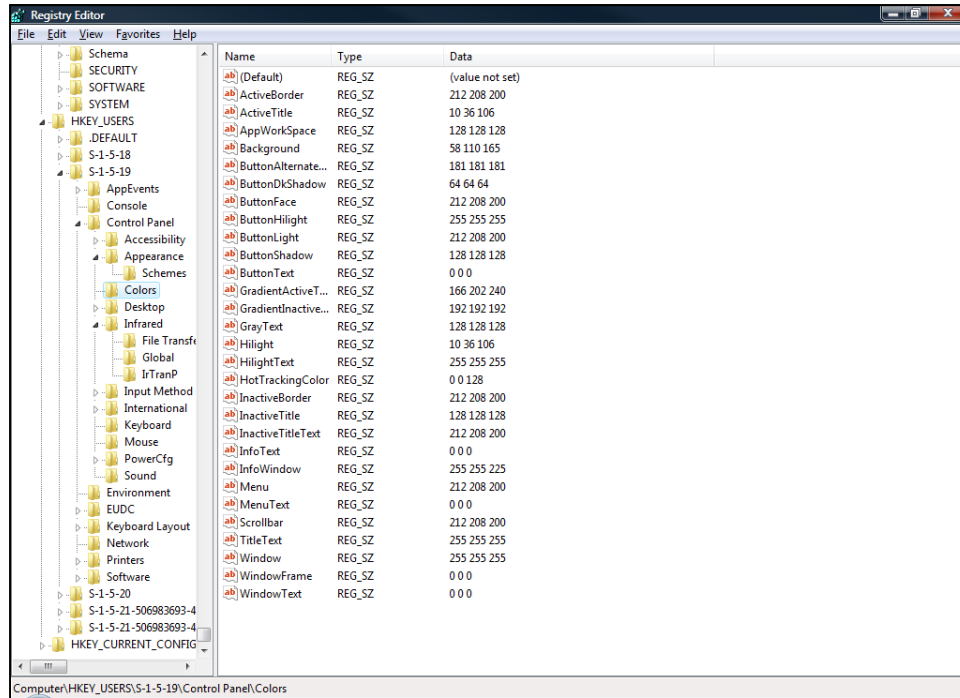
Windows 7’s Control Panel contains 53 tools that allow you to configure and control the way Windows 7 looks and operates. You can view these tools in their newer categorized view, or if you are old school like me and prefer the older look and feel, click the Classic View option to display Control Panel as follows:



While all of these tools have utility, I’ve circled those tools which I would like to discuss in class.

Before delving into Control Panel, it is helpful to understand that Windows 7 saves all of your setting adjustments in the Registry. You can view your Registry by typing REGEDIT

in the Start Search Box. This is a rather cryptic set of folders and honestly, Microsoft does not want you messing around with the Registry unless you really know what you are doing. Here is what the Registry looks like:



What I want you to know is that as you make adjustments in Control Panel, those adjustments are recorded in the registry, usually with a series of “0” or “1” answers to setting questions. If you wanted to, you could accelerate your mouse by adjusting the Registry settings – but why? The graphical Control Panel tool is much easier to use, and it adjusts the Registry for you.

This understanding is helpful in terms of backing up or restoring the registry. When you create a Restore Point using the System Restore option, all it really does is make a copy of the Registry. Thereafter, if your computer or an application stops working correctly, or if you get a virus, you can restore a previous Restore Point which simply copies the older Registry settings back to you Registry.

Control Panel Materials

I have prepared an extensive set of materials that walks you through the Control Panel tools, but they were too voluminous to reprint here. To access these materials please use the following link:

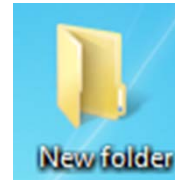
www.ASAResearch.com/web/controlpanel.htm

God Mode

(Apologies to anyone who might be offended by this use of the Word God, I did not come up with this terminology)

Windows 7 has many settings to adjust how Windows operates. The majority of these settings adjustments must be made using the Windows Control Panel. Although Control Panel does a good job of organizing the various tools, it can be a little difficult to use because often you must toggle back in forth between windows. There is a way that gives you all adjustment options in one place... and it's called Windows 7 "God Mode".

To set up God Mode, first create a new folder on your desktop. Next, change the name of the New folder by right clicking on the folder, select **Properties** from the drop down menu, under the General tab select the name of the folder text box and type in the following code to change the name of the folder:

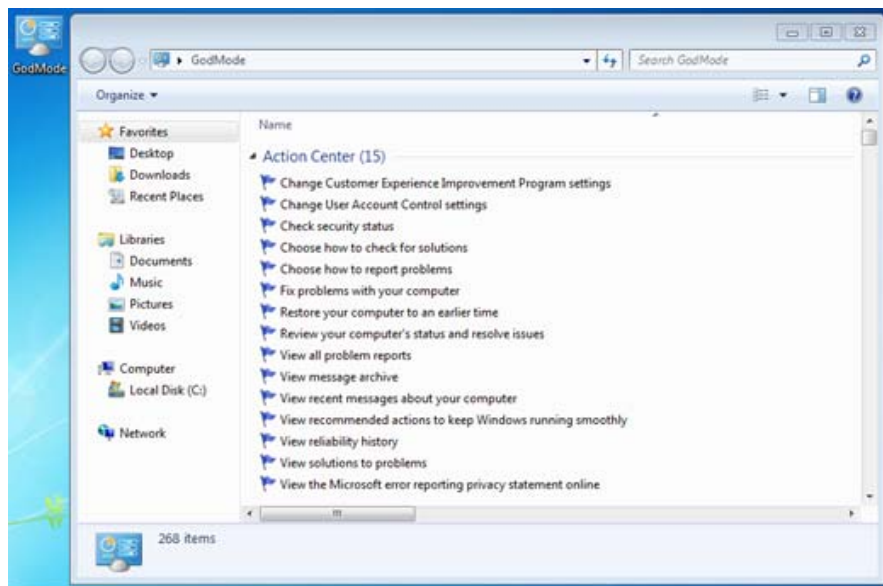


GodMode.{ED7BA470-8E54-465E-825C-99712043E01C}

Now, the folder should have changed from the default blank folder icon to a Control Panel looking icon.



Thereafter, when you double click on the "God Mode" icon to open it, you will notice that it looks similar to the Control Panel window, with all options placed in single list. This allows you to view all the Windows 7 settings in one spot as shown below.



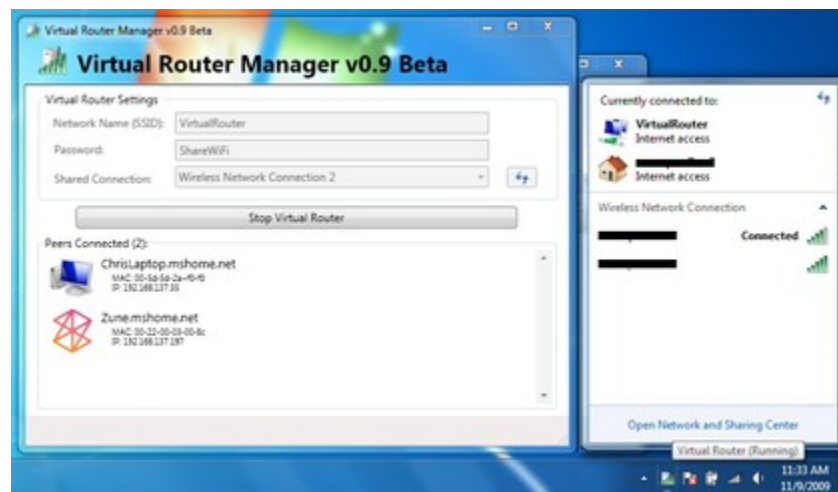
Windows 7 Tips

1. **Problem Steps Recorder** - When an application starts misbehaving in Windows 7, click Start, type **PSR** and press Enter, then click Start Record. Thereafter the Problem Steps Recorder will record every click, record screen shots, and package the information into a zipped MHTML file. This recorded history could save you hours of troubleshooting time.
2. **Burn Images** - Windows 7 provides the ability to burn your entire hard drive (referred to as an ISO image) to CDs or DVDs. Just double-click the ISO image, choose the drive with the blank disc, click Burn and watch as your disc is created.
<http://windowsteamblog.com/blogs/windowsexperience/archive/2009/04/13/burn-iso-images-natively-in-windows-7.aspx>
3. **Switch to a Projector** - Windows 7 now provides a standard way to switch your display from one monitor to another, or a projector - just press Win+P or run DisplaySwitch.exe and choose your preferred display.
4. **Power Efficiency Report** – On a laptop, the efficiency calculator will generate a report containing useful information about its power consumption. Used in the right way, this can help you adjust your settings to improve battery life and performance. To do this open a command prompt as an administrator by typing 'cmd' in Start Search, and when the cmd icon appears, right-click it and choose Run as administrator. Then at the command line, type in '**powercfg -energy**' (without quotes) and press Return. Windows 7 will scan your system searching for ways to improve power efficiency and it will then publish the results in an HTML file.
5. **Improved System Restore** - System Restore in previous versions of Windows fell short because there was no way of telling which applications or drivers it might affect - you just have to try it and see. In Windows 7 provides improved option which 'Scans for affected programs' and tells you which (if any) programs and drivers will be deleted or recovered by selecting this restore point.
6. **Set Time Zone** - The new command line tzutil.exe utility enables you set a PC's time zone from scripts, which is faster for administrators to use. If you wanted to set a PC to Greenwich Mean Time, for instance, you'd use the command `tzutil /s "gmt standard time"`. The command `tzutil /g` displays the current time zone, `tzutil /l` lists all possible time zones, and `tzutil /?` displays details on how the command works.
7. **Calibrate Your Screen** - The colors you see on your screen will vary depending on your monitor, graphics cards settings, lighting and more, yet most people use the same default Windows color profile. Windows 7 now provides a Display Color Calibration Wizard that helps you properly set up your brightness, contrast and color

settings, and a ClearType Tuner to ensure text is crisp and sharp. Click Start, type **DCCW**.

8. **Add Network Support** - By default Windows Live MovieMaker won't let you import files over a network, but a quick Registry tweak will change this. Run REGEDIT, browse to HKEY_CURRENT_USER\Software\Microsoft\Windows Live\Movie Maker, add a DWORD value called AllowNetworkFiles and set it to 1 to add network support.
9. **Activate XP Mode** - If you have old but important software that no longer runs under Windows 7, then you could try using **XP Mode**, a virtual copy of XP that runs in a window on your Windows 7 desktop. VirtualBox is a virtualization tool that will allow you to install a licensed copy of XP in its own Window to create a virtual machine.
10. **Enable virtual Wi-Fi** - Windows 7 includes a little-known new feature called Virtual Wi-Fi, which effectively turns your PC or laptop into a software-based router. Any other Wi-Fi-enabled devices within range - a desktop, laptop, an iPod perhaps - will "see" you as a new network and, once logged on, immediately be able to share your internet connection. This will only work if your [wireless](#) adapter driver supports it, though, and not all do.

Once you have driver support then the easiest approach is to get a network tool that can set up virtual Wi-Fi for you. [Virtual Router](#) (below) is free, easy to use and should have you sharing your internet connection very quickly.



11. **Turn Your Windows 7 Laptop Into A Wireless Hotspot** – Warning - This is awkward to set up, and prone to complicated security and reliability issues, so most people don't even try. If you do try it, once it's set up, then any Wi-Fi compatible device that can connect to you - another desktop, laptop, or an iPod Touch, say - will

immediately be able to get online, by sharing your internet connection through a duplicate of your wireless adapter.

The first hurdle is to find a virtual Wi-Fi-compatible driver for your wireless adapter. Intel's latest 32-bit and 64-bit drivers now include support, as do various others for Atheros, Broadcom, Realtek and other big players, but these don't apply to every chipset. Check the support site for your wireless adapter to see what's available.

The next step is to click Start, type CMD, right-click the Cmd.exe link and select "Run as Administrator". Type the following command:

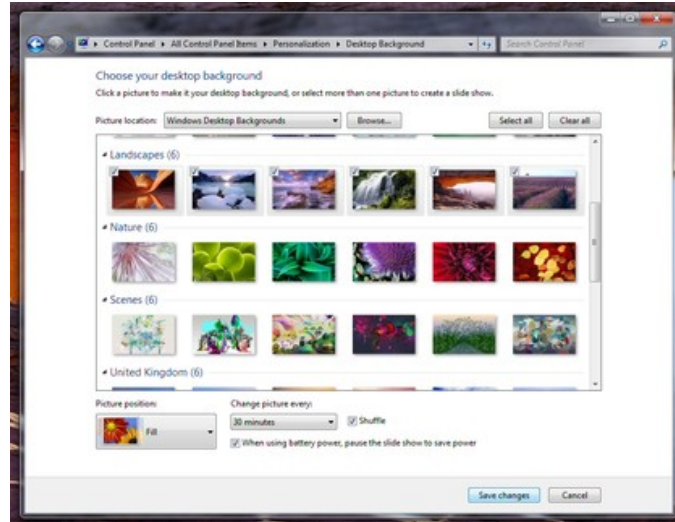
```
netsh wlan set hostednetwork mode=allow ssid=MyNet key=MyPassword
```

Replace "MyNet" with the name you'd like to use for your custom network, and "MyPassword" with your own password. To launch the virtual adapter, at the command line, type:

```
netsh wlan start hostednetwork
```

Now click **Control Panel; Network and Internet; Network and Sharing Centre; Change Adapter Settings**, right-click your internet connection and select **Properties**. Click the Sharing Tab, check "**Allow other network users to connect...**", choose your virtual Wi-Fi adaptor - and that's it. Any nearby Wi-Fi enabled device should see a new network appear with the SSID you defined above. They'll be able to connect to it using your password, and can then immediately share your internet connection.

12. **Right-click Everything** – Windows 7 is full of new right-click capabilities. Right-click an empty part of the desktop, for instance, and you'll find a menu entry to set your screen resolution. Right-click the Explorer icon on the taskbar for speedy access to common system folders: Documents, Pictures, the Windows folder, and more.
13. **Display old Taskbar Button & Menu** - There's an easy way to get the old context menu back - just hold down Ctrl and Shift as you right-click the taskbar button.
14. **Desktop Slideshow** - Windows 7 provides some attractive new wallpapers and Windows can display them or your own pictures in a desktop slideshow. To do this, Right-click an empty part of the desktop, select Personalize > Desktop Background, then hold down Ctrl as you click on the images you like. You can also set how often you'd like the images to be changed (anything from daily to once every 10 seconds) Select Shuffle if you'd like the backgrounds to appear in a random order.



15. **Customize the log-on Screen** - Changing the Windows log-on screen used to involve some complicated and potentially dangerous hacks, but not anymore - Windows 7 makes it fairly easy.

1. Launch REGEDIT.
2. Browse to:
HKEY_LOCAL_MACHINE\Software\Microsoft\Windows\CurrentVersion\Authentication\LogonUI\Background
3. Double-click the DWORD key called OEMBackground (not there? Create it) and set its value to 1.
4. Now find a background image you'd like to use. Make sure it's less than 256KB in size, and matches the aspect ratio of your screen as it'll be stretched to fit.
5. Next, copy that image into the %windir%\system32\oobe\info\backgrounds folder (create the info\backgrounds folders if they don't exist).
6. Rename the image to backgroundDefault.jpg, reboot, and you should now have a custom log-on image.

Alternatively, you could use a free tweaking tool to handle everything for you. [Logon Changer](#) displays a preview so you can see how the log-on screen will look without rebooting, while the [Logon Screen Rotator](#) accepts multiple images and will display a different one every time you log on.

16. **Recover Screen Space** -The new Windows 7 taskbar acts as one big quick launch toolbar that can hold whatever program shortcuts you like (just right-click one and select Pin To Taskbar). And that's fine, except it does consume a little more screen real estate than we'd like. You can shrink it to a more manageable size by right-clicking the Start orb, then Properties > Taskbar > Use small icons > OK.

17. **Retro Taskbar** - If you prefer the more traditional taskbar, right-click the taskbar, select Properties, and set Taskbar Buttons to "Combine when taskbar is full".

You'll now get a clear and separate button for each running application, making them much easier to identify.

18. **Remove Taskbar Buttons** - One problem with the previous tip is the buttons will gobble up valuable taskbar real estate, but you can reduce the impact of this by removing their text captions. Launch REGEDIT, browse to HKEY_CURRENT_USER\Control Panel\Desktop\WindowMetrics, add a string called MinWidth, set it to 54, and reboot to see the results.
19. **Restore the Quick Launch Toolbar** - If you're unhappy with the new taskbar, even after shrinking it, then it only takes a moment to restore the old Quick Launch Toolbar. Right-click the taskbar, choose Toolbars > New Toolbar, type

**"%UserProfile%\AppData\Roaming\Microsoft\Internet Explorer\Quick
Launch"**

(without the quotes) into the Folder box and click Select Folder. Right-click the taskbar, clear 'Lock the taskbar', and you should see the Quick Launch Toolbar, probably to the right. Right-click its divider, clear Show Text and Show Title to minimize the space it takes up. Complete the job by right-clicking the bar and selecting View; Small Icons for the true retro look.

20. **Custom Power Switch** - By default, Windows 7 displays a plain text 'Shut down' button on the Start menu, but it only takes a moment to change this action to something else. If you reboot your PC a few times every day then that might make more sense as a default action: right-click the Start Orb, select Properties and set the 'Power boot action' to 'Restart' to make it happen.
21. **Auto Arrange Your Desktop** - If your Windows 7 desktop has icons scattered everywhere then you could right-click it and select View; Auto arrange, just as in Vista. But a simpler solution is just to press and hold down F5, and Windows will automatically arrange its icons for you.
22. **Disable Smart Window Arrangement** - Windows 7 features interesting new ways to intelligently arrange your windows. For example, if you drag a window to the top of the screen then it will maximize. If you find this distracting then you can disable this behavior by running REGEDIT, go to HKEY_CURRENT_USER\Control Panel\Desktop, set WindowArrangementActive to 0, reboot, and your windows will behave just as they always did.
23. **Browse Your Tasks** - If you prefer using your keyboard more than your mouse, you will love browsing the taskbar using this nifty shortcut. Press Windows and T, and you move the focus to the left-most icon on the taskbar. Then use your

- arrow keys to change the focus to other icons, and you get a live preview of every window.
24. **Display Your Drives** – Empty drives such as memory card readers are no longer displayed when they are empty. I like the improvement, but if you disagree then it's easy to get your empty drives back. To do this, launch Explorer, click Tools; Folder Options; View and clear 'Hide empty drives in the computer folder'.
 25. **See More Detail** - The improved Windows 7 magnifier offers an easier way to zoom in on any area of the screen. Launch it and you can now define a scale factor and docking position. Once activated, it can track your keyboard focus around the screen. Press Tab as you move around a dialog box, say, and it'll automatically zoom in on the currently active control.
 26. **Hiding the Windows Live Messenger Icon** - If you use Windows Live Messenger a lot, you'll have noticed that the icon now resides on the taskbar, where you can easily change status and quickly send an IM to someone. If you prefer to keep Windows Live Messenger in the system tray, where it's been for previous releases, just close Windows Live Messenger, edit the shortcut properties and set the application to run in Windows Vista compatibility mode.
 27. **Customize UAC** - Windows Vista's User Account Control was a good idea in practice, but poor implementation put many people off - it raised far too many alerts. Fortunately Windows 7 displays less warnings by default, and lets you further fine-tune UAC to suit your preferred balance between security and a pop-up free life (Start > Control Panel > Change User Account Control Settings).
 28. **Sticky Notes** - The Sticky Notes application is more useful in Windows 7. Launch StikyNot.exe and you can type notes at the keyboard; right-click a note to change its color; click the + sign on the note title bar to add another note; and click a note and press Alt + 4 to close the note windows (your notes are automatically saved).
 29. **Open Folder In New Process** - By default Windows 7 opens folders in the same process. This saves system resources, but means one folder crash can bring down the entire shell. If your system seems unstable, or you're doing something in Explorer that regularly seems to causes crashes, then open Computer, hold down Shift, right-click on your drive and select Open in New Process. The folder will now be launched in a separate process, and so a crash is less likely to affect anything else.
 30. **Watch More Videos** - Windows Media Player 12 is a powerful program, but it still won't play all the audio and video files you'll find online. Fortunately the first freeware Windows 7 codecs package [shark007.net/win7codecs.html] has been

released, and installing it could get your troublesome multimedia files playing again.

31. **Preview Fonts** - Open the Fonts window in Windows XP and Vista and you'll see the font names, probably with icons to tell you whether they're TrueType or OpenType, but that's about it. Windows 7 provides some useful font-related improvements by providing a preview for every font, giving you a quick idea of how its' going to look. The tedium of scrolling through multiple entries for each family, like Times New Roman, Times New Roman Bold, Times New Roman Bold Italic and so on, has finally ended. There's now just a single entry for each font (though you can still see all other members of the family). And there's a new OpenType font, **Gabriola**, added to the mix. It's an attractive script font, well worth a try the next time you need a stylish document that stands out from the crowd.

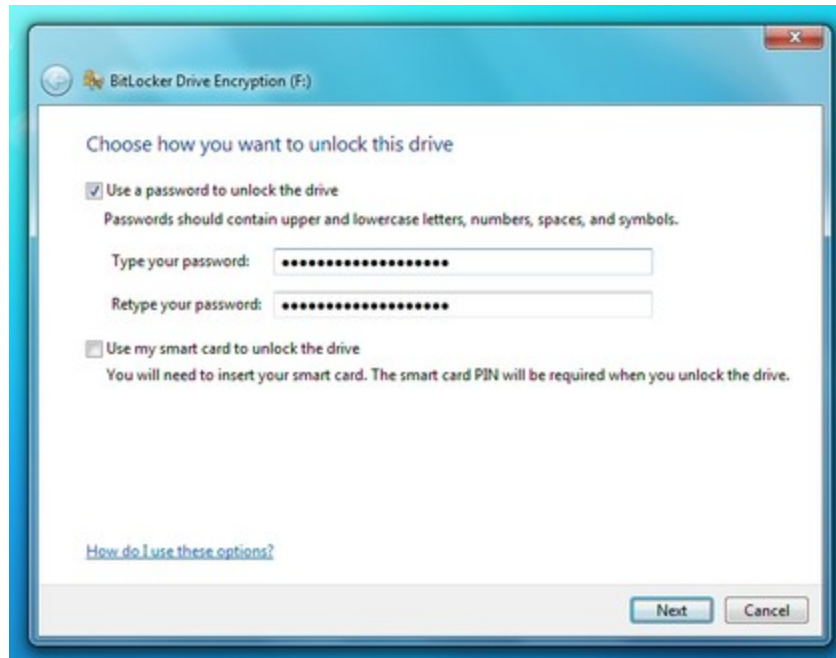
32. **Restore Your Gadgets** - Windows 7 has tightened up its security by refusing to run gadgets if UAC has been turned off, so limiting the damage malicious unsigned gadgets can do to your system. If you've disabled UAC, miss your gadgets and are happy to accept the security risk, though, there's an easy Registry way to get everything back to normal. Run REGEDIT and go to:

HKEY_LOCAL_MACHINE\SOFTWARE\Microsoft\Windows\CurrentVersion\Sidebar\Settings

Create a new DWORD value called AllowElevatedProcess and set it to 1. Your gadgets should start working again right away.

33. **New WordPad formats** - By default WordPad will save documents in Rich Text Format, just as before. But you can browse the "Save As" Format list and you'll see you can also save (or open, actually) files in the Office 2007 .docx or OpenDocument .odt formats.

34. **Protect your data** - USB flash drives are convenient, portable, and very easy to lose. Which is a problem, especially if they're carrying sensitive data. Fortunately Windows 7 has the solution: You can encrypt your documents with an extension of Microsoft's BitLocker technology, and only someone with the password will be able to access it. Right-click your USB flash drive, select Turn on BitLocker and follow the instructions to protect your private files.



35. **Configure Your Favorite Music** - The Windows 7 Media Centre now comes with an option to play your favorite music, which by default creates a changing list of songs based on your ratings, how often you play them, and when they were added (it's assumed you'll prefer songs you've added in the last 30 days). If this doesn't work then you can tweak how Media Centre decides your "favorite" tunes. To do this click Tasks; Settings; Music; Favorite Music and configure the program to suit your needs.
36. **Customize System Restore** - There was very little you could do to configure System Restore in Vista, but Windows 7 improves the situation with a couple of useful setup options. Click the Start Orb, right-click Computer and select Properties; System Protection; Configure, and set the Max Usage value to a size that suits your needs (larger to hold more restore points, smaller to save disk space). And if you don't need System Restore to save Windows settings then choose the "Only restore previous versions of files" option. Windows 7 won't back up your Registry, which means you'll squeeze more restore points and file backups into the available disk space. System Restore is much less likely to get an unbootable PC working again, though, so use this trick at your own risk.
37. **Run As** - Hold down Shift, right-click any program shortcut, and you'll see an option to run the program as a different user, which might be handy if you're logged in to the kids' limited account and need to run something with higher privileges. This isn't really a new feature - Windows XP had a Run As option that did the same thing - but Microsoft stripped it out of Vista, so it's good to see them bring it back.

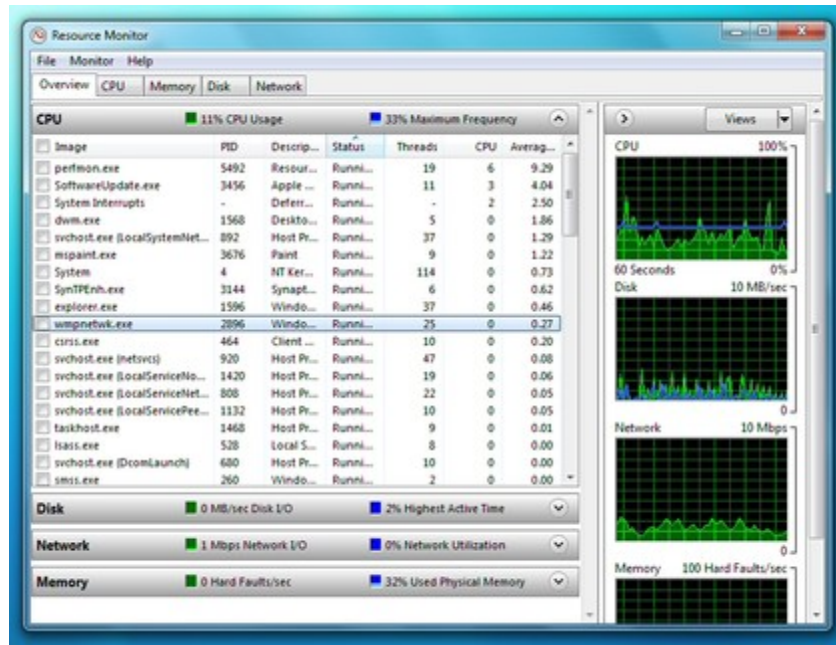
38. **Search Privacy** - By default Windows 7 will remember your PC search queries, and display the most recent examples when searching in Windows Explorer. If you're sharing a PC and don't want everyone to see your searches, then launch **GPEDIT.MSC**, go to User Configuration; Administrative Templates; Windows Components; Windows Explorer, double-click "Turn off display of recent search entries..." and click Enabled; OK.

39. **Tweak PC Volume** - By default Windows 7 will now automatically reduce the volume of your PC's sounds whenever it detects you're making or receiving PC-based phone calls. If this proves annoying (or maybe you'd like it to turn off other sounds altogether) then you can easily change the settings accordingly. Just right-click the speaker icon in your taskbar, select Sounds; Communications, and tell Windows what you'd like it to do.

40. **Rearrange The System Tray** - With Windows 7 we finally see system tray icons behave in a similar way to everything else on the taskbar. So if you want to rearrange them, then go right ahead, just drag and drop them into the order you like. You can even move important icons outside of the tray, drop them onto the desktop, then put them back when you no longer need to keep an eye on them.

41. **Write Crash Dump Files** - Windows 7 won't create memory.dmp crash files if you've less than 25GB of free hard drive space, annoying if you've installed the Windows debugging tools and want to diagnose your crashes. You can turn this feature off, though: browse to `HKEY_LOCAL_MACHINE\SYSTEM\CurrentControlSet\Control\CrashControl`, create a new DWORD value called `AlwaysKeepMemoryDump`, set it to 1, and the crash dump file will now always be saved.

42. **Find Bottlenecks** - From what we've seen so far Windows 7 is already performing better than Vista, but if your PC seems sluggish then it's now much easier to uncover the bottleneck. Click Start, type **RESMON** and press Enter to launch the Resource Monitor, then click the CPU, Memory, Disk or Network tabs. Windows 7 will display the processes that are hogging the most system resources. The CPU view is particularly useful, and provides something like a more powerful version of Task Manager. If a program has locked up, for example, then right-click its name in the list and select Analyze Process. Windows will then try to tell you why it's hanging - the program might be waiting for another process, perhaps - which could give you the information you need to fix the problem.



43. **Keyboard Shortcuts** - Windows 7 supports several useful new keyboard shortcuts, as follows:

- **Alt+P** - Display/ hide the Explorer preview pane
- **Windows Logo+G** - Display gadgets in front of other windows
- **Windows Logo++ (plus key)** - Zoom in, where appropriate
- **Windows Logo+- (minus key)**- Zoom out, where appropriate
- **Windows Logo+Up** - Maximize the current window
- **Windows Logo+Down** - Minimize the current window
- **Windows Logo+Left** - Snap to the left hand side of the screen
- **Windows Logo+Right** - Snap to the right hand side of the screen
- **Windows Logo+Home** - Minimize/ restore everything except the current window

44. **Drag And Drop To The Command Line** - When working at the command line you'll often need to access files, which usually means typing lengthy paths and hoping you've got them right. But Windows 7 offers an easier way. Simply drag and drop the file onto your command window and the full path will appear, complete with quotes and ready to be used. This feature isn't entirely new: you could do this in Windows XP, too, but drag and drop support disappeared in Vista. There does seem to be a new Windows 7 complication, though, in that it only seems to work when you open the command prompt as a regular user. Run cmd.exe as an administrator and, while it accepts dropped files, the path doesn't appear.

45. **Customize Your Jumplists** - Right-click an icon on your taskbar, perhaps Notepad, and you'll see a jumplist menu that provides easy access to the documents you've been working on recently. But maybe there's another document that you'd like to be always available? Then drag and drop it onto the taskbar icon, and it'll be pinned to the top of the jumplist for easier access. Click the pin to the right of the file name, or right-click it and select "Unpin from this list" when you need to remove it.

46. **Faster Redundant Program Launches** - If you've launched one instance of a program but want to start another, then don't work your way back through the Start menu. It's much quicker to just hold down Shift and click on the program's icon (or middle-click it), and Windows 7 will start a new instance for you.

47. **Speedy Video Access** - Want faster access to your Videos folder? Windows 7 now lets you add it to the Start menu. Just right-click the Start Orb, click Properties; Start Menu; Customize, and set the Videos option to "Display as a link". If you've a TV tuner that works with Windows 7 then you'll appreciate the new option to display the Recorded TV folder on the Start menu, too.

48. **Run Web Searches** - The Windows 7 search tool can now be easily extended to search online resources, provided you create an appropriate search connector. To add Flickr support, say, visit I Started Something, click Download the Connector, choose the Open option and watch as it's downloaded (the file is tiny, it'll only take a moment). A "Flickr Search" option will be added to your Searches folder, and you'll be able to search images from your desktop. A multitude of other ready-made searches, such as Google and YouTube, can be downloaded from the windowsclub.com website.

49. **Schedule Media Center Downloads** - You can now tell Windows Media Center to download data at a specific time, perhaps overnight, a useful way to prevent it from zapping your bandwidth for the rest of the day. Launch Media Center, go to Tasks; Settings; General; Automatic Download Options, and set the download start and stop times that you'd like it to use.

50. **Multi-threaded Robocopies** - Anyone who's ever used the command-line robocopy tool will appreciate the new switches introduced with Windows 7. Our favorite, /MT, can improve speed by carrying out multi-threaded copies with the number of threads you specify (you can have up to 128, though that might be going a little too far). Enter robocopy /? at a command line for the full details.

51. **Load IE Faster** - Some Internet Explorer add-ons can take a while to start, dragging down the browser's performance, but at least IE8 can now point a finger at the worst resource hogs. Click Tools; Manage Add-ons, check the Load

Time in the right-hand column, and you'll immediately see which browser extensions are slowing you down.

52. **An Alt+Tab Alternative** - You want to access one of the five Explorer windows you have open, but there are so many other programs running that Alt+Tab makes it hard to pick out what you need. The solution? Hold down the Ctrl key while you click on the Explorer icon. Windows 7 will then cycle through the Explorer windows only, a much quicker way to locate the right one. And of course this works with any application that has multiple windows open.
53. **Block Annoying Antivirus or Firewall Warnings** - Just like Vista, Windows 7 will display a suitably stern warning if it thinks your antivirus, firewall or other security settings are incorrect. But unlike Vista, if you disagree then you can now turn off alerts on individual topics. If you no longer want to see warnings just because you've dared to turn off the Windows firewall, say, then click Control Panel; System and Security; Action Centre; Change Action Centre settings, clear the Network Firewall box and click OK.
54. **Parallel Defrags** - The standard Windows 7 defragmenter offers a little more control than we saw in Vista, and the command line version also has some interesting new features. The /r switch will defrag multiple drives in parallel, for instance (they'll obviously need to be physically separate drives for this to be useful). The /h switch runs the defrag at a higher than normal priority, and the /u switch provides regular progress reports so you can see exactly what's going on. Enter the command **defrag /c /h /u /r** in a command window to speedily defrag a system with multiple drives, or enter defrag /? to view the new options for yourself.
55. **Fix Explorer** - The Windows 7 Explorer has a couple of potential annoyances. For example, launching your Computer windows will no longer display system folders like Control Panel or Recycle Bin. And if you're drilling down through a complicated folder structure in the right-hand pane of Explorer, the left-hand tree won't always expand to follow what you're doing, which can make it more difficult to see exactly where you are. Fortunately there's a quick fix: click Organize; Folder and Search Options, check "Show all folders" and "Automatically expand to current folder", and click OK.
56. **Faster File Handing** - If you hold down Shift while right-clicking a file in Explorer, then you'll find the Send To file now includes all your main user folders: Contacts, Documents, Downloads, Music and more. Choose any of these and your file will be moved there immediately.
57. **Create Folder Favorites** - If you're regularly working on the same folder in Explorer then select it in the right-hand pane, right-click Favorites on the left-

hand menu, and select Add to Favorites. It'll then appear at the bottom of the favorites list for easy one-click access later.

58. **Disable Hibernation** - By default Windows 7 will permanently consume a chunk of your hard drive with its hibernation file, but if you never use sleep, and always turn your PC off, then this will never actually be used. To disable hibernation and recover a little hard drive space, launch REGEDIT, browse to:

HKEY_LOCAL_MACHINE\SYSTEM\CurrentControlSet\Control\Power

Set both HibernateEnabled and HiberFileSizePerfect to zero.



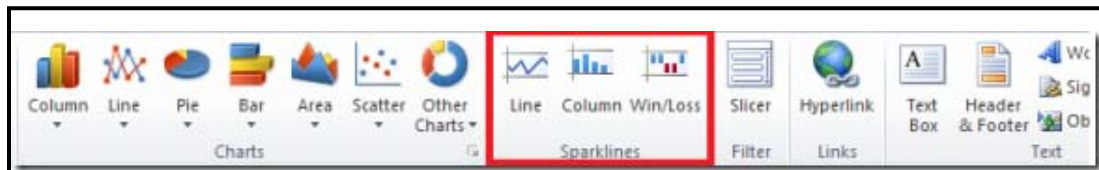
Microsoft Office 2010

What's New in Microsoft Office 2010?

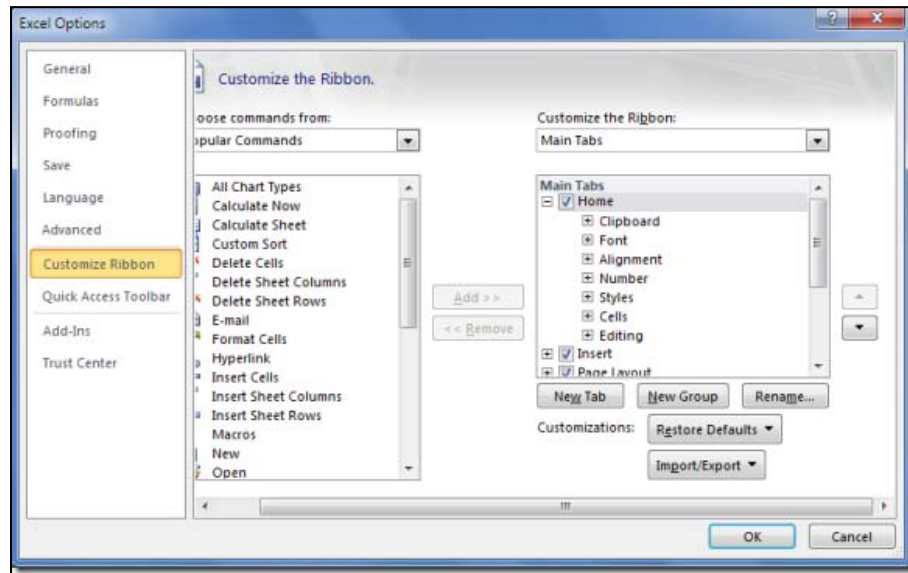
Microsoft has announced that it will begin shipping Office 2010 in Spring 2010. This begs the question, what's new in Office 2010? The short answer is that there are a dozen or so interesting improvements each in Word, Excel, PowerPoint, and Access - but for the most part Office's core products are unchanged. This is because when Office 2007 was released in January 2007, the new menus only appeared in 4.5 of the applications - Word, Excel, Access, PowerPoint and half of Outlook. With Office 2010, Microsoft has brought the other applications up-to-date with the newer menu style as well. Therefore don't expect to see many differences in Word, Excel, Access, or PowerPoint. However, these are a few improvements Office 2010's core products, as follows:

What's New in Excel 2010?

1. **Sparklines** - Sparklines are small cell-sized charts that you can embed in a worksheet next to data to get a quick visual representation of the data. For example, if you had a worksheet that tracked the performance of several dozen stocks, you could create a Sparkline for each stock that graphed its performance over time, in a very compact way. Here is an example:



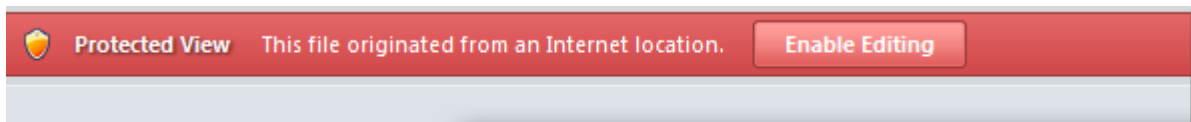
2. **Conditional Formatting Improvements** - Microsoft has improved and added more styles and icons regarding the ability to apply a format to a range of cells, and then have the formatting change according to the value of the cell or formula.
3. **Improved Sharing** - As with all of the Office 2010 applications, Excel **2010** has new and improved tools for sharing data with other people, including multiple people working on a document at a time.
4. **Millions of Rows** - Microsoft now offers Project Gemini add-on for Excel 2010 that can handle very large amounts of data -- even worksheets that include hundreds of millions of rows. It will ship as part of SQL Server 2008 R2 in the first half of 2010; a community technology preview will be available in the second half of 2009.
5. **Enhanced Ribbon Toolbar** - The Ribbon tool bar has been enhanced to be highly customizable now.



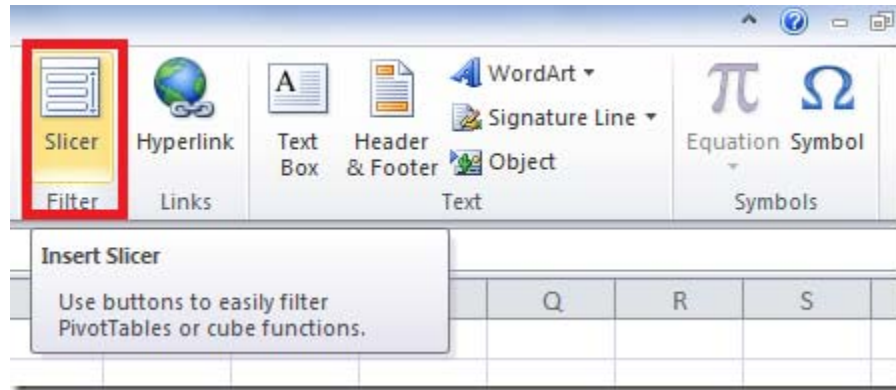
- 6. Compatibility of .xlsx** - In Excel 2007, Microsoft introduced a new XML format (.xlsx) which was not compatible with former .xls spreadsheet formats. This problem has been resolved - Excel files created in Excel 2010 may easily be opened in versions of Excel prior to Excel 2007. Now Excel 2010 will save files just as safe as the former Excel 2007, and the spreadsheet size is 75% smaller than the old .XLS version.



- 7. Protected Mode** - Each time you download a document, Microsoft Office 2010 automatically opens it in Protected Mode which means that Excel will not allow you to edit the documents unless document editing is enabled. To do this, click the *Enable Editing* option in order to enable document editing as shown in the following screen shot.



7. **Slicer** - The Slicer feature provides new slice and dice capabilities within PivotTables – this helps you dynamically segment and filter the data. This feature is located on the *Insert* Tab.



8. **Macro** - Macros in Excel 2010 now support working with shapes, including creating, moving or editing shapes.
9. **Enhanced Chart Diagram** - In Excel 2010 double clicking a chart element automatically opens the chart's format dialog box.
10. **Web Version of Excel 2010** – A new web version of Excel 2010 allows you to create, edit and save spreadsheet via your web browser directly and share them online. The web version reportedly will be available for free to everyone who has Windows Live account. The web version is as same as the Excel 2010 on desktop, with some of Excel functionality disabled.
11. **64-bit version of Excel 2010** - Excel 2010 is now available in a 64-bit version, which means that it can take full advantage of your computer's 64-bit motherboard and access more than 4 GBs of RAM. The result is even faster performance.
12. **Microsoft SQL Server PowerPivot for Excel** - Excel 2010 now includes an add-in tool called Microsoft SQL Server PowerPivot which is a Business Intelligence tool that enables you to query multiple SQL Server databases across multiple corporate systems and web data on a real-time basis to produce PivotTables that can be shared via SharePoint. You can try this online at the following Virtual Labs web site: <https://cmg.vlabcenter.com/prepare.aspx?moduleid=ad3bd3e9-8d2b-498d-94fa-e41e1b09730d&ticks=633992819904236083>.

13. **Named Sets** - Named Sets have been added to Microsoft Excel 2010, allows you to create your own named sets. Simply locate the *Fields, Items, & Sets* button under the Ribbon, and it will allow you to define your own Named Sets.

What's New in Word 2010?

1. **Office Button Is Gone** – Microsoft has replaced the Office button in the most recent Word 2010 beta with the File tab, which I think better fits into the interface.
2. **Print Preview Has Moved** – Microsoft moved the Print command to the File Tab menu. Choosing that command displays a Print window, and the Print Preview is now located on the right side of the window. I think it is a good improvement, but a lot of folks will probably wander around Word 2010 looking for the Print Preview command.
3. **Menu Options Disappear** - Many of the lesser-used command buttons are gone or have been replaced. It takes a little getting used to.
4. **Navigation Pane** - Document Map has been renamed Navigation pane – what a pane?
5. **New Find Command** - Instantly highlights all instances of the text you're searching for. Unfortunately, Ctrl+F now launches the Navigation pane and not the Find Dialog Box. Launching the Find dialog box is now a little awkward; you have to go to the Find & Replace dialog box, then backtrack to the Find dialog box.
6. **Mail Merge** - Microsoft has changed the mail merge feature in that the "address list" is now called the "recipient list." Also, the main document is no longer the "main document," it now has no name.
7. **Customize Ribbons** - You can now customize the Ribbons in Word. You cannot change Word's tabs and groups, but you can add your own custom group to any of Word's tabs, or create your own tab, and place your favorite commands into those groups.

What's New in PowerPoint 2010?

1. **Office Button Is Gone** – Microsoft has replaced the Office button in the most recent Word 2010 beta with the File tab, which I think better fits into the interface.

2. **Macro Recorder** – Microsoft has brought back the macro recorder capability in PowerPoint which disappeared in Office 2007.
3. **Permissions** – PowerPoint 2010 allows you to protect the presentation by setting permissions on the File tab.
4. **Transitions Tab** - Slide transitions have always been a part of PowerPoint. However, the Transitions tab is new to the PowerPoint 2010 ribbon.
5. **Animation Painter** - Microsoft has created a tool that works similarly to the Format Painter, which has been around as long as I have been using any Office products. The Animation Painter will copy all the animation features of an object to; another object, another slide, multiple slides or to another presentation. This is a real time-saver as you do not have to add all these animation properties separately to each object. The added bonus is many fewer mouse clicks.
6. **Broadcast Slide Show Feature** - PowerPoint 2010 now offers the ability to share your presentation over the internet to anyone in the world. By sending a link to the URL of your presentation, your global audience can follow along in their browser of choice. The viewers need not have PowerPoint installed on their computer.
7. **Minimize the Ribbon** - This is a small feature, you can hide the ribbon using a tiny button to do it with less clicks of the mouse.
8. **Embed a Video or Link to a Video** - PowerPoint 2010 now offers the option to embed or link to a video (which is currently located on your computer) into your presentation, or to link to a video on a website, such as YouTube. Embedding a video which is located on your computer saves a lot of anguish if you later move or send your presentation to another location. Embedding the video means that it always stays with the presentation, so you don't have to remember to also send the video file along. The video can be of an actual "movie" type or you can also embed an animated GIF type of clip art.
9. **Linking To A Video** – Linking rather than embedding greatly reduces the file size of the overall presentation. However, you take the risk of forgetting to copy over the video file when you move the presentation to another location. When you link to a video on the web, such as YouTube, the video is not really in your presentation, so you will always need an internet connection in order to view the video.
10. **Turn PowerPoint 2010 Presentations into Videos** - Microsoft has realized the need to be able to convert a presentation into a video, without the use of third party software. Users of PowerPoint have been asking for this for years, and at

long last the feature is present in PowerPoint 2010. Advantages of Converting a PowerPoint 2010 Presentation into Video:

- a. The WMV video file format can be read by most computers.
- b. You can still use other software to convert the presentation into other file formats (such as AVI or MOV for example) if you choose.
- c. Any transitions, animations, sounds and narration will be embedded into the video.
- d. The video can be published to a website or emailed. It is not editable, so the entire presentation will always remain as the author intended.
- e. You can control the file size of the video by selecting appropriate options.
- f. The targeted audience does not need to have PowerPoint installed on their computer in order to view the video.

What's New in Outlook 2010?

1. **Ribbon** - While the ribbon introduced in Office 2007 is still present, in Outlook 2010, it's evolved into a cleaner and easier-to-use interface.
2. **New Conversation View** - A new view in the inbox pane has been created called the conversation view. With it, messages are sorted not just by date, but by conversation. When you start a dialog with one or more people, any subsequent replies to that thread are automatically added to the conversation view for that topic.
3. **MailTips** – This is a new feature that provides information to the user before he or she sends a message. For example, you may have a MailTip to warn users when they are sending an email to outside the organization or sending to a large audience. MailTips are not enforced rules, but they do provide some guidance to users before they send a message, and with Exchange 2010 custom mail tips can be created on the server and seen by clients when they apply.
4. **Quick Steps** - You can define custom, or frequently used actions, called Quick Steps. For example, you could have a quick step to CC your manager, schedule a meeting, or reply and then delete the message.
5. **Automatically Calendar Retrieval** - If you receive a meeting invitation that conflicts with another appointment, Outlook automatically brings up your calendar, making it easy to find a time that you are available and reschedule.

What's New in Publisher 2010?

1. **New Views** - New visual page navigation with nice sized page / spread thumbnail previews.
2. **Template Improvements** - Layouts are now preserved when substituting, cropping, or otherwise manipulating images in a template.
3. **Object Outlines Disappear** - Object outlines only appear on hover or when an object is selected.
4. **Page Margin Guides** - Page margin guides can appear as you drag the edge of an object near them and then disappear when not needed.
5. **Alignment Guides** - Automatic alignment guides that only appear when relevant Images/Type.
6. **Pictures** - Picture manipulation improvements including picture insertion, alignment, panning, cropping.
7. **Text** - Text formatting improvements including ligatures (with OpenType fonts) and Stylistic text with previews for adding flourishes.
8. **Print Preview** - Print preview is no longer a separate feature, it's integrated into the Print functions in the Backstage View.
9. **Two Sided print Preview** - Print preview lets you 'flip' 2-sided documents to see more easily how it will print on each side.
10. **PDF & XPS** - Backstage View is where you'll also find the commands for saving Publisher files as PDF or XPS and commercial printing options.



Microsoft Office 2007

Microsoft 2010 Note – At the time of this writing, Office 2010 was not yet shipping, but is expected to begin shipping in Spring 2010.

What's New in Microsoft Office 2007?

After five long years of development, the latest edition of the world's best selling application - Microsoft Office was finally released two years after it's expected release date in January 2007. While there are hundreds of improvements, these changes to Microsoft Office 2010 can be summarized roughly as follows:






1. **Larger Capacities** – Office 2007 sees more processors, more RAM, supports more colors, shows more recently used files, provides more columns and rows in Excel, sorts by more criteria, etc.
2. **New Menus** – Microsoft Office 2007 looks different. The menus, toolbars and icons have been removed and replaced with Ribbons. Over the years, the number of Office tool bars had grown from two toolbars to thirty-one toolbars in Word 2003. The complexity of navigating this vast array of floating and hidden toolbars continued to increase until now. Microsoft has engineered a better way to navigate Office using improved toolbars called ribbons. These ribbons work similar to the toolbars and icons you are used to, but they are far better organized (although it won't feel that way if you are used to the old toolbar design).
3. **Presentation Quality Output** – While this may seem dull to you, the improvements to the output are seriously useful. Office can now produce presentation quality output that rivals the output of desktop publishing applications.

The Many Editions of Microsoft Office

There are eight (8) different versions of this produce containing different mixtures of the following ten (15) Microsoft applications:

1. Access 2010
2. Excel 2010
3. Groove 2010
4. InfoPath 2010
5. Language Pack: Spanish
6. OneNote 2010
7. Outlook 2010
8. Outlook with Business Contact Manager 2010
9. PowerPoint 2010
10. Project 2010
11. Publisher 2010
12. SharePoint Designer 2010
13. Visio 2010
14. Word 2010
15. Communicator 2010

All together, Microsoft offers five different Office Suites as follows:

	 Office Home and Student 2007 \$149.95 Details	 Office Standard 2007 \$399.95 Details	 Office Small Business 2007 \$449.95 Details	 Office Professional 2007 \$499.95 Details	 Office Ultimate 2007 \$679.95 Details
Word Create and edit documents	●	●	●	●	●
Excel® Tools to analyze, share, and manage data	●	●	●	●	●
PowerPoint® Create great-looking dynamic presentations	●	●	●	●	●
OneNote® Gather your notes and information in one place	●				●
Outlook® Manage all your e-mail accounts in one place		●	●	●	●
Publisher® Design and publish great-looking documents			●	●	●
Access® Quickly share, manage, audit, and back up data				●	●
Groove® Work together dynamically					●
InfoPath® Gather information efficiently and reliably	●				●
Free* 2010 Upgrade Buy Office 2007, get Office 2010 free*	Office Home and Student 2010	Office Home and Business 2010	Office Professional 2010	Office Professional 2010	Office Professional 2010

*Office 2010 downloads will be accessible at general availability. Discs can be ordered for a fee. Eligible Office 2007 software must be purchased from Microsoft or an authorized reseller and activated between March 5, 2010 and September 30, 2010. Request your Office 2010 product by October 31, 2010 using your activated Office 2007 Product Key and dated sales receipt. You will receive an e-mail message from us letting you know when your Office 2010 product is available. One Office 2010 product per qualifying Office 2007 suite or stand-alone product purchase, limit 25 per person. See www.office.com/techg for complete details.

Previously Microsoft included Expression Web 2010 in selected editions of the Office Suite. However, in 2009 Microsoft released the Microsoft Expression Suite as a separate suite of products, and Expression Web 2010 is no longer part of the Office 2010 suite of products. Additionally, Office Accounting 2009 was discontinued in late 2009 and is no longer part of the Microsoft family of products.

Microsoft Office 2007 ON Windows XP

Yes, Microsoft Office 2007 will run on Windows XP – but **DON'T DO THIS!** Why Not? Office 2007 only sees as many processors and as much RAM as the operating system – if you use Windows XP you limit yourself to just 1 processor and 3 GBs of RAM. My recommendation is to purchase a new computer with 4 processors and 8 GBs of RAM, run Windows 7 64-Bit and use two flat panel monitors. Install Microsoft Office 2007 and you will have one fantastic computer.

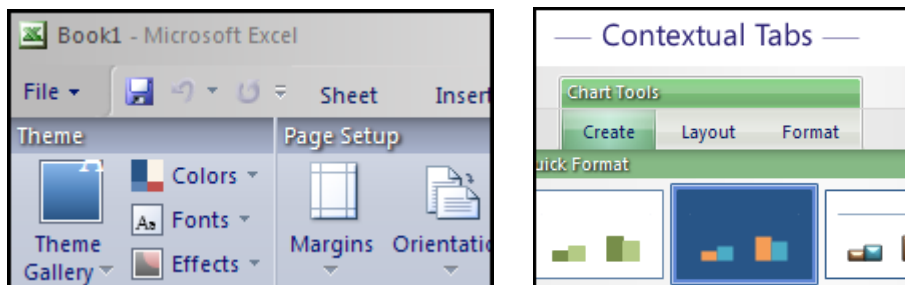
What's New in Microsoft Office 2007?

As mentioned above, there are many new changes in Microsoft Office 2007, but generally speaking these hundreds of improvements can be described in just three phrases as follows:

1. New Menu Design
2. Larger Capacities
3. Presentation Quality Output

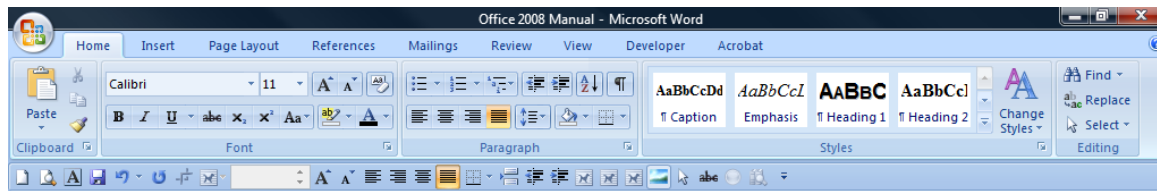
The aspects of Office are discussed in detail below.

1. **New Menu (or more to the point, A New User Interface)** – Microsoft Office 2010 looks different. The menus, toolbars and icons have been removed and replaced with Ribbons. Here is what the new ribbons look like:



Over the years, the number of tool bars included in Microsoft Office products have grown from just two (2) toolbars in Word 6.0, to six (6) tool bars in Word 95, to eighteen (18) toolbars in Word 98, to thirty-one (31) toolbars in Word 2003. Obviously the complexity has been mounting and navigating these various toolbars has become more time consuming. Based on this, Microsoft has engineered a better way to navigate the Office suite called ribbons.

As a practical matter, the ribbons do work similar to the menus, toolbars and icons you are used to, however they are easier once you get used to them and underneath the technology is far better. Presented below is an example screen shot of the new ribbon, and the elements of the tool bar are described after the screen shot.



1. **Ribbon** - The long strip of icons across the top of the page are called ribbons. Initially there are 6 ribbons visible in Word, and 7 ribbons visible in Excel – however you can also display the developer tab and even add more ribbons such as the Adobe Acrobat Ribbon. Unlike the old toolbars, the ribbons cannot be edited, changed, resized or moved in any way. You can minimize the ribbons by right-clicking on one of the tabs and choosing minimize.
2. **Tabs** - The tabs look like drop down menus but they are not - they are merely used to switch between ribbons.
3. **Contextual Tabs** - Some tabs are always visible. Other tabs are “contextual” and only show up when you are working with specific elements within your document. For example the “Table Tab” will appear whenever you click in a Word table and the “Picture Tools” tab appears whenever you click a picture.
4. **File or Application Menu** - The only drop down menu in Office 2010 is accessed by clicking the Office icon in the upper left hand corner – it is almost identical to the older “File Menu”. Under that menu there are familiar options, New, Open, Save, Save As, Print etc. Microsoft has greatly expanded the “Most Recently Used” file list - this is a nice improvement.
5. **Quick Access Toolbar** - This is the only toolbar that is customizable and the customizations are unique for each application. You can add and delete the command icons that you frequently use for quicker access. To add items to this toolbar, right-click and choose the “Customize Quick Launch Toolbar” option.
6. **Groups** – Square sections of the ribbon are called “Groups” - a logical grouping of icons, labels, menus and other controls. Group views are not fixed, they expand depending on their position on the toolbar and the width of the Office window, however they cannot be manually re-sized. When there’s a wide window, a more detailed group is displayed with more options. In a narrower display the same group can be reduced to a single button – click that button to see a list of the available controls – hence the official name ‘pop-up chunk’.

The groups on the left of each ribbon are most used (or more important) based on studies measuring command usage. Therefore when a ribbon’s view is minimized, the groups on the right will reduce in size before groups on the left. But if you make a narrow enough window all you’ll see are pop-up groups. Each group has a title at the bottom and in some cases a little wedge shape with an arrow on the bottom right. You can click on that wedge to go direct to the full options dialog for that topic. The group title cannot be hidden and the arrangement of icons within a group cannot be changed.

Not every application has changed - Only Word 2010, Excel 2010, PowerPoint 2010, and Access 2010 have the new menus and user interface. In Outlook 2010 the main shell is still menu-based, but all other sub-screens (mail, contacts, meeting forms, tasks, etc.) are Ribbon-based.

2. **New File Formats** –Microsoft Office 2010 still offers all of the old document formats such as DOC for Word files, XLS for excel files, and PUB files for Publisher files, etc. However the newer default format is an XMLS format based on the eXtensible Markup Language called XML. There are four primary benefits offered by the new Office XML Formats as follows:

1. **Data Sources** - *The new format enables the creation of documents from differing data sources, thereby accelerating document assembly, data mining, and content reuse. For example, the letterhead used by all company personnel could be linked to a single file. As this file is changed, all documents referring to that letterhead file change as well. Similar methods could be used to link data from a database to documents for faster integration of information. This also translates to easier integration because developers have direct access to specific contents within the file, like charts, comments, and document metadata.*

2. **Royalty-Free** - *Office XML Formats are based on industry standard XML and ZIP technologies. They support full integration by any technology provider and are available via a royalty-free license. You can now produce an XLS document – which is basically the same as an Adobe Acrobat format.*

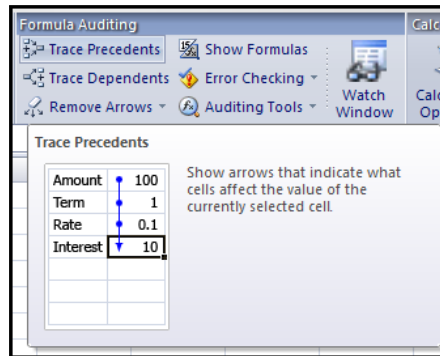
3. **Smaller** - *File sizes are up to 75 percent smaller - Office XML Formats use ZIP and compression technologies which reduces the disk space required and decreases the bandwidth needed to send files by e-mail, over networks, and across the Web.*

4. **Safer** - *The new file format is safer because embedded code (such as OLE objects or Microsoft Visual Basic for Applications code) is stored in a separate section within the file, so it can be easily identified for special processing. This approach makes it easier to recover corrupted documents, if needed. It also makes it easier for IT Administrators to block documents that contain unwanted macros or controls.*

3. **Compatibility Issues** – The introduction of this new file format will cause problems as you share files with others who are not yet using Office 2003. However, there is plenty of good news as follows:

- a. Office 2010 can save to the older file formats if needed.
- b. Office 2010 can open older file formats.
- c. A free utility can be downloaded that enables Office 2000 and Office 2003 users to open Office 2010 files. This is an easy process and once installed, the operation is seamless.

- d. A compatibility checker warns you of any compatibility issues whenever you save to an older format.
4. **Super Tool Tips** – The new “Tool Tips” provide longer descriptions for each tool and in some cases a thumbnail picture too. The following screen shows an example of a Super Tool Tip.



5. **XPS Documents** - XPS, (XML Paper Specification) is Microsoft’s new electronic paper format for exchanging documents in their final forms. This Office feature provides a one-way export from Office client applications to an application- and platform-independent, paginated format. Unlike the Office Open XML Formats, XPS does not attempt to capture the full structured richness of an Office document. As an electronic paper format, it is all about a high fidelity representation of the output only. Because of this, creation of an XPS document from Office is a one-way, export operation.

XPS is an electronic paper format built around the same Open Packaging Conventions document structure as the new Office file formats. This means a Zip container and XML content. As such it plays well with other technologies like Microsoft Information Rights Management (IRM) and is open to developers to read and write, using APIs in the Windows Presentation Foundation or any other tools capable of working with XML and Zip. This openness makes XPS convenient for a range of scenarios in which it is useful to inspect or modify the contents of the “paper” programmatically.

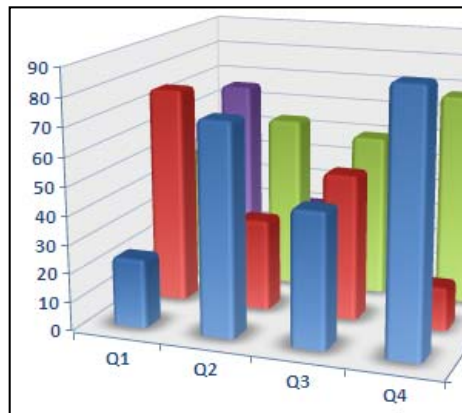
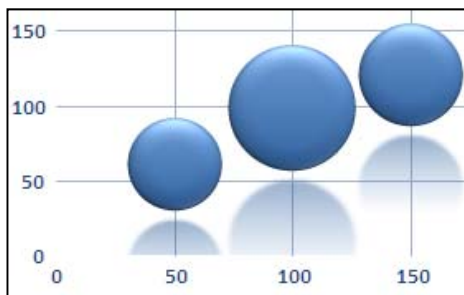
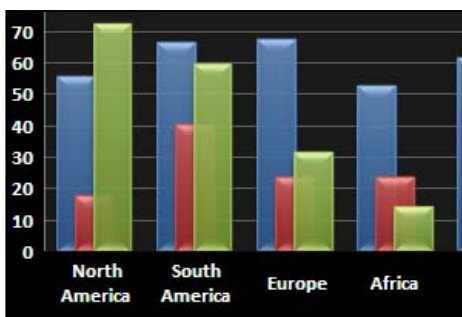
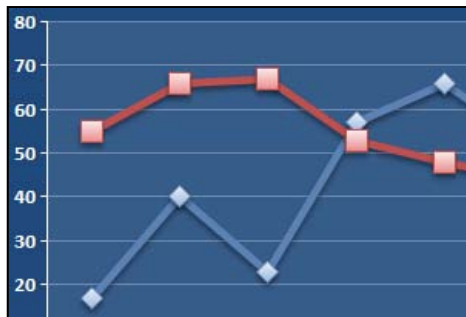
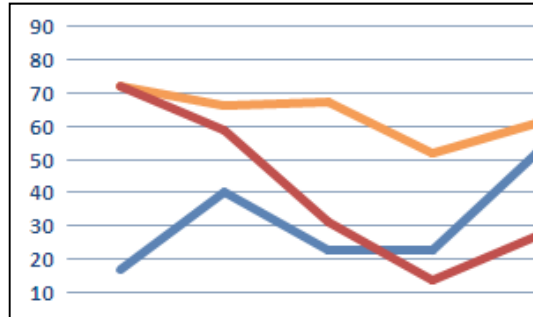
The Windows Digital Documents team is delivering a print driver with Windows Presentation Foundation that will enable all applications that can print to create XPS files. The support for XPS output in Office 2010 goes beyond what is typically passed to a printer, including the supporting information to enable, for example, working hyperlinks, searching, efficient representation of transparency and gradients, accessible documents, and document rights when the source document has restricted IRM rights.

Basically this new format works similar to an Adobe Acrobat format, except you do not need to download a viewer (like the Adobe Acrobat Reader) because Microsoft Word will display these file formats.

6. **Document Look and Feel** – Microsoft examined many examples of “professional” output, drawn from textbooks, business journals, scientific journals, and professional

design firms. Based on this examination they concluded that there are still many capabilities needed in Office 2010 to enable users to produce these modern looking documents. As a result, Microsoft has added many new enhancements for controlling the look and feel of a document including the following:

- a. Microsoft has increased the number of colors allowed a single workbook from 56 to 4.3 billion (32-bit color).
- b. The charting appearance has been greatly improved - rather than explain it with text, see examples of these improvements for yourself below.



- c. Improvements to Excel's existing cell styles feature, and the addition of styles for Tables, PivotTables, and Charts.
- d. Galleries of professionally-designed styles
- e. A new Page Layout View - to supplement Normal and Page Break Preview.
- f. "Live preview" of formatting.

- g. Click-and-type headers and footers.
- h. New print-related features.
- i. Document Themes (color, font, and effect variations that can be shared between Office applications)
- j. Updates to Office shapes (think Drawing toolbar) and WordArt
- k. 25 great-looking templates available out-of-the-box.

Carlton's List of the Top Hidden Tools in Office

Hidden Tools in Microsoft Office – There's much more to Microsoft Office than just Word and Excel. In the following lists you will learn about Office's best hidden features, tools and functions that can help you complete your tasks quicker and make your job easier. We will dig deep into the Office applications and accessories to reveal dozens of hidden gems for printing, scanning, converting and protecting text, merging data, e-mailing, managing pictures, publishing documents, translating data, etc. These functions which will be demonstrated to you live using real-to-life examples. Whether you use Office 2003 or Office 2010, these features will help you expand your proficiency with Microsoft Office.

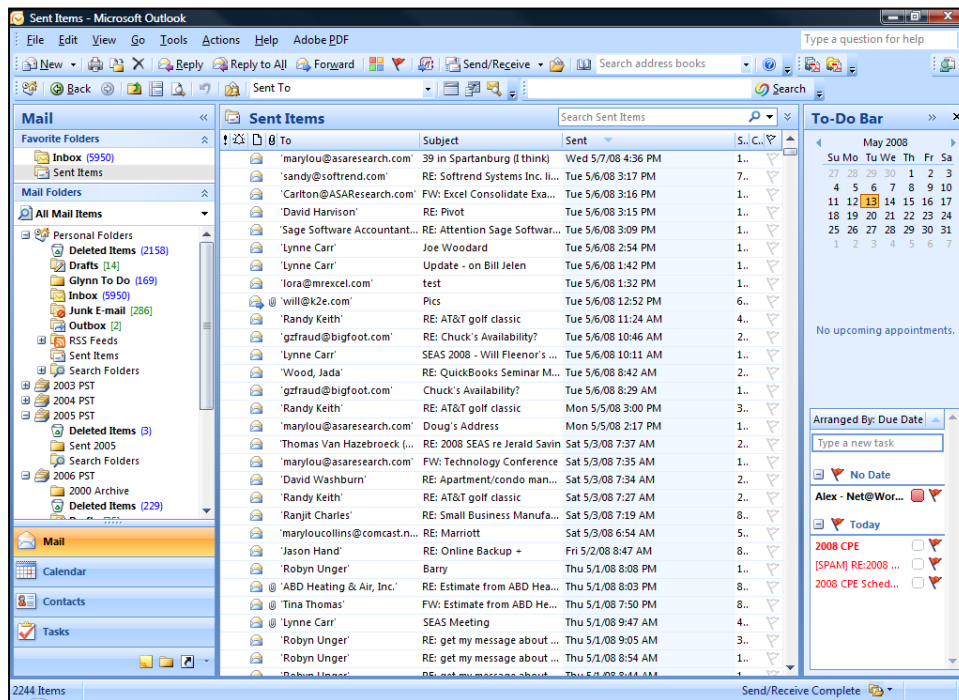
Carlton's List of the Top Hidden Tools in Office

1. **Microsoft Office Compatibility Pack** - Open, edit, and save documents, workbooks, and presentations in the file formats new to Microsoft Office Word, Excel, and PowerPoint 2010. <http://www.microsoft.com/downloads/details.aspx?FamilyId=941B3470-3AE9-4AEE-8F43-C6BB74CD1466&displaylang=en>
2. **Mail Merge** – Create a series of letters or e-mails, each containing recipient specific data coming from Excel or Outlook.
3. **Smart Art** – Create snappy looking art to compliment your reports.
4. **Building Blocks** – The new building blocks feature in Word 2010 helps you can create sharp-looking business documents from galleries of predesigned parts. Simply add your business information and save to create a template that is ready to use as often as needed.
5. **Clipboard** – Use PrintScreen to capture the screen in order to document procedures or to create instructions for using a software program or Excel template.
6. **Snipping Tool (Office 2010 Only)** – Same as PrintScreen except can capture portions of a screen – even if the screen image is protected.
7. **Picture Manager** — In Office 2003, Microsoft Office Picture Manager replaces Photo Editor. Accessible from the Microsoft Office Tools menu, Picture Manager lets you locate, manage, edit, and share digital photos. If you've ever helped a friend try to locate pictures that he uploaded from his digital camera and promptly lost, you'll understand the value of Picture Manager.

8. **Share Calendar** — To share your calendar with other people across the Internet, you can use the Internet Free/Busy service (IFB). To access the IFB, go to Outlook and click Tools, Options, Calendar Options, *Free/Busy options*.
9. **Document Scanning and Document Imaging** — Microsoft Office Document Scanning and the related Microsoft Office Document Imaging work together. The scanning tool lets you use your scanner to capture images, and the imaging tool lets you view and annotate documents, rearrange multipage documents, and send document images through email. You access both tools from the Microsoft Office Tools menu.
10. **Add Sounds to PowerPoint** – Use the Insert Movies and Sounds menu option to add sound from a CD or a file to your presentation. Go to custom animations to indicate how many slides the sound should continue.
11. **Record Narration of your PowerPoint presentations** – Use the Slide Show, Record Narration button to record your voice and timings over your PowerPoint presentation.
12. **Equation Editor** — Expressing mathematical formulas in documents can be a challenge. Equation Editor provides a toolbar of symbols and automatically adjusts font size and spacing as you build an equation. From Microsoft Word, click Insert, Object, then select Microsoft Equation 3.0 from the *Object type* menu.
13. **Double Click Excel Cells Before You Paste** - To copy and paste content in the same formatting as what's already in your Excel spreadsheet, double-click the cell before you paste the content in.
14. **Back up every time you save an Excel File** - In the Save As dialog box, click Tools, click General Options, and then select the Always create backup check box.
15. **XML Task Pane** — InfoPath and Excel aren't the only Office tools that can work with XML—you can also open and edit XML documents by using Word's XML pane. To open the pane, click View, Task Pane and select XML Structure from the drop-down box in the upper left corner of the window.
16. **Research task pane**—The integrated Research pane lets you easily do research as you write, without leaving Word. Click View, Task Pane, then select Research from the drop-down box in the window's upper left corner. With the pane open, you can type words or highlight document selections and look up information in an online dictionary and encyclopedia.
17. **Translation Task Pane**—The Translation task pane can quickly translate documents and words into other languages. To open the pane, first open the Research task pane, then scroll to the Translation section and select the language conversion you want from the drop-down boxes.
18. **Save My Settings Wizard**—The Save My Settings Wizard is great for moving all your customized Office settings to a new system. Using the wizard (access it through the

Microsoft Office Tools menu), you can save your Office settings in an .ops file, then restore that file on another system.

19. **Access Snapshot Viewer**—Access is included only in Microsoft Office Professional Edition 2003, but sometimes you want to share [database](#) reports with people who don't have Access. The Access Snapshot Viewer lets a user view Access report snapshots without installing or using Access itself.
20. **MS Query**—I use MS Query a lot. This graphical query editor lets you build and execute queries against most ODBC/OLE DB databases and return the results to Office. You access MS Query by either running msqry32.exe or using Excel's Data, Import External Data, New Database Query option. MS Query isn't part of the default Office installation. If you need to install it, click Start, Control Panel, Add/Remove Programs, then select Microsoft Office. Click Change, then select *Add or Remove Features*. Select the *Choose advanced customization of applications* check box, click Next, then expand the Office Tools node. Locate MS Query, click the drop-down arrow next to it, select *Run from My Computer*, and click Update.



21. **Outlook's To Do bar** - The Outlook To Do bar, positioned on the right side of the Outlook screen, provides room for the To Do bar to sit there as you work. If you're using a small screen clicking the double chevron indicator in its top right corner can collapse it, but it stays handy so you can access it with a single click. The To Do bar gives you the tools you need to organize your day all in one place. It contains mini calendars as well as a list of upcoming appointments and tasks awaiting completion. For the first time the Outlook task list is where it should be — right in front of you so it's a tool you can easily use. To add a new task, click in the 'Type a new task' box, type the task description and it will be added as a task to be performed today. To configure more detail about the

task, double-click it to open the task dialog and make your changes. A task that you don't complete today is automatically rolled forward to tomorrow and will continue to appear in the list until it is complete — this is a new and much overdue feature. You can color code your tasks to show the category it relates to (see below) and the Follow Up flag color indicates the task's urgency — the darker red the flag color, the closer is its due date.

22. **Quick Flags** - Often when you are reading your e-mail you will encounter a message that needs attention but not right away. You can flag the message for attention using the Flag Status indicator to the right of the e-mail in the Inbox panel. A single click of the Flag Status turns the flag red and automatically adds the message to your To Do list for attention today. In either the To Do list or the Flag Status column you can right click the flag and choose a different due date for the task. If you'd like to see a reminder, right click the flag to add a reminder for that task. You're sure to find this integration between follow up items and the task list invaluable in ensuring that everything that needs to be attended to is marked as such and is visible and easy to track.

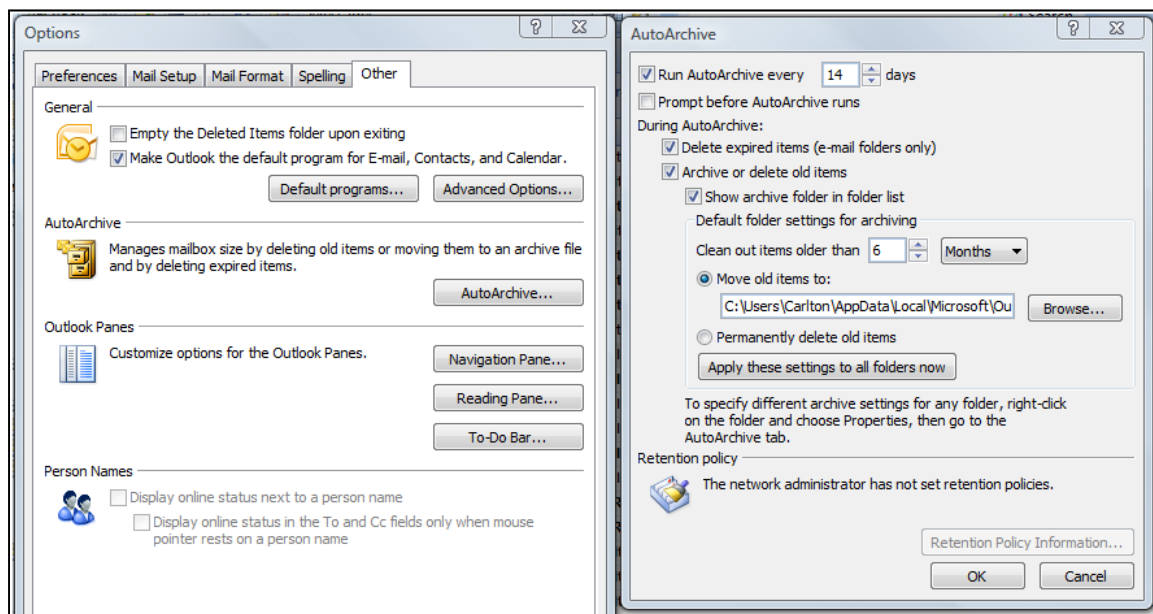
23. **Outlook's Fast Searches** - One of the most lauded improvements in Outlook 2010 is its search feature. If you use Windows Vista you have it built-in; if you use Windows XP you must install the Windows Desktop Search 3.01 tool to make use of it. You can download the app directly [here](#). This tool uses word-wheeling functionality, which means it begins to search for matches for your text as soon as you start typing. To narrow the search, type more letters in the search box and the results will show only those that match the text you've typed. This is a much faster way of searching than in older versions of Outlook, and because the search results are right in front of you, it's very intuitive and useful. You can improve the quality of your searches using keywords, so From: Kevin with To: Helen and Subject: CHA will return messages from Kevin sent to Helen where the subject contains CHA. Use the options on the drop-down list to the right of the search box to configure what is searched. You can then click the double down pointing chevrons to open a small search box to enter a more detailed search. Given the amount of time that you'll likely save from constantly looking for missing e-mails, Outlook 2010's new and improved search tool is sure to become your new best friend.

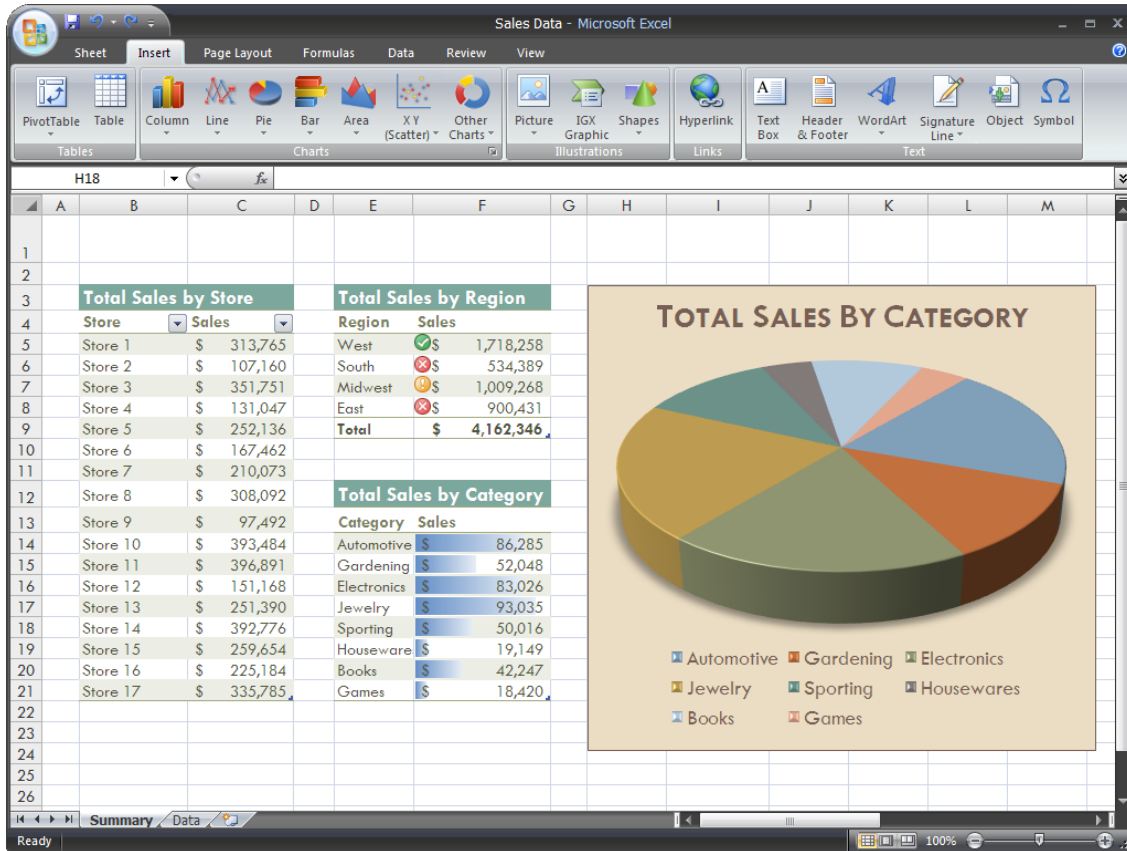
24. **Calendar Sharing** - Outlook 2010 supports the iCal calendar format, which allows users to share your calendar with others, and to import calendars from others. While this feature immediately reminds us of sharing calendars between people, it also means that you can import calendars of your favorite TV shows or football games. To subscribe to a calendar, click the ICS subscription link for the calendar on the calendar Web site and answer Yes when Outlook asks if you want to subscribe to it. <http://icalshare.com/>

25. **RSS Feeds** - If you like to stay in touch with what's happening in the world and your industry, chances are that you subscribe to RSS feeds and you use a standalone feed reader such as FeedReader or SharpReader. Outlook 2010 can now manage your RSS feeds for you so you have a one-stop shop for all your e-mail and news information. You configure your RSS feeds as accounts from the same Tools, Account Settings dialog and the feed will be checked for new items whenever the All Accounts group is checked. You can also configure feeds as a separate group for checking at a different frequency. Once a feed item is received it appears in the RSS feeds folder in your Personal Folders list.

- Click a feed item to open it in a window and click the View Article link to view the original feed if desired.
26. **Category Colors** - Categories in Outlook 2010 are more functional than in previous versions because they are much more visible and configurable. To organize your categories, click the Categorize (four color square) icon on the toolbar to see a list of category names and colors. Click "All Categories" and you can rename the categories and add additional ones if desired. You can also apply a shortcut key to a category, allowing you to allocate it to an item with a single click. Create categories to identify items that are important to you and develop a habit of applying them to important e-mails and calendar items. These category colors are not only highly visible on the screen but you can sort items in order by category — for example, in the To Do bar to group like tasks together for easier management.
 27. **Account Setup** - Outlook can handle multiple e-mail accounts so you can, for example, use it with your work accounts as well as a home e-mail account. However, adding accounts to Outlook has always been a bit of an issue because you need to know quite a bit of information to set them up such as the name of the SMTP and POP e-mail servers — information you likely seldom need and use but which is critical to successfully configuring the accounts. Outlook 2010 now supports an automated account setup that makes setting up accounts on an exchange server much easier. For accounts such as IMAP and POP3, Outlook attempts to guess what the mail server's configuration should be based on your e-mail address. In many cases it will get the correct setup automatically so you don't have to enter any details beyond your e-mail address and password. There is also the ability for an ISP to provide account setup details in an XML file that Outlook can locate and use to set up accounts on that service.
 28. **Work Across Time Zones** - If you make phone calls and attend meetings with people who are not in your time zone, whether they be across the country or across the world, you know how tedious it can be to calculate what time it is in Sydney when it is 3pm in California, for example. Luckily for global workers, Outlook 2010 makes this easy. Create a new appointment, click the Time Zone icon on the toolbar and, from the time zone list, choose the other person's time zone. For example, if your meeting is at 10am Sydney time, select 10am for the time and then choose GMT + 10 Canberra, Melbourne, Sydney from the list. Your appointment will then be scheduled for the correct time in your calendar which, if you're in California, is 5pm the day before — but you don't have to work that out; Outlook does it for you.
 29. **Preview Attachments** - For most of us receiving Word or Excel files as attachments is a daily occurrence. In previous versions of Outlook you had to open the attachments separately to view them. In Outlook 2010 you can display an attachment's contents inside Outlook. This avoids having to open Word or Excel just to preview the document. This also works with PowerPoint presentations. If the sender is someone in your safe senders list, the attachments can be previewed automatically. If the sender is not on your safe senders list, click the Preview File button to preview the attachment. To add a sender as a safe sender, right click an e-mail from them and choose Junk E-mail, Add Sender to Safe Senders List. You can still save attachments as you did with earlier versions of Outlook, but the ability to view them inside Outlook will save a lot of time.

30. **Outlook Your Way** - Outlook 2010 includes many of the configuration options you had in earlier versions. These allow you to configure Outlook so that it works the way you want it to. As an example, if your work week runs from Sunday to Thursday, choose Tools, Options, Preferences tab, Calendar Options. Here you can configure your working week and what day you want to display as the first day of the week. To configure your time zone, click Time Zone and you can tell Outlook your time zone and also set up a second time zone if desired. You might use this, for example, if you work with a head office or branch office in another time zone as it lets you have that time zone visible on your calendar alongside your own. Other handy configuration options in Outlook 2010 are on the Mail Format tab where you can create signatures to use on outgoing messages and even create different signatures for different e-mail accounts. Click the Editor Options button in Mail Format dialog and you can configure the e-mail editor with various options, including making choices about how your text is proofed. This dialog is reminiscent of the new Options dialogs in Word 2010, Excel 2010, and PowerPoint 2010. Outlook has a lot of new features, many of which are not obvious from a first glance. There are lots of useful tools to help you organizing your day and to get your work done. It's all about working smarter and not harder.
31. **Outlook AutoArchiving** - AutoArchive moves items from their original location in Outlook to an archive file folder when they expire, that is, when they pass their aging period. You can also set options for items to be deleted when they expire.





Microsoft Excel 2007

Enhancements to Excel

Larger Capacities:

1. Increased the total number of columns in Excel from 256 (2^8) to 16,000 (2^{14}).
2. Increased the total number of rows in Excel from 65,536 (2^{16}) to 1,048,576 (2^{20}).
3. Increased the total amount of PC memory that Excel can use from 1GB to the maximum allowed by Windows (1 GB in Windows XP; 3 GBs in Windows Vista 32 bit; 8 GBs in Windows Vista 64-Bit).
4. Eliminated the limit on the number of rows of a column or columns that can be referred to in an array formula.
5. Increased the number of conditional format conditions on a cell from 3 conditions to limited by available memory.
6. Increased the number of levels of sorting on a range or table from 3 to 64.
7. Increased the number of items shown in the Auto-Filter dropdown from 1,000 to 10,000.
8. Increased the total number of characters that can display in a cell by 32-fold. More specifically, this limit was increased from 1k (when the text is formatted) to 32k or unlimited (regardless of formatting).
9. Increased the number of characters per cell that Excel can print from 1k to 32k.
10. Increased the total number of unique cell styles in a workbook (combinations of all cell formatting) from 4,000 to 64,000.
11. Increased the maximum length of formulas (in characters) from 1,000 characters to 8,000 characters.
12. Increased the number of levels of nesting that Excel allows in formulas from 7 to 64.
13. Increased the maximum number of arguments to a function from 30 to 255.
14. Increased the maximum number of items found by "Find All" from 65,472 to 2 Billion.
15. Increased the number of rows allowed in a Pivot Table from 65,536 (2^{16}) to 1,048,576 (2^{20}). Increased the number of columns allowed in a Pivot Table from 255 to 16,000. Increased maximum number of unique items within a single Pivot Field from 32,000 to 1,000,000. Increased the number of fields (as seen in the field list) that a single PivotTable can have from 255 to 16,000.

16. Increased length of the MDX name for a Pivot Table item; also the string length for a relational Pivot Table from 255 characters to 32,000.
17. Increased the length at which fields' labels are truncated when added to PivotTable; this also includes caption length limitations from 255 to 32,000.
18. Increased the number of cells that may depend on a single area before Excel must do full calculations instead of partial calculations (because it can no longer track the dependencies required to do partial calculations) from 8,000 to limited by available memory.
19. Increased the number of different areas in a sheet that may have dependencies before Excel must do full calculations instead of partial calculations (because it can no longer track the dependencies required to do partial calculations) from 64,000 to limited by available memory.
20. Increased the number of array formulas in a worksheet that can refer to another (given) worksheet from 65,000 to limited by available memory.
21. Increased the number of categories that custom functions can be bucketed into from 32 to 255.
22. Increased the number of characters that may be updated in a non-resident external workbook reference from 255 to 32,000.
23. Increased the number of rows of a column or columns that can be referred to in an array formula from 65,335 to no limitation.

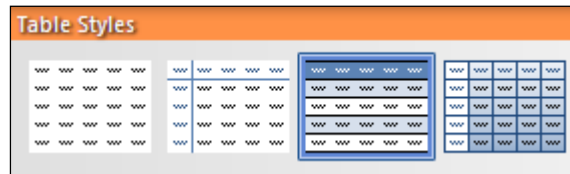
Improved Tables – Better Looking, Better Behaved

The new table feature in Excel 2010 called “table styles” makes it possible to add formatting with one click. Table styles is a feature that provides a way to quickly format my entire table using a preset style definition. It is similar in concept to the AutoFormat feature Excel had in the past, with a couple key differences:

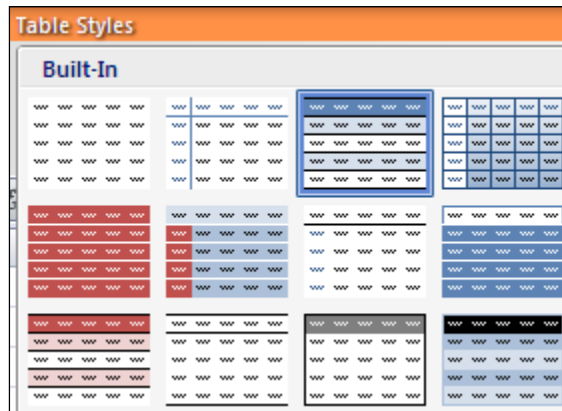
- **Dynamic** - Table styles are dynamic, not a one-time formatting operation, so the formatting associated with the style behaves intelligently through many table actions – addition or deletion of rows or columns, sort, filter, etc.
- **Hundreds of Styles** - There will be a healthy variety available. Excel 2010 will ship with 30-40 table styles out of the box, and users will be able to vary the colors used by the style, so users will have a couple hundred styles available with one or two clicks of the mouse. If none of the built-in styles tickle your fancy or suit your presentation, you will be able to create your own custom styles which are sharable with others.
- **Applying Styles** - The UI for applying styles – galleries in the ribbon – is a big step forward. This is a great example of the kinds of benefit the ribbon brings to Excel.

- **Themes** - They are part of a broader set of work that includes cell styles, chart styles, PivotTable styles, and document themes. More on that in later posts, but the goal of all this work is to make it fast and easy to create professional-quality, consistent-looking documents.

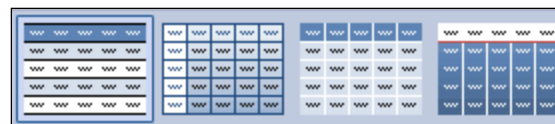
Table styles are easy to apply – just create a table and a default table style is applied as soon as a table is created (don't worry though; it doesn't remove your existing formatting). If you don't like the table style, you can pick something different or remove it altogether. The gallery of table styles is available directly from the table style ribbon. By default, we show you a single row of styles (the number depends on the resolution of your screen – more resolution, more space for styles).



If you want to see other styles, you can either scroll, or click on the drop-down to see all the styles available.



As you hover over each table style with the mouse, Excel displays a preview of what the table looks like with that style. The preview appears directly on the table in my spreadsheet – it is not a separate image. This is another of the user interface advancements we have made with the new ribbon feature in Office. If you like the way the preview looks, simply click on it to apply it to the table.



To sum, one of the benefits of this feature is that professional-quality formatting is one click away. The fun is only starting, however. Once a table style is applied, it will grow and shrink with the table as the table changes. Additionally, certain elements of table style formatting have other intelligent behaviors. For example, if a table style specifies what we call "banded row" formatting, meaning that every odd row be one color and

every even row be another color, then that banding rule will always apply no matter what I do to the table. This means I can add and delete rows and my table still appears properly banded. I can sort and filter a table and my rows will still appear properly banded. (Note – filtering is one place where the technique of using “=MOD(ROW(), 2)” in a conditional formatting rule to generate bands doesn’t work – since filtering hides rows, the banding effect is destroyed.) For example, if my table looks like this before filtering ...

	A	B	C
1	Column1	Column2	Column3
2	Doug	Georgia	5,667.00
3	Tom	South Carolina	3,445.00
4	Sam	South Carolina	2,236.00
5	Bill	Georgia	8,877.00
6	Chris	Florida	5,568.00
7	Phil	South Carolina	9,964.00
8	Brenda	Georgia	4,555.00
9	Martha	South Carolina	4,677.00
10	Tammy	South Carolina	7,755.00
11	Karen	Georgia	12,777.00

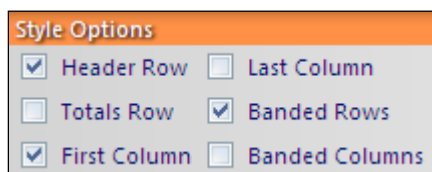
Before Filter

... and we filter to show only South Carolina rows, here is what my table will look like after we filter it:

	A	B	C
1	Column1	Column2	Column3
3	Tom	South Carolina	3,445.00
4	Sam	South Carolina	2,236.00
7	Phil	South Carolina	9,964.00
9	Martha	South Carolina	4,677.00
10	Tammy	South Carolina	7,755.00

After Filter

Table styles have several different options that can be turned on and off, and all of them have similar intelligent behaviors. For example, a table style might define that the first column should always appear a certain way. If the “first column” option is enabled, then Excel will always make sure the first column is formatted appropriately no matter which column is in the first position. You can see the other table style options in the screenshot below – header and total rows, first and last columns, and banding on either rows or columns. You can toggle these on and off for each table style.



One question we hear a lot when we are showing off table styles is how it relates to “direct” (user-applied) formatting and conditional formatting. If a table style is applied, you are still free to format your table using either conditional or direct formatting. Formatting that you directly apply to a table will always appear “above” formatting that is defined by a table style, and conditional formatting will always appear “above” direct, or user-applied formatting (bold for example).

PivotTable Enhancements

One of the nice exploration features of PivotTables is the ability to expand and collapse items in order to view values at different levels of detail. In Excel 2010, Microsoft has added expand/collapse indicators to the PivotTable to make it easy to discover when there are more details to explore (and to make it obvious that this feature even exists!). The expand indicator is a “+” and the collapse indicator is a “-”. Let’s look at an example. In the PivotTable below, the user has added three fields to the row area and the sales amount field to the values area. Currently only items of the first field, year, are showing. To display the details below 2001, click the expand indicator:

Filter rows	Sum of Sales Amount
+ 2001	105880.18
+ 2002	92868.60
+ 2003	110935.53
+ 2004	88794.51
Grand Total	398478.81

Now we are looking at the sales amount for each product category in 2001:

Filter rows	Sum of Sales Amount
- 2001	105880.18
+ Mountain Bikes	37324.89
+ Road Bikes	68555.29
+ 2002	92868.60
+ 2003	110935.53
+ 2004	88794.51
Grand Total	398478.81

To go to a lower level of detail, we can expand mountain bikes as well and we get the sales amount for each bike model:

Filter rows	Sum of Sales Amount
2001	105880.18
Mountain Bikes	37324.89
Mountain-100 Black, 44	3374.99
Mountain-100 Black, 48	6749.98
Mountain-100 Silver, 38	6799.98
Mountain-100 Silver, 44	20399.94
Road Bikes	68555.29
2002	92868.60
2003	110935.53
2004	88794.51
Grand Total	398478.81

Note that we are now at the lowest level of my “hierarchy”, so there are no expand or collapse indicators. The indicators do not print by default, and they can be turned off altogether once you are done exploring the data and are getting ready to present the result.

Compact Axis

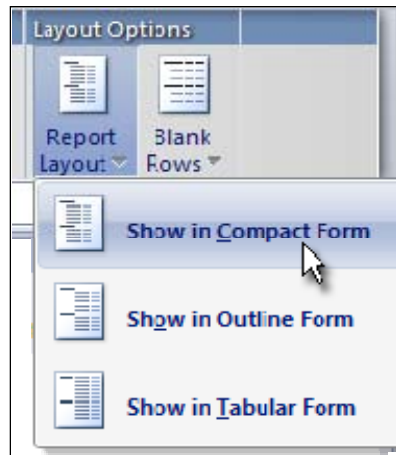
The PivotTables in Excel 2010 look more “compact” than a PivotTable in current Excel versions. Probably the easiest way to explain this is with a few pictures. Here is an Excel 2010 PivotTable with three fields on the row axis.

Filter rows	Sum of Sales Amount
2001	105880.18
Mountain Bikes	37324.89
Mountain-100 Black, 44	3374.99
Mountain-100 Black, 48	6749.98
Mountain-100 Silver, 38	6799.98
Mountain-100 Silver, 44	20399.94
Road Bikes	68555.29
2002	92868.60
2003	110935.53
2004	88794.51
Grand Total	398478.81

And here is the same PivotTable in Excel 2003.

Drop Page Fields Here			
Sum of Sale			
Year	Product Category	Product Name	Total
2001	Mountain Bikes	Mountain-100 Black, 44	3374.99
		Mountain-100 Black, 48	6749.98
		Mountain-100 Silver, 38	6799.98
		Mountain-100 Silver, 44	20399.94
	Mountain Bikes Total		
	Road Bikes		68555.292
2001 Total			105880.182
2002			92868.5974
2003			110935.5256
2004			88794.5092
Grand Total			398478.8142

To significantly improve the readability of PivotTables, Microsoft added a new layout option for displaying items in the row area, which the team refers to as “compact”. In the Excel 2010 screenshot above, you will notice that items from all of the three different fields in the row area are displayed in a single column. To distinguish between items from different fields, Mountain Bikes is indented under 2001 and the individual mountain bike models are indented even further under Mountain Bikes. One of the key benefits of this feature is that PivotTable row labels take up far less room on your screen, so that there is much more room for your numbers. This compact form is the new default layout for PivotTables in Excel 2010. That said, we have provided three different “row area layout options” to choose from. The layout settings can be controlled for each field individually but it is very easy to set them for all fields at once. This is done in the Report Layout drop down on the PivotTable Styles tab.



In addition to the compact form that we have already looked at, the tabular form displays one column per field displayed and leaves space for field headers. Here is what the tabular form looks like for the same PivotTable – much like current versions of Excel.

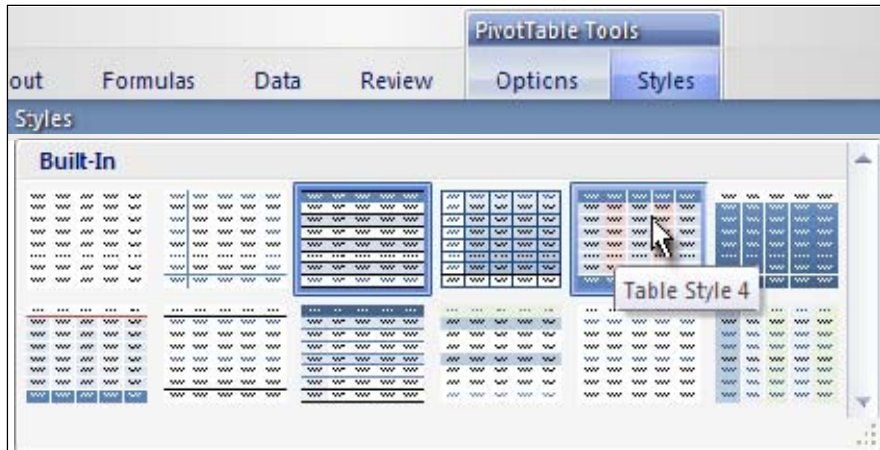
Year	Product Category	Pr
2001	Mountain Bikes	M
		M
		M
		M
	Mountain Bikes Total	
	Road Bikes	Rc
		Rc
		Rc
	Road Bikes Total	

The outline layout is very similar to tabular except that you can have subtotals at the top of every group, since items in the next column are displayed on row below the current item. To illustrate the difference, the screenshot below shows outline form where Mountain Bikes is one row below 2001:

Year	Product Category	Pr
2001	Mountain Bikes	M
		M
		M
		M
	Road Bikes	Rc
		Rc

As the screenshots above illustrate, the great advantage of the new compact form is that the PivotTable utilizes space a lot better, making it much easier to read. Tabular and outline form include a lot of white space making the report wider and the result is that the values are pushed out of view in many cases.

PivotTable Styles - Table styles provide a way a way to quickly format entire tables using a preset style definition. They are dynamic, meaning as your data change the style is re-applied smartly, there is a lot of variety, the UI for applying table styles is very visual and easy, and they will be professionally designed, so that out-of-the box people will be able to create presentation-level quality. Well, the good news is that Microsoft has done the same for PivotTables. In Excel 2010, Microsoft has added PivotTable styles, which are another important part of our work to make PivotTables easier to read and understand. In the same way as table styles, the PivotTable UI offer styles in a gallery.



Clicking a style in the style gallery will immediately apply the style to the entire PivotTable. Below are two examples of PivotTable styles. The first example is a style that highlights the top part of the report while formatting everything below similarly:

Filter rows	Sum of Sales Amount
2001	105880.18
Mountain Bikes	37324.89
Mountain-100 Black, 44	3374.99
Mountain-100 Black, 48	6749.98
Mountain-100 Silver, 38	6799.98
Mountain-100 Silver, 44	20399.94
Road Bikes	68555.29
Road-150 Red, 44	10864.29
Road-150 Red, 48	28971.44
Road-150 Red, 52	7242.86
Road-150 Red, 56	7242.86
Road-150 Red, 62	7242.86
Road-650 Black, 44	699.10
Road-650 Black, 58	1398.20
Road-650 Black, 62	1398.20
Road-650 Red, 48	1398.20
Road-650 Red, 52	2097.29
2002	92868.60

Excel 2010 offers a large set of predefined PivotTable styles that you can pick and choose from. In addition, just like table styles, you can create your own styles that fit your specific needs whether that might be corporate guidelines or individual preferences. PivotTables, however, are more complex than tables, so there are more table elements available for users to define formatting on. For example, you can define formatting for multiple levels of subtotals, you can define striping at different levels in the PivotTable. Microsoft believes that users will really enjoy this feature – once a style has been applied to a PivotTable, the PivotTable continues to look good through sorts, filters, pivots, addition or removal of fields, etc.

Excel Tips

1. **Paste Special Trick** - When you want to copy content from a Word document, a Web page, or whatever into Excel, and you want that content to have the same formatting as what's already in your Excel spreadsheet, double-click the cell before you paste the content in.
2. **Select Data Trick** - To select a large range of data, click the cell at one corner of the range, scroll to the opposite corner, and then hold down SHIFT while you click the cell at that corner.
3. **Transpose Data** - To change rows into columns (and vice versa, for that matter): Select the row or column you want to change, press **Ctrl+C** to copy it (or **Ctrl+X** to cut it), and then put your cursor in the top cell where you want to transpose the content. On the **Edit** menu click **Paste Special** and then click **Transpose**.

Selecting Data

4. **Select Nonadjacent Cells** - Select nonadjacent cells or ranges by selecting the first cell or range, and then holding down CTRL while you select other cells or ranges.
5. **Select Blanks Within a Range** - To select only the blank cells in a region, select the region, click Go To on the Edit menu, click Special, and then click Blanks.
6. **Selecting A Large Range** - Selecting a large range is easy. Just click the cell at one corner of the range, scroll to the opposite corner, and then hold down SHIFT while you click the cell at that corner.
7. **Turn off Move on Enter** - You can specify the direction you want the selection to move after you enter data in a cell (for example, to the right if you work in rows). Click Options on the Tools menu, make sure the Move selection after Enter check box is selected on the Edit tab, and then click a direction in the Direction box. For my money, I recommend turning this feature off.
8. **F5 or GoTo** - Move to a specific area of the worksheet (such as the current region or the last cell) by clicking Go To on the Edit menu. Click Special, and then select the option you want.

Editing Data

9. **Ignore the Formula Bar** - Instead of using the formula bar to edit the contents of a cell, you can edit directly in the cell by double-clicking it or by pressing F2.
10. **Numbering Trick** - To increment a single number, hold down CTRL while you drag the fill handle at the corner of the selection.
11. **Weekday Trick** - To increment weekdays, quarters, or other series, select the first item and then drag the fill handle at the corner.
12. **Custom Lists** - Create your own custom fill series. Click **Options** on the **Tools** menu, and then click the **Custom Lists** tab.

13. **Quick Menu** - Right-clicking a cell, object, or chart item displays a shortcut menu with useful commands.
14. **The Fill Options Box** - Specify how data in a selected cell or range should be filled into other cells by dragging the fill handle at the corner of that cell or range with the right mouse button, and then clicking a fill option on the shortcut menu that appears.
15. **Filling Dates** - When automatically filling cells, Excel can increment both the quarter and the year at the same time. For example: 1Q93, Q193, 1st Qtr 93, 1st Quarter 1993.
16. **Delete a Range** - Delete a range of selected cells by holding down SHIFT while you drag the fill handle (located at the lower-right corner of the selection) up and to the left.
17. **Parsing Trick** - You can distribute the contents of a cell (or column of cells) across multiple columns. Select the cell or column, and then click **Text to Columns** on the **Data** menu.
18. **Insert Empty Cells** - Quickly insert a range of empty cells by holding down SHIFT while you drag the fill handle at the corner of a selection.
19. **See All Range Names** - Review all named cells or ranges in a workbook by clicking the down arrow next to the Name box on the Formula bar.
20. **Spellcheck** - Start the spelling checker by pressing F7.
21. **Drag and Drop Cells** - To move cell contents, drag the border of the selected cells to another location. To copy, hold down CTRL while you drag.
22. **Edit Sheets Simultaneously** - You can edit the contents of more than one sheet at a time. Hold down CTRL while you click the tabs of the sheets you want to edit, and then modify the data.
23. **Back Up Every Time You Save** - In the **Save As** dialog box, click **Tools**, click **General Options**, and then select the **Always create backup** check box.

Formatting Data

24. **Indent** - To indent text in a cell, you can use the **Increase Indent** and **Decrease Indent** buttons on the **Formatting** toolbar.
25. **Transfer Cell Formats** - Include a custom style from another workbook by copying cells formatted with that style and pasting into the new workbook.
26. Right-clicking a column or row header displays a shortcut menu with the **Column Width**, **Row Height**, **Hide**, and **Unhide** commands.
27. If you double-click the **Format Painter** button on the **Standard** toolbar, it will stay selected so that you can apply the same format to multiple areas.
28. To freeze a row at the top of the window, select the row below it, and then click **Freeze Panes** on the **Window** menu.
29. To apply a built-in table format to a range of cells, click **AutoFormat** on the **Format** menu.
30. You can set the default font for future workbooks. Click **Options** on the **Tools** menu, and change the **Standard Font and Size** options on the **General** tab.

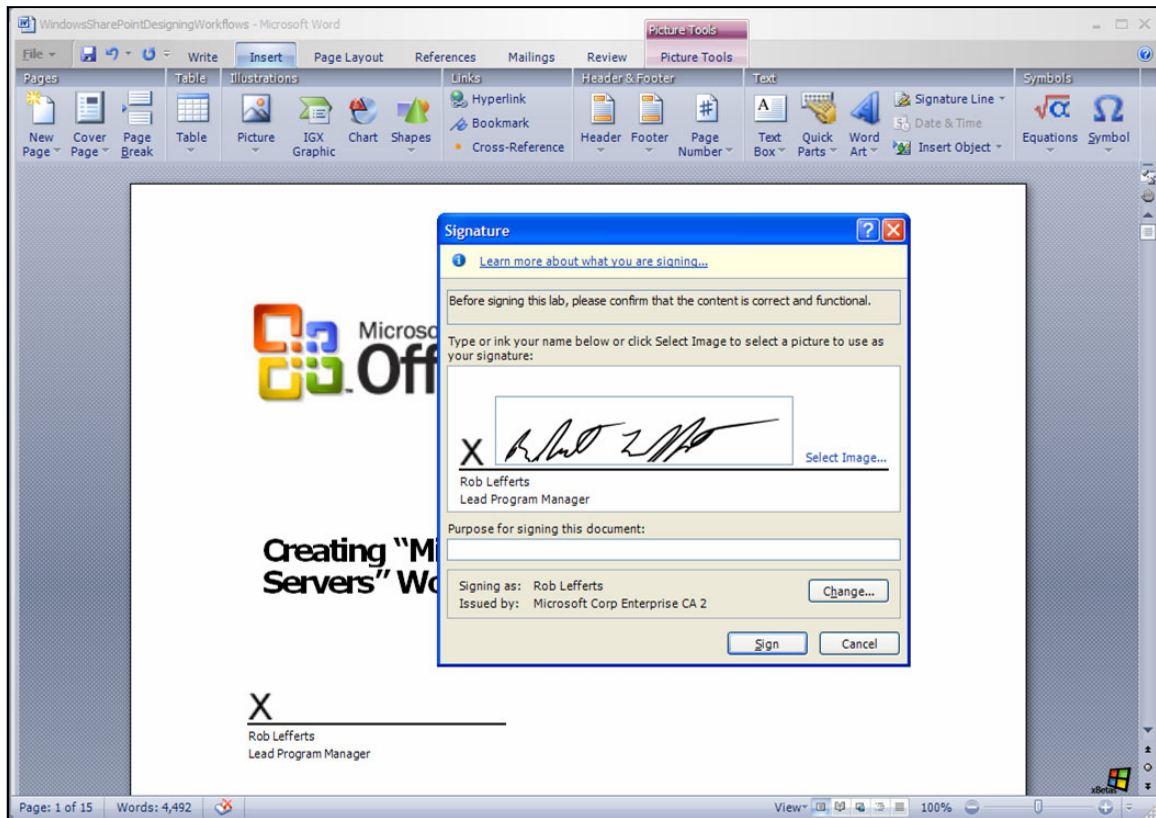
31. To change the default text format for the entire workbook, click **Style** on the **Format** menu, and then change the format of the Normal Style.
32. To convert preformatted HTML text to a table, select it, and then click **Text To Columns** on the **Data** menu.
33. Group rows and columns to easily show and hide them. Select the rows and columns, point to **Group and Outline** on the **Data** menu, click **Group**, and then click **Rows or Columns**.
34. To display numbers in thousands or millions, create a new number format. Click **Cells** on the **Format** menu, and then click the **Custom** category. In the **Type** box, type **0,** or **#,** for thousands, and **0,,** or **#,,** for millions.
35. Enter a value in dollar format by typing a dollar sign (\$) before the value.
36. Enter a value in percent format by typing a percent sign (%) after the value.
37. Display negative numbers in red by clicking **Cells** on the **Format** menu. On the **Number** tab, click the **Number** or **Currency** category, and then select a red format under **Negative numbers**.

PivotTables and PivotChart reports

38. Change the name of a PivotTable[®] field by selecting the field button, and then typing another name.
39. Move the legend on a PivotChart[®] report by clicking **Chart Options** on the **Chart** menu. On the **Legend** tab, select the placement option you want.
40. Customize a PivotTable by clicking **Format Report** on the **PivotTable** toolbar.
41. Pivot fields directly on the sheet without starting the PivotTable Wizard by dragging the field buttons.
42. You can reduce the amount of space a PivotTable report needs by dragging some row or column fields to the page field drop area.
43. Show or hide detailed data for a cell in the data area of a PivotTable report by double-clicking that cell in the table.
44. You can reposition an item within its PivotTable field by dragging its border.
45. Any changes you make to the source worksheet data can be included quickly in your PivotTable report. Simply click **Refresh Data** on the **PivotTable** toolbar.

Functions and Formulas

46. If you need help choosing a function and entering its arguments, click **fx** (Insert Function) on the **Formula** bar.
47. Instead of clicking **AutoSum**, you can also press ALT+EQUAL SIGN (=).
48. To copy the formula in the active cell to all cells in the selected range, press F2, and then press CTRL+ENTER.
49. Insert subtotals into a range by clicking any cell in the range, and then clicking **Subtotals** on the **Data** menu.
50. To decrease all values in a range by 10 percent, type **.9** in an empty cell. Copy the cell, and then select the range. On the **Edit** menu, click **Paste Special**, and then click **Multiply**.



Microsoft Word 2007

Enhancements to Word 2007

The 2007 Microsoft Office system products present a streamlined, uncluttered workspace that minimizes distraction and enables people to achieve the results they want more quickly and easily. The goal of the new Microsoft Office user interface (UI) is to make commands better organized and presented in a way that corresponds to how people work. Microsoft Office users will be able to easily find and utilize new advanced Microsoft Office capabilities. The streamlined look and dynamic results-oriented Galleries in the 2010 Microsoft Office system products enable users to produce better results faster. An example of the new Word look and feel is shown in the screen shot below.

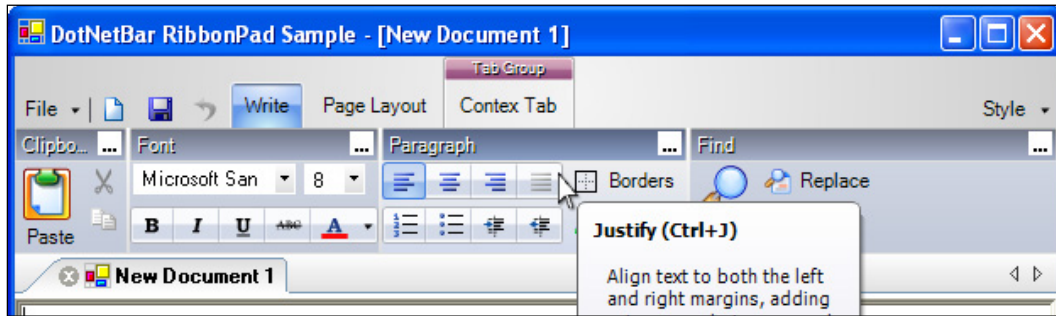


Design Goals & Approach - In previous releases of Microsoft Office, people interacted with the applications through a system of menus, toolbars, task panes, and dialog boxes. While this system successfully provided access to a wide variety of features, it became increasingly challenging to add capabilities in a way that made it easy for people to take advantage of them. The overriding design goal for the new UI is to enable users to be more successful finding and using the advanced features of Microsoft Office. An additional important design goal was to preserve an uncluttered workspace that reduces distraction for users

Key Features - While the overall look of the redesigned applications is new, early testing indicates that users rapidly become accustomed to the new way these applications work. The ease with which people use the new interface is due to the simplicity of the new interface features:

1. **Command Tabs** - The traditional menus and toolbars have been replaced by a set of Command Tabs. Presented graphically, Command Tabs display the commands that are most relevant for each of the task areas in Microsoft Office Word, PowerPoint, Excel, or Access. For example, Word has Command Tabs for writing, inserting, page layout, working with references, doing mailings, and reviewing documents. Excel has a similar

set of Command Tabs that make sense for spreadsheet work: creating worksheets, inserting objects like charts and graphics, page layout, working with formulas, managing data, and reviewing. These Command Tabs simplify accessing application features because they organize the commands in a way that corresponds directly to the tasks people perform in these applications.

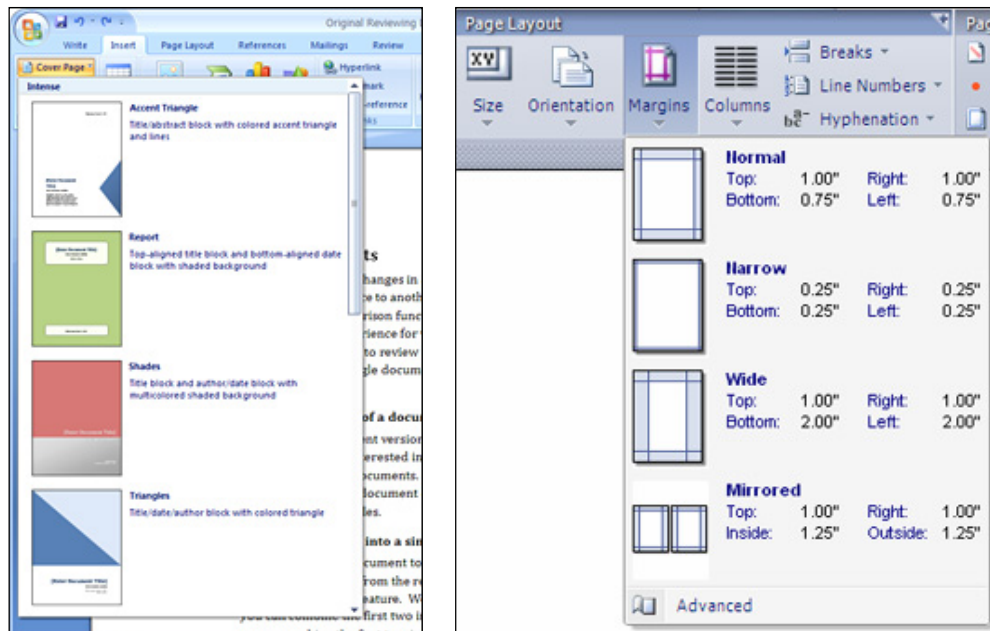


2. **Contextual Command Tabs** - Certain sets of commands are only relevant when objects of a particular type are being edited. For example, the commands for editing a chart in Excel are not relevant until a chart appears in a spreadsheet and the user is focusing on modifying it. In current versions of Microsoft Office, these commands can be difficult to find or become elusive. In the next release of Excel, clicking on a chart causes a Contextual Command Tab to appear with commands that are relevant for chart editing right next to the other Command Tabs in Excel. These Contextual Command Tabs only appear when they are needed and make it much easier to find and use the commands needed for the operation at hand while making it easy to switch back to working on your document.



Contextual Command Tabs bring needed functionality to the user's attention at the most appropriate time.

- Galleries** - Galleries are at the heart of the redesigned applications. Galleries provide users with a set of clear results to choose from when working on their document, spreadsheet, presentation, or Access database. By presenting a simple set of potential results, rather than a complex dialog box with numerous options, the Galleries simplify the process of producing professional looking work. The traditional dialog box interfaces are still available for those wishing a greater degree of control over the result of the operation.



Galleries simplify many operations by presenting a set of results that users can simply "pick and click" to achieve the desired results.

- Live Preview** is a new technology that shows the results of applying an editing or formatting change as the user moves the pointer over the results presented in a Gallery. This new, dynamic capability streamlines the process of laying out, editing, and formatting so users can create excellent results with less time and effort.

Top 5 Most-Used Commands in Microsoft Word

Just for fun, what would you say are the five most frequently used commands in Microsoft Word? According to Lead Programmer of Microsoft Office Jensen Harris, here they are:

1. Paste
2. Save
3. Copy
4. Undo
5. Bold

Harris goes on to say that together, these five commands account for around 32% of the total command use in Word 2003. Paste itself accounts for more than 11% of all commands used, and has more than twice as much usage as the #2 entry on the list, Save. Paste is also far-and-away the number one command in Excel and PowerPoint, accounting for 15% and 12% of total command use, respectively. Beyond the top 10 commands or so, however, the curve flattens out considerably.

Here's an example of where Microsoft used this data to help make design decisions regarding Office 2010. Early on, Microsoft was toying with the idea of not having buttons for Cut/Copy/Paste in the Ribbon. Everyone "knew" that people mostly used CTRL+X/C/V to do most clipboard actions (which was true.) And that mouse users used the context menu to access these clipboard commands (which was also true.) What Microsoft didn't know until they analyzed the data was that even though so many people do use CTRL+V and do use "Paste" on the context menu, the toolbar button for Paste still gets clicked more than any other button. The command is so incredibly popular that even though there are more efficient ways of using it, many people do prefer to click the toolbar button.

According to Harris, the data kept Microsoft from making a crucial mistake. Once Microsoft recognized the importance of the Paste toolbar button, it was promoted to the first big button on the left side of Word's first tab. As trivia, the top "actions" performed in Word 2003 are: Cursor Right, Cursor Left, Cursor Down, Backspace, Cursor Up. Even the last of these (Cursor Up) is done about 8 times more than Paste, so people are doing a lot of cursoring around in the document (as you'd expect.)

Word Tips

1. To view a document's organization and jump to different sections, on the **View** menu, click **Document Map**.
2. To insert a page break, press CTRL+ENTER.
3. To create a line, press and hold the hyphen key to make at least three hyphens, and then press ENTER. To create a thicker line, hold the SHIFT key down at the same time, making at least three underlines before pressing ENTER. (Who knew?)

Viewing And Navigating Documents

4. To see two parts of a document simultaneously, drag the split bar at the top of the scroll bar.
5. To view a document's organization and jump to different sections, click **Document Map** on the **View** menu.
6. To see the same document in two different views, click **Split** on the **Window** menu, and then choose the views you want.
7. To display page margins, click **Options** on the **Tools** menu, and then on the **View** tab, under **Print and Web Layout options**, select the **Text boundaries** check box.
8. To move to the previous or next word, press CTRL+LEFT ARROW or CTRL+RIGHT ARROW.
9. To go to the beginning or end of a document, press CTRL+HOME or CTRL+END.
10. To select an entire document, press CTRL+A.
11. To close all open documents, press SHIFT, and then click **Close All** on the **File** menu.

Formatting Documents

12. To change the margin or column settings for part of a document, first create section breaks.
13. To insert a page break, press CTRL+ENTER.
14. To add a row at the end of a table, click the last cell, and then press TAB.
15. To delete a table and its contents, select the table, point to **Delete** on the **Table** menu, and then click **Table**.
16. To merge table cells to make a table title, select the cells, and then click **Merge Cells** on the **Table** menu.
17. To insert a tab character in a table cell, press CTRL+TAB.
18. To number rows in a table, select the left column, and then click the **Numbering** button.
19. To number columns in a table, select the top row, and then click the **Numbering** button.
20. To move a table row up or down, select the row, and then press ALT+SHIFT+UP ARROW or ALT+SHIFT+DOWN ARROW.
21. To preserve formatting when you move or copy a paragraph, include the paragraph mark.
22. To center, left-align, or right-align a selected paragraph, press CTRL+E, CTRL+L, or CTRL+R.
23. To add a tab stop, click the ruler where you want to set the stop.
24. To delete a tab stop, drag it off the ruler.
25. To view the text of a footnote or endnote, rest the pointer on the note's reference mark.

Working With Text

26. To add a check box to a document, point to **Toolbars** on the **View** menu, click **Forms**, and then click **Check Box Form Field** on the **Forms** toolbar.
27. **Note** To use the check box, click **Protect Form** on the **Forms** toolbar.
28. To return to the location of the last edit, press SHIFT+F5.
29. To look up synonyms in the thesaurus, select a word and press SHIFT+F7.
30. To restore selected text to its original formatting, press CTRL+SPACEBAR.
31. To sort dates, numbers, and other text in ascending or descending order, click **Sort** on the **Table** menu.
32. To edit in print preview, click **Magnifier** on the **Print Preview** toolbar.

33. To hyphenate a document automatically, click **Language** on the **Tools** menu, and then click **Hyphenation**.
34. To select a rectangular block of text, press ALT and drag.
35. To turn overtype mode on or off, double-click **OVR** on the status bar.
36. To insert symbols and other special characters, click **Symbol** on the **Insert** menu.
37. To count the number of words in a document or selection, click **Word Count** on the **Tools** menu.

Automatic Text Options

38. To turn on AutoFormat for creating lines:
In Word 2003 and Word 2002, click **AutoCorrect Options** on the Tools menu, click the **AutoFormat As You Type** tab, and then select the **Border lines** check box.
In Word 2000, click AutoCorrect on the Tools menu, click the **AutoFormat As You Type** tab, and then select the **Borders** check box.
39. To create a line, press and hold the hyphen key to make at least three hyphens, and then press ENTER. To create a thicker line, hold the SHIFT key down at the same time, making at least three underlines before pressing ENTER.

Working With Graphics

40. To use a button on the **Drawing** toolbar multiple times, double-click the button.
41. To restore an imported graphic to its original size, press CTRL and double-click the graphic.
42. To resize an imported graphic and keep its original proportions, drag a corner handle.
43. When you resize a graphic, you can see the percentage of the graphic's original height and width by clicking **Picture** on the **Format** menu and then clicking the **Size** tab.
44. To wrap text around a graphic, click the graphic, and then click **Text Wrapping** on the **Picture** toolbar.

Mass Mailings

45. To preview how Word will merge data, click the **View Merged Data** button on the **Mail Merge** toolbar.
46. To create form letters:
In Word 2003, point to **Letters and Mailings** on the **Tools** menu, and then click **Mail Merge**.
In Word 2002, point to **Letters and Mailings** on the **Tools** menu, and then click **Mail Merge Wizard**.
In Word 2000, click **Mail Merge** on the **Tools** menu.
47. To specify options for setting up and printing envelopes:
In Word 2003 and Word 2002, point to **Letters and Mailings** on the **Tools** menu, and then click **Envelopes and Labels**.
In Word 2000, click **Letters and Mailings** on the **Tools** menu.

Working With Labels

48. To make a sheet of identical labels:
In Word 2003 and Word 2002, point to **Letters and Mailings** on the **Tools** menu, click **Envelopes and Labels**, click the **Labels** tab, and then click **Full page of the same label**.

In Word 2000, click **Envelopes and Labels** on the **Tools** menu, click the **Labels** tab, and then click **Full page of the same label**.

Sharing Information

49. To track changes, double-click **TRK** on the status bar.
50. To view deleted text with strikethrough formatting, clear the **Use balloons in Print and Web** option on the **Track Changes** tab of the **Options** dialog box (**Tools** menu). (Applies to Word 2002 only.)
51. To review or incorporate tracked changes, click **Track Changes** on the **Tools** menu, and then click **Accept Change** or **Reject Change** on the **Reviewing** toolbar.
52. To cancel creating an e-mail message, click the **E-mail** button on the **Standard** toolbar.

Word And The Web & XML

53. **Note** XML features, except for saving documents as XML with the Word XML schema, are available only in Microsoft Office Professional Edition 2003 and stand-alone Microsoft Office Word 2003.
54. When an XML schema is attached to your document, press CTRL+SHIFT+X to display XML tags.
55. **File Open Advanced** - Using this feature, you can find a document that contains specific text. For example, if you know that you have a file on your computer containing the words "2005 budget", you can search for all documents containing this text.
56. **File Save As HTML** - This feature allows you to save any Word document as a web page by converting your Word document to an HTML (Hyper Text Markup Language) file. Upon using this option, Word's menu's will automatically change slightly to reveal several HTML menu options and to hide other menu options which do not apply to HTML documents. In Word, a user can insert animations, sound, hyperlinks, lines, video, forms, ActiveX controls, and a background into their web page document.
57. **File Versions** - This feature allows you to save an unlimited number of versions of the same document. For example, you might have one file containing three versions called "original draft", "Carlton's edit changes" and "Final Document". This eliminates the need to save three different documents, thereby saving hard disk space and better organizing your files. A good example might be a single file containing a document that was sent to twenty people in which each version was slightly different, but the majority of the text was similar.
58. **File Send To Mail Recipients / Fax Recipients or Route** - Why bother wasting time and paper to print your document and hand feed it into a fax machine? With this feature, you can print your Word documents directly to any fax

machine in the world from your desk, directly to any e-mail address in the world, or directly to any group of fax numbers and e-mail addresses.

An even better feature is to route the messages, which allows them to be sent to multiple recipients one after another.

59. **File Properties Summary / Statistics** - This feature allows you to record important information regarding a document such as who created it, keywords, and comments. The statistics records how much time you actually spent creating the document. This might be useful in billing your client for services rendered.
60. **Edit Paste Special Paste Link** - Not only can you paste text and pictures to/from Word, but you can paste link them as well. In this manner, as the text or picture changes in one document, it is automatically updated in the target document.
61. **Edit Find & Replace (trick for converting text data)** - Text copied or downloaded from the web often have a page break at the end of each line of text. In Word, you can fix this fast by following these steps. First replace all occurrences of two consecutive paragraph marks with an obscure sting of text such as "88888". Next, replace all remaining paragraph marks with a space. Finally, replace all of your obscure strings such as "88888" with two consecutive paragraph marks. Presto - your data is clean. If your have columns of numbers that don't line up, try applying a mono-space font such as courier.
62. **View Toolbars Customize** - This feature allows you to add or delete icons on your tools bars. It can be helpful to take 5 minutes to edit your toolbars so that they display only those icons you use most frequently. In this manner, you may be more efficient as you work.
63. **View Document Map** - This view allows you to see a table of contents on the left side of your screen and the complete body of text on the right. The table of contents is hyperlinked automatically making it much easier to scroll and work with large Word documents.
64. **View Full Screen** - This view utilizes the whole monitor, temporarily hiding the tool bars and other visual elements of Word.
65. **View Zoom (10% view)** - This view is great for spot checking the layout of a document with multiple pages prior to printing.
66. **Insert Comment** - Just like a yellow sticky note, this feature allows you to attach comments to specific words or sentences.

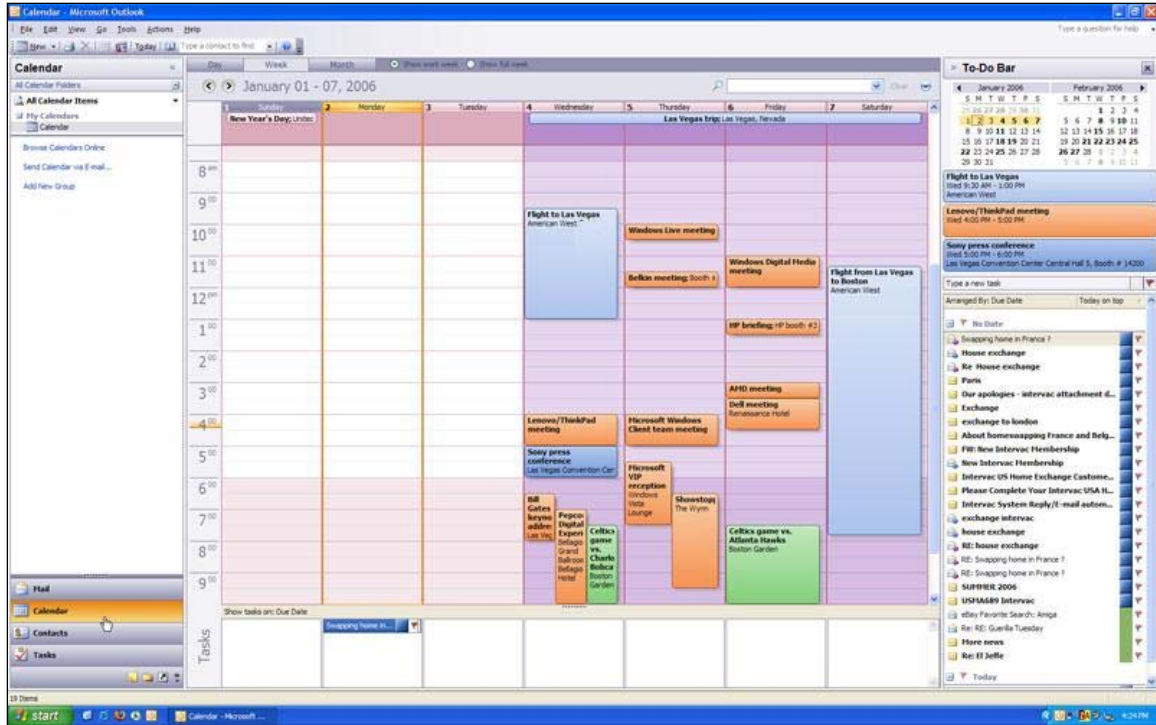
67. **Insert Picture WordArt** - WordArt is both powerful and easy to use. With this tool, you can create simple graphical images.
68. **Insert Picture From File** - This option allows you to insert any photograph, picture or clipart image into your document. This feature works great with the new digital camera technology.
69. **Insert Picture Autoshapes** - This feature allows you to insert a wide range of shapes that can dress up your document.
70. **Insert Object Wave Sound / Media / etc.** - Word also allows you to insert sound clips and even movies directly into your word document. Clicking these wave sound clips or movies causes them to play.
71. **Insert Bookmark** - Similar to a named range in Lotus 1-2-3 or Excel, Word allows you to apply a name to any word or place in your document. This can be useful in creating hyperlinks within your document, or from outside your document.
72. **Insert Hyperlink** - Word allows you to insert a hyperlink that upon clicking, will automatically take you to a new location in your document, any document on your computer, any document on your local area network, or any document on the world wide web.
73. **Format Font Animation (marching Ants / Sparkle)** - Word provides several affects that add animation to any group of words in your document.
74. **Format Bullets & Numbering Customize** - You can use this feature to custom select the bullet you want, including size and color.
75. **Format Columns Apply to this point forward** - This feature provides a quick method for inserting columns that apply only to a portion of your document.
76. **Format Drop Cap** - This feature might be useful in dressing up a newsletter. It allows you to make the first letter in a paragraph fancy and large.
77. **Format Text Direction (works only in tables)** - This feature allows you to change the direction of text.
78. **Format Style** - This feature allows you to assign a name to a set of specific font attributes such as font, size, color, etc. Thereafter, you can assign all of these attributes to text with a simple click on the style drop down list. By using styles, you can later modify your set of font attributes and those modifications will automatically flow throughout your document.

79. **Format Background Fill Effects Picture** - Used a great deal on web pages, you can also apply backgrounds to your word documents. Backgrounds can consist of colors, patterns, or pictures. It works best with washed out pictures (pictures that have been lightened) as this does not interfere as much with the readability of the document.
80. **Tools AutoSummarize** - This feature will attempt to create a summary of your entire document. It might be useful in creating an executive overview - useful as an introduction to your document or as a method of reading only a "Cliff Notes" version of a document. Results will vary from good to poor, depending on the writing style of the author.
81. **Tools AutoCorrect** - This tool allows you to use abbreviations to represent longer phrases. For example, you could use this tool to write out the entire phrase "James Carlton Collins" each time you type the letters "jcc". This feature is also useful in automatically correcting words that you frequently mis-type.
82. **Tools Tracking Compare Documents / Accept Reject Changes** - This tool allows you to compare a revised document against the original to produce a document containing a "strike through" and "bolded" view of all additions and deletions to the revised document. You can use the Accept/Reject dialog to automate the process of reviewing and approving all changes.
83. **Tools Merge** - This feature allows you to open a new document within your existing document, which you may find easier than opening a new document, cutting and pasting the text, then closing that document.
84. **Mail Merge** - This tool works best when used in conjunction with database information or a table of information. A good example for using this feature would be to merge a letter with the name, address, and other information for one hundred people. The result is multiple copies of the same letter, each addressed to a different person.
85. **Tools, Options (several key settings here)** - You can customize several settings that can make it easier and more efficient to use Word. For example, you can set up the default data directory, your default font, default paper tray, autosave settings etc. Each user should take time to review all features.
86. **Table Draw Table** - This tool allows you to draw a table by hand and can be useful when creating intricate tables with many cells of different heights and widths.

87. **Table Insert / Merge / Distribute** - A table is the best method for displaying numbers and financial information. All CPAs should practice using tables including the merge and distribute features.

88. **Microsoft Free Stuff** - Word's "help on the web" feature takes you directly to several good Microsoft web sites where you can download free Word add-ons and templates, or access the Microsoft knowledge base to get your questions answered.

89. **Control + Y Repeat Steps (AKA F4 Key)** - This keyboard shortcut will repeat the last Word command you invoked. I often find it easier to apply styles all at one time using the CTRL Y short cut in a zoom 25% view.



Microsoft Outlook 2007

Enhancements to Outlook 2007

One of the first things you'll notice about the new Outlook is some differences in the interface. The navigation pane on the left is largely the same as Outlook 2003 but now you can click the double-arrow to quickly minimize it and tuck it out of your way. The other big new thing is the To Do Bar -- on the right side of the screen a quick view of your calendar and, most importantly, a task list that shows you immediate To-Do items which includes E-mails that you have flagged.

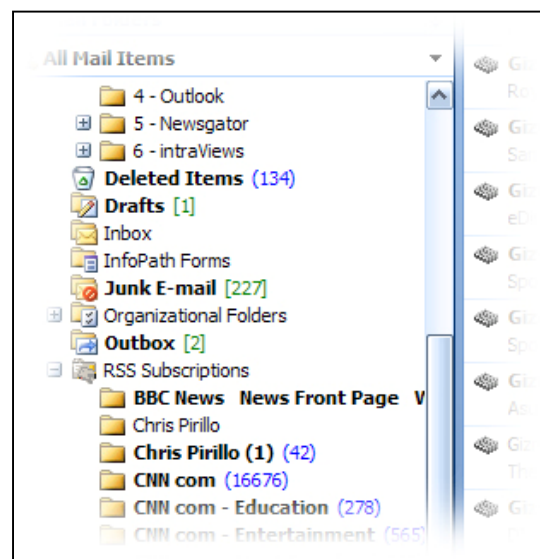
Mail To Do - Clicking the follow-up flags now lets you essentially make to-do items out of your mail items and it adds them to your To-Do Bar. This makes it much easier to organize your workflow and keep up with work that needs to be done. Essentially when you right-click the follow-up flag you specify the time-line: i.e. it's due Today, Tomorrow, This Week, etc. Or you can specify a custom date. That becomes the Due Date which controls how the e-mail item is displayed on the To-Do Bar.

Calendar - The Calendar gets a new look too with tasks due on a particular day being listed in a box at the bottom of the Calendar page as if part of that day. It's hard to describe but it makes sense when you see it. You can also overlay two calendars upon each other to make it easier to sync them up and find conflicts and available times.

RSS - (Really Simple Syndication) is meant to provide users with an easy way to monitor multiple sources of news, blogs, and other content which has headline-style delimitations and is updated frequently. It is an open, publicly-defined and developed format based on standard XML and hosted by the publishers' web servers. A user 'subscribes' to an RSS 'feed' using an application with RSS aggregation capabilities.

RSS Aggregation in Outlook provides users with a consistent look and feel compared to the traditional Outlook functions. From the beginning process of connecting to a feed using the RSS subscription process through managing the feeds and their associated folder hierarchies, and potentially sharing feeds with others, Outlook provides a consistent look and feel for managing these areas. Further, Outlook 2010 has officially adopted the Mozilla Firefox Orange RSS Icon as the standard icon for the RSS Feeds folder in Outlook 2010.

Interacting with RSS feeds will be similar to managing your mail items now. Since we will have RSS live within the mail module we will keep the standard look and feel of folders, hierarchies, and the drag-and-drop support that users have come to depend and rely on. RSS items will be a derivation of the IPM.post message class, so compliance with ZOOM and our related core technologies will be easy to implement. Roaming support will enable Exchange users to have their feed items follow them from machine to machine, keeping their RSS items with them at all



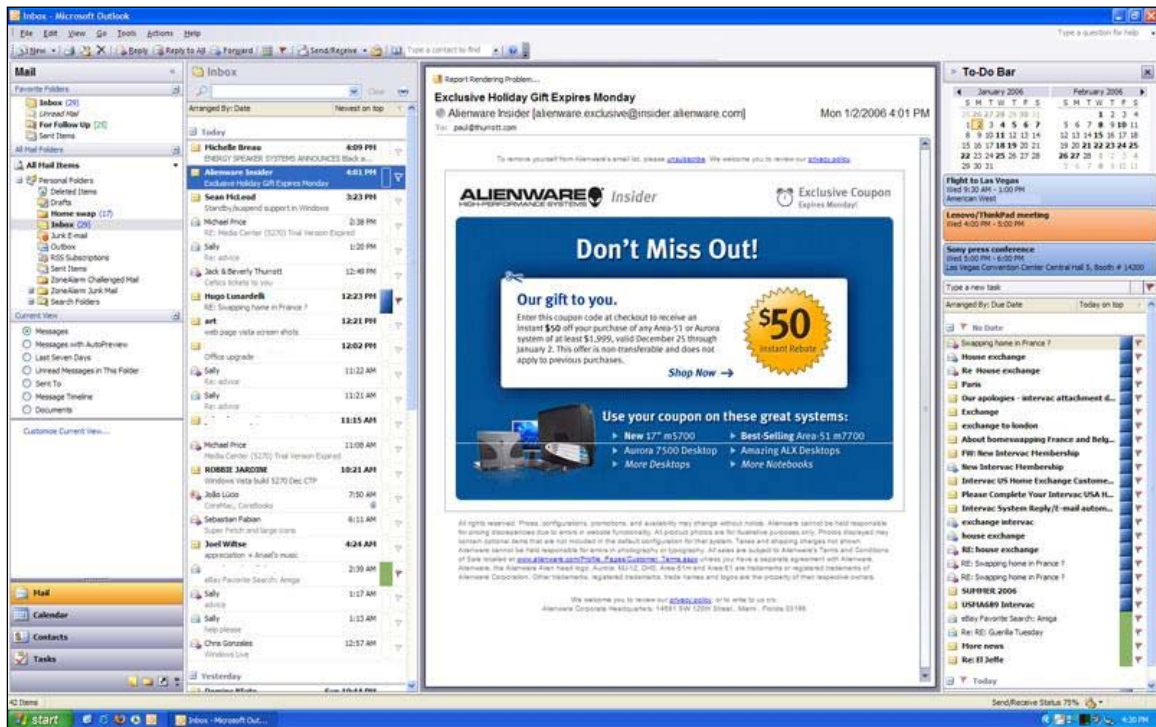
times.

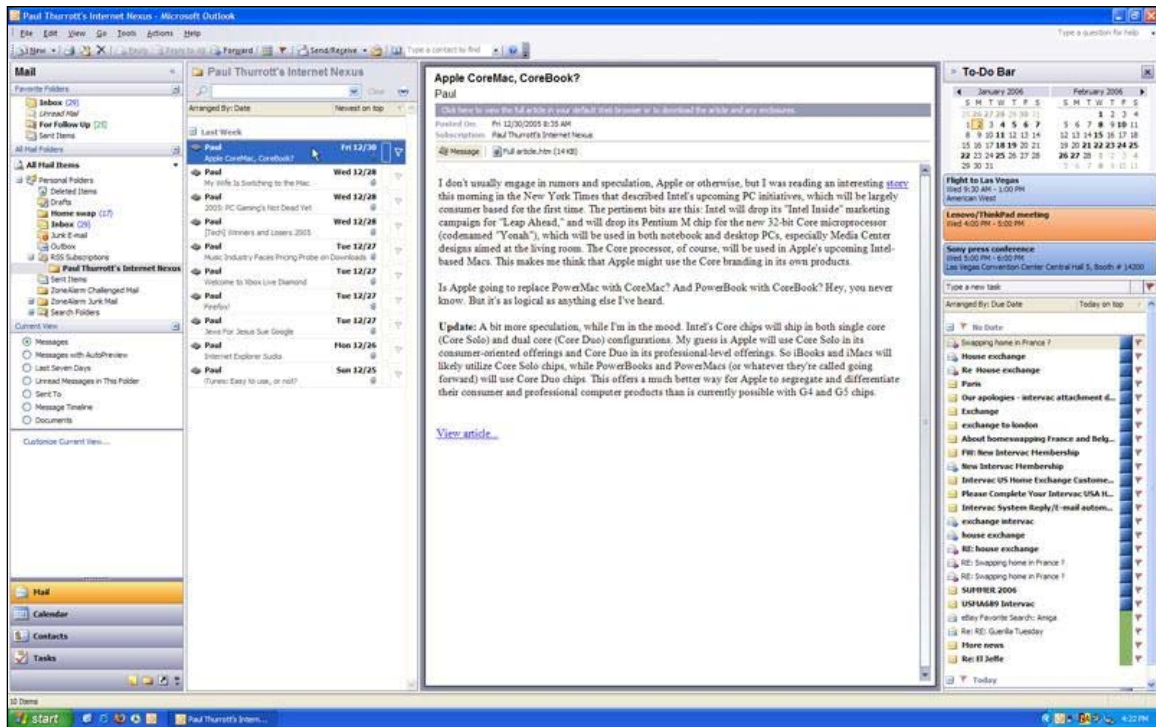
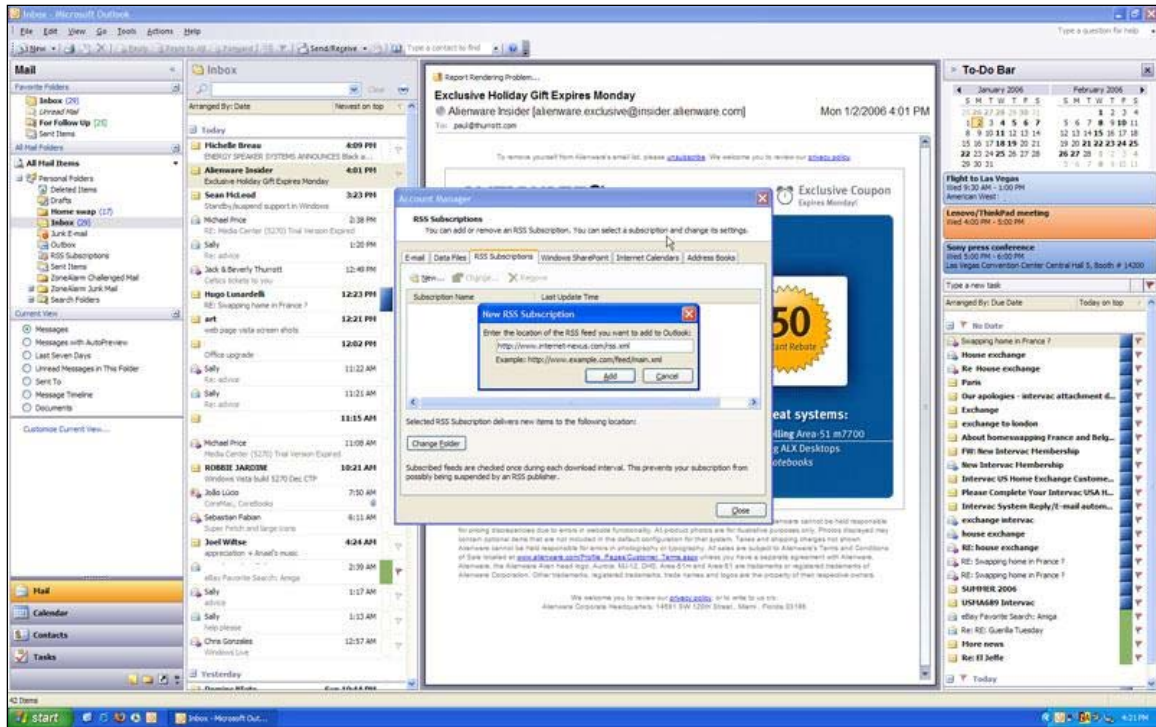
Microsoft Outlook 2003 does not directly access or display RSS or Atom content. However, there are several add-ons by third-party companies that incorporate RSS and Atom viewing in Outlook. When Microsoft Outlook 2010 is released with RSS aggregator, companies like Newsgator, intraVnews and Attensa that develop Outlook RSS plug-ins may have to roll out more creative features soon to compete with Outlook RSS reader. Same holds true for standalone aggregators like Feeddemon or RSSBandit.

Bye Bye Outlook Editor - The Word editor is now the only editor and it's been nicely enhanced for Outlook. You don't need to have Word to use the editor because it comes as a special DLL file with Outlook. The speed is nice and the capabilities are rich.

Power Search - The indexing power of MSN Desktop Search is built-into Outlook now. It constantly indexes in the background meaning that searching, even across multiple folders, is much faster and more powerful than before. It even does type-ahead searching where you can start typing in the field and you can watch the results-set narrow as you type.

Presented below are several screen shots for Outlook 2010.

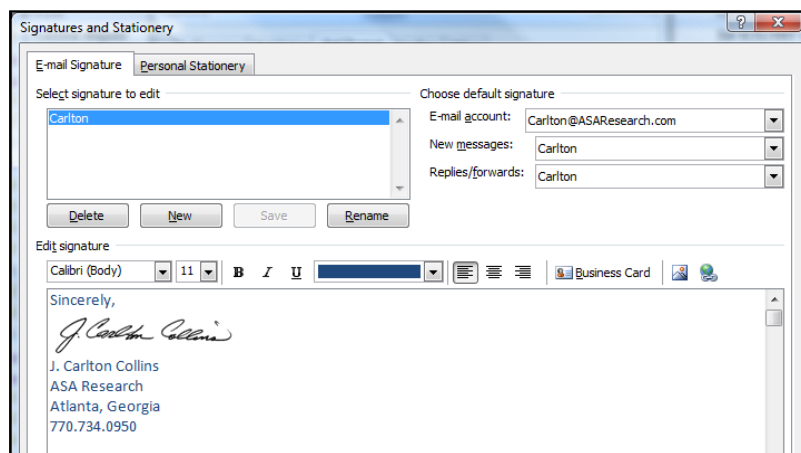




Signatures

A signature is a block of text that is appended automatically to each new message or reply. The signature usually contains the title and name of the organization of the sender as well as alternative contact details, such as a postal address and telephone and fax numbers. Signatures can also include a closing quote.

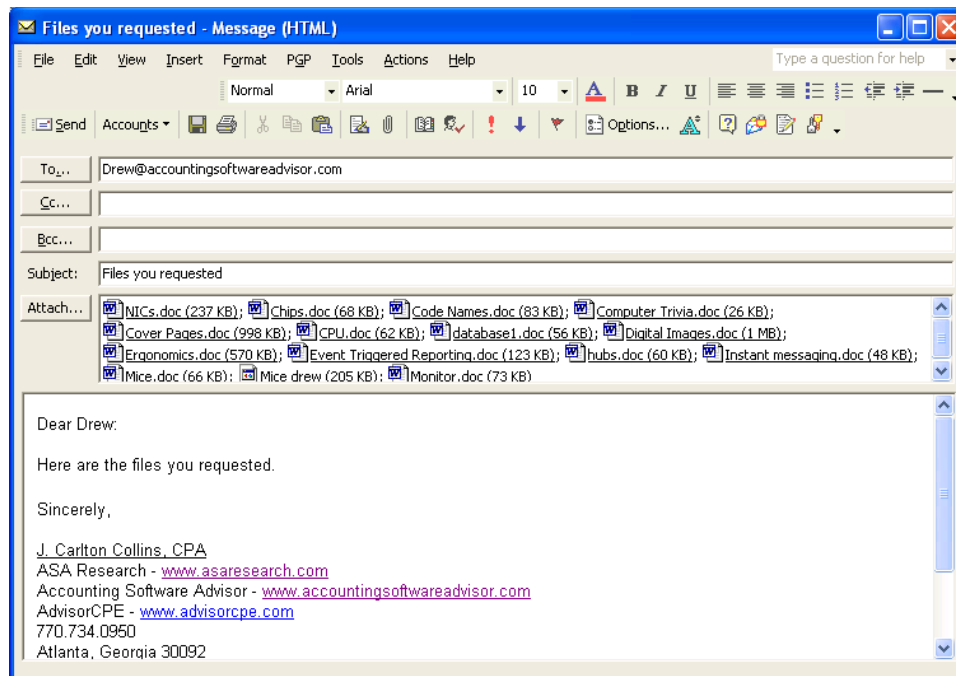
Most e-mail packages allow for multiple signatures. One signature will be designated the “default”, however, the others will be available from a menu option. Using signatures saves time and increases accuracy. You could also create additional signatures which are extra disclaimers to add to the bottom of the e-mail in certain situations.



Attaching Files to E-mail

The success of sending attachments to e-mail messages depends on the capabilities of the client software used by the individuals that are sending and receiving the message and the mail transport services provided by both your and their respective Internet mail service providers.

The Internet is a 7-bit network. The problem is caused by the relative incompatibility of the coding schemes used to encode 8-bit files for transport over a 7-bit network. The most popular methods used today are MIME (Multi-purpose Internet Mail Extensions) and UU Encode/Decode. Although this was a very common problem in the past, most e-mail clients will now handle these formats automatically and transparently send them to the user. Accordingly, attaching a file to an e-mail is much easier than it used to be and almost always works just fine. As shown in the screen below, it is possible to send multiple attachments to a single e-mail message.



One common problem is attaching very large files. Many e-mail servers will strip attachments larger than 2 to 10 MBs. Furthermore, users may have limits on the sizes of their mailboxes on the mail server. If they receive several large attachments they may exceed these limits and be unable to receive the attachments. Changing settings on the mail servers can solve both of these problems. Unfortunately, you often have no ability to control the settings on the mail servers of those you are sending mail. Depending on your environment, you may not even have the ability to get the person who administers your mail server to change these settings. This is certainly one of the advantages of hosting your own mail in-house.

Large file attachments also require additional time to send and receive if you have a low bandwidth connection (i.e. a modem connection). A one-megabyte report may take as many as 10 minutes to send to your mail server and 10 minutes for the recipient to retrieve the file from his or her mailbox. If you have a relatively slow Internet connection and you frequently send large files, you may want to consider compressing the files before you send them using a compression utility such as WinZip or WinRAR. Binary files can usually be compressed to 10-25% of their normal size, speeding effective transfer rates by 4 to 10 times the uncompressed rate.

Junk Mail

Junk mail is not only an aggravation, but a waste of valuable business time. Even if you never sign up for junk mailings, your e-mail address will eventually fall into the hands of junk e-mailers.

In response to increasing spam hazards and attacks the 108th Congress passed S. 877, also known as the CAN-SPAM Act of 2003. The law signed into effect by President Bush

on December 16, 2003 states that the FTC has the authority to establish a “do not email” list similar to the do-not-call list to combat telemarketing. The law also prohibits the use of deceptive subject lines and false headers and states that unsolicited commercial messages must include opt-out instructions and the sender’s physical address.

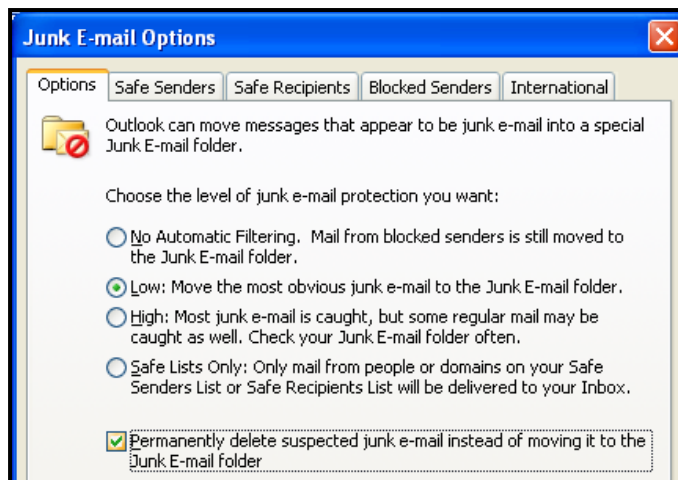
As an alternative to legislation, many of the new, more powerful Internet e-mail clients have features built-in that allow you to filter out junk e-mail. Microsoft Outlook, Netscape Messenger, and Microsoft Outlook Express all provide for junk mail filtering as well as other e-mail filtering.



Junk Mail Filtering Using Outlook

Junk Mail - Junk mail is not only an aggravation, but a waste of valuable business time. Even if you never sign up for junk mailings, your e-mail address will eventually fall into the hands of junk e-mailers. In response to increasing spam hazards and attacks the 108th Congress passed S. 877, also known as the CAN-SPAM Act of 2003. The law signed into effect by President Bush on December 16, 2003 states that the FTC has the authority to establish a “do not email” list similar to the do-not-call list to combat telemarketing. The law also prohibits the use of deceptive subject lines and false headers and states that unsolicited commercial messages must include opt-out instructions and the sender’s physical address.

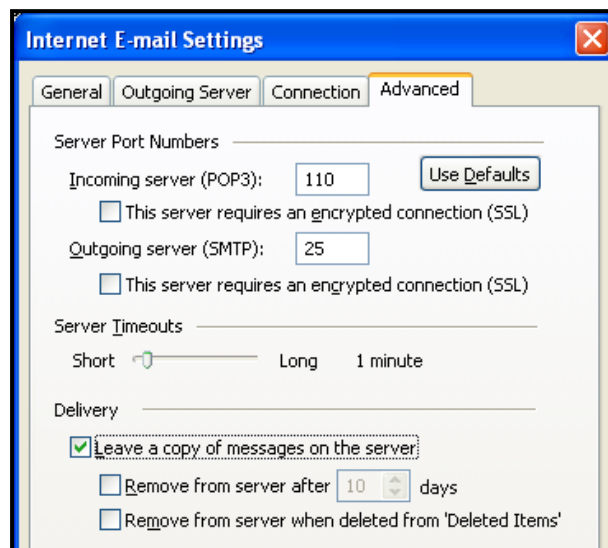
As an alternative to this legislation, Microsoft Outlook now provides junk mail filtering as well as other e-mail filtering.



Using Outlook's Junk Mail Filtering

You should review the **Junk E-Mail Options** box in Outlook and make sure that the settings meet your needs. In the future if you receive junk e-mail, you can right mouse click on that e-mail and tell Outlook that this is junk e-mail. Outlook will capture the sender's information and use it to identify new junk mail in the future.

Leaving Mail on Your Server – If you normally read e-mail from more than one computer, you should consider setting the less frequently used computer's settings to leave a copy of the mail on the mail server. To do this, select **Tools, E-Mail Accounts, More Settings, Advanced, Leave a copy of the message on server** as shown in the screen below.



Tip for Accessing E-Mail from Multiple Computers –
Leave a Copy of the Mail on the Mail Server

This measure will allow you to read your mail from your less frequently used computer without deleting the mail from the mail server so it can also be read by your primary computer system as well. Using this approach, you will have a complete record of all of your mail on one computer system.

Maintain multiple e-mail addresses – It is a good idea to use more than one e-mail account – one for business purposes and another for situations that may expose you to spam or junk mail. There are many services that offer free e-mail accounts, such as Microsoft Hotmail, that could be used for this service with no additional costs. This would allow you to use the free e-mail account to gain access to chat rooms, or subscribe to newsletters for example.

Reading Multiple E-mail Accounts – If you have multiple e-mail addresses, Outlook can be configured to read all of them at the same time. Just set up each mail account using

the **Tool, E-Mail Accounts** option on the Outlook main menu. You can also create groups of e-mail addresses using the **Tools, Options, Mail Setup, Send/Receive Groups** option in order to better control these groups. For example, you may set up Outlook to check your primary e-mail accounts for new mail every three minutes, while other e-mail accounts (such as older unused e-mail accounts that attract large volumes of spam and junk mail) are checked manually.

Play a Sound when Mail Arrives – Outlook automatically plays a sound when mail arrives to notify you of incoming e-mails. This feature can be a nice feature that allows you to respond to e-mail instantly. However, this feature can also be distracting to you or others around you. For this reason, you should consider turning off this feature by selecting **Tools, Options, Preferences, E-Mail Options, Advanced E-Mail Options** from the Outlook main menu.

Receiving E-Mail Timely – Some people turn their e-mail and computers off, and then turn their computers on and launch their e-mails in order to check their e-mail. This can be a very inefficient method. A better approach to receiving e-mail might be to leave your computer running 100% of the time, and leave Outlook open 100% of the time. You could also set Outlook to check for new messages every three minutes or so by selecting **Tools, Options, Mail Setup, Send Receive** from the Outlook main menu and setting the system to check e-mail every three minutes. In this way, your computer system will constantly check and receive e-mail on your behalf, and this e-mail will be available to you immediately when you are ready to check your e-mail. The alternative is to wait on your computer to launch, wait on your e-mail application to launch, and wait on the system to retrieve your e-mail each time you want to read mail. Obviously the latter approach is timely and inefficient. Like wise you can use these same instructions to configure your system to send messages immediately whenever you are connected to the Internet. This setting will ensure that your e-mails are being sent as soon as possible.

HTML Text – Outlook can receive mail in plain text, rich text or HTML formats. Using the plain text setting can be a critical mistake for several reasons. Today, many people send mail using HTML text which is formatted to be easier to read. When HTML e-mails are received as plain text e-mails, they are converted in such a way that they can be extremely difficult, if not impossible to read; for example, HTML e-mails that contain table information or pictures. In both cases, the table structure is destroyed and the pictures are eliminated. The result is that the recipient does not get the full benefit of receiving the e-mail in its intended format.

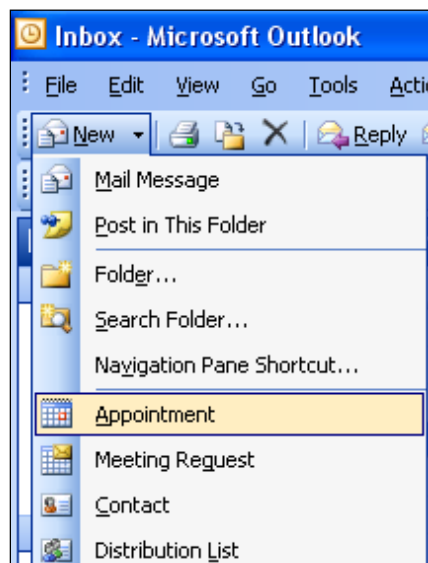
Default Fonts and Stationery Picker – It is a good idea to take a few minutes to configure Outlook to use default fonts and stationery that meet your particular taste. To do this, select **Tools, Options, Mail Format, Fonts and Stationery Picker** from the Outlook main menu. This step will ensure that the e-mails you send have the look and feel that you want.

Spell Check – Outlook can be set to automatically spell check each mail message prior to sending. To set up this option, select **Tools, Options, Spelling** from the Outlook main menu and make the appropriate selections to check spelling automatically using the language and grammar rules you specify.

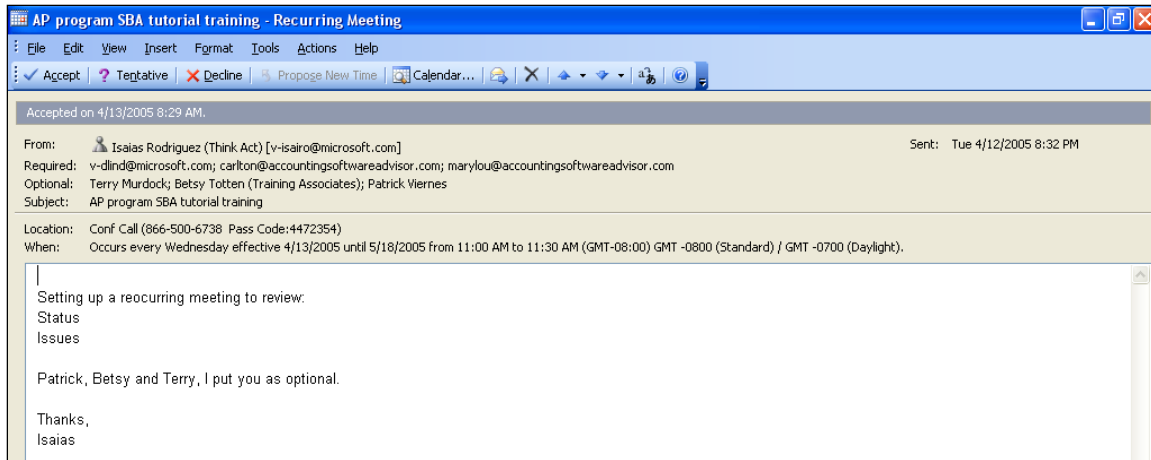
Digital IDs – To send and receive encrypted e-mail messages, select **Tools, Options, Security, Digital IDs** from the Outlook main menu. Follow the instructions to purchase and install your own digital ID, and then send your digital ID to all of the people you correspond with on a regular basis. In addition, the people you correspond to will also need to obtain their own digital IDs and send a copy to you. Thereafter, Outlook will organize and manage your digital IDs, and will automatically encrypt e-mail messages you send and decrypt messages you receive.

Appointment Scheduling

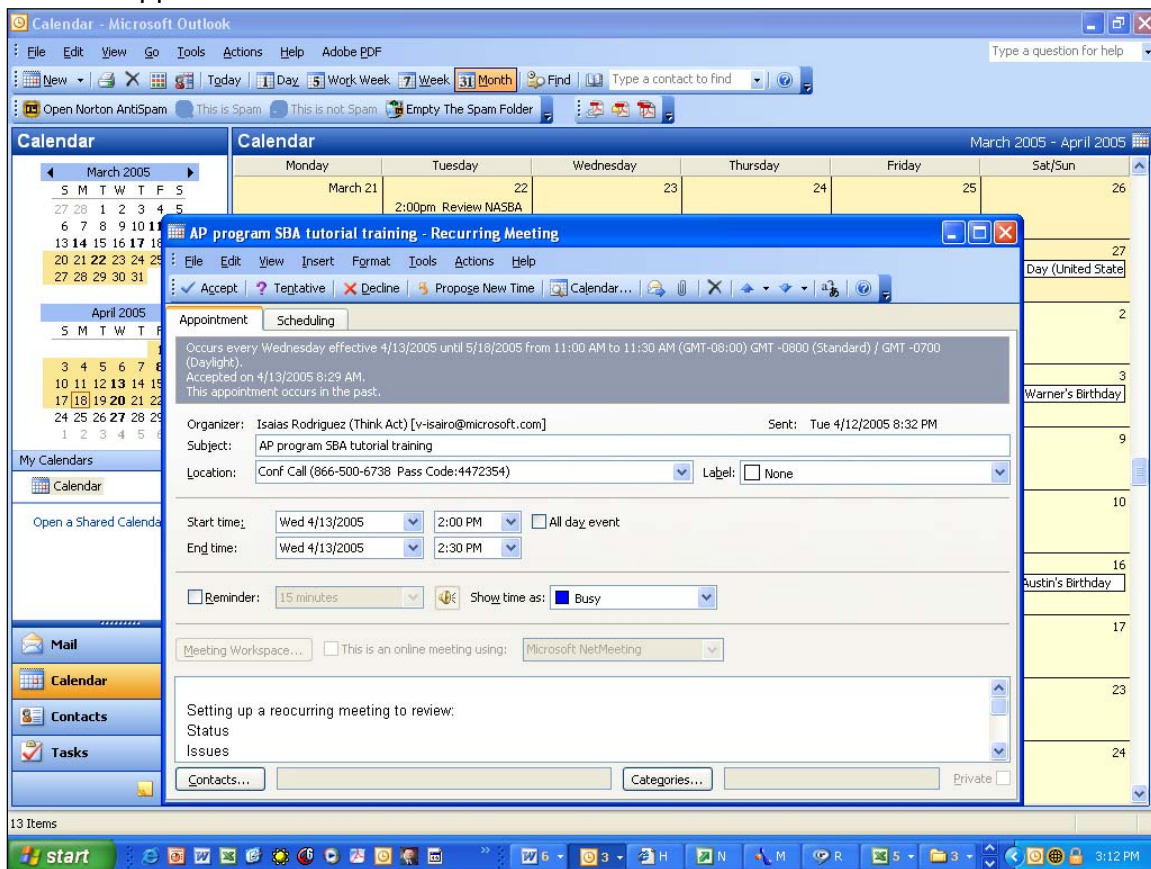
It is possible to send e-mails from Outlook requesting that the recipients attend a meeting or conference call. To do this, simply select New Appointment from the Outlook main menu as shown in the screen below.



Next enter the recipients you would like to invite to attend the meeting, indicate a date and time and send the e-mail. The resulting e-mail will appear as follows:

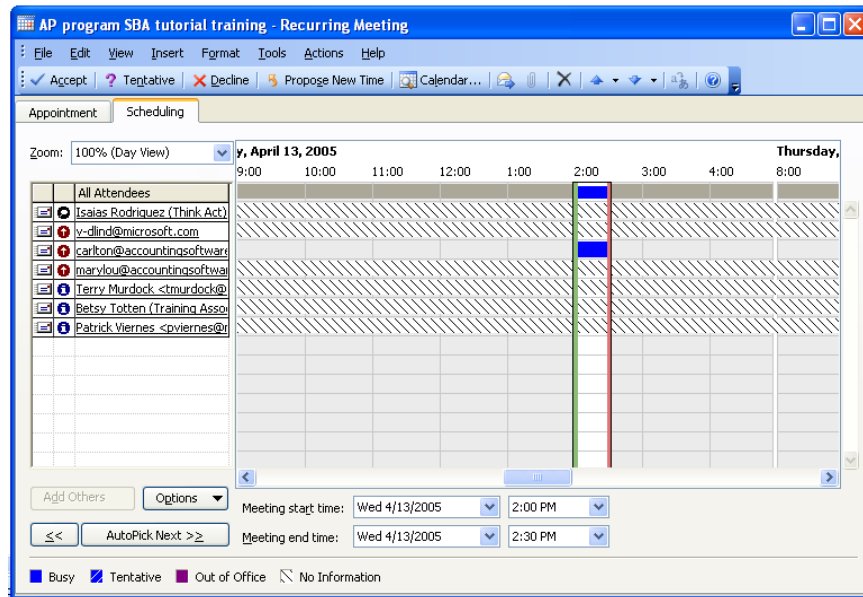


Notice the Accept, tentative, and Decline buttons at the top of the e-mail? All the recipient needs to do is click on the appropriate button and not only is the sender notified of you answer, if you accept the meeting, it is automatically inserted inn your Outlook Calendar. If you try to accept the meeting and you have a conflict on your calendar, Outlook will notify you of this conflict. The resulting appointment in your calendar appears as follows.



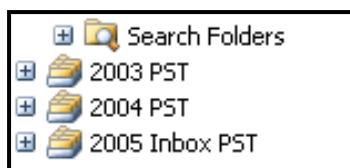
Not only does this appointment include the date, time and duration of the meeting, it also includes a list of all attendees as well as call in or driving instructions automatically.

By clicking on the scheduling tab, you can also see the availability of all participants as shown below, just in case you want to try to reschedule. Pretty cool.



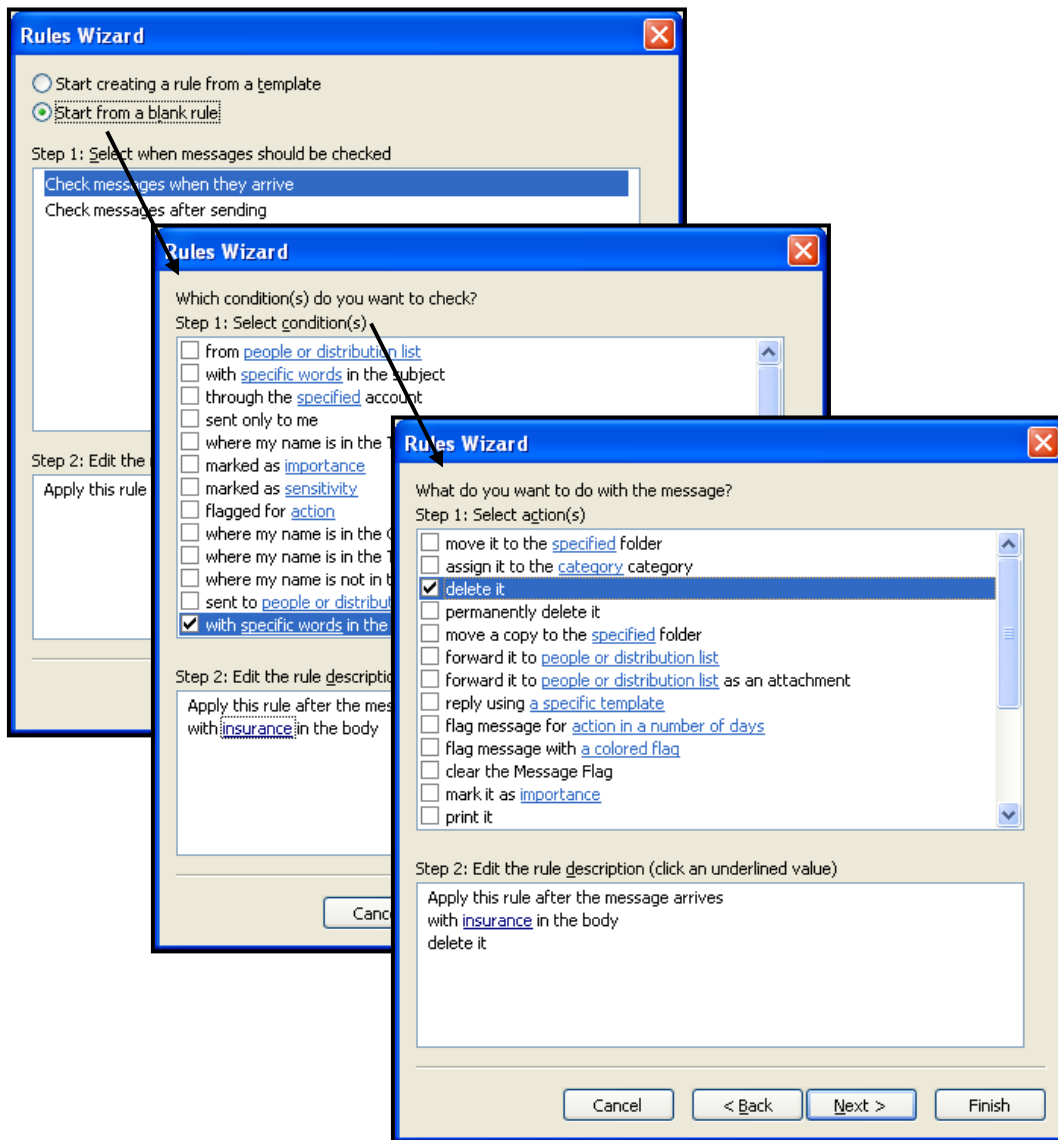
Managing Mail Folders – If you keep a copy of every e-mail you send and receive, eventually your mail folder will grow to an unreasonable size which can slow down the performance of your system, hamper backup efforts, and potentially cause instability issues – especially when PST file sizes begin to exceed 12 Gigabytes. To alleviate this problem, you should create new PST files periodically and move older e-mail messages to these PST files. This approach will result in the creation of multiple mail folder files, instead of one large mail folder file. All sent and received email will still be available to you, it will just be available through separate mail folders instead one mail folder.

To do this, select **File, Data File Management** from the Outlook main menu. Click the Add button and follow the instructions to create a new PST file. For example, if you have two years worth of e-mail messages from the years 2004 and 2005, you might consider setting up a new PST file called “2004 PST”. Once this folder is created, you can then drag and drop your older 2004 e-mails from your current inbox to the 2004 PST folder. This action will help you keep your current inbox file size smaller and more manageable. This particular tip is more applicable to people who maintain thousands of e-mails and numerous large attachments. An example of the navigation pane depicting multiple mail folders is shown below.



Creating Multiple PST Folders in Outlook to Keep the Size of Folders Manageable

Outlook Rules and Alerts – Outlook provides an extensive capability to create rules and alerts related to incoming and outgoing e-mails. To create a new rule select **Tools, Rules and Alerts, New Rules** from the Outlook main menu. Rules may be created from scratch or by starting with a rules template. The screens below depict a portion of the process for setting up a rule that automatically deletes e-mails containing the word “insurance”.



Creating Rules and Alerts in Outlook

Rules can be used to accomplish a large number of tasks automatically. For example, you could create a rule to automatically delete e-mail messages that contain specific words or arrive from specific senders. They can also be used to identify specific email messages for marking as a priority, or for automatic forwarding. For example, you may

create a rule in Outlook to automatically send a copy of any e-mail that contains the words sales order to your sales manager. As another example, you may create a rule to automatically reply to all senders announcing that you are out on vacation and will return the following week. The number of rules you can create in Outlook are unlimited. The clever user can configure Outlook using the built-in rules and alerts feature to accomplish many objectives.

Outlook Tips

1. Create a task from a file containing details about the task with minimal effort on your part: Drag the file to the **Tasks** button in the **Navigation Pane**. A new task opens with the file attached. Fill in the rest of the information about the task, and then click **Save and Close**.
2. Use the **Bcc** line (instead of the **To** or the **Cc** line) when you want to send out mail to lots of people but don't necessarily want to advertise everyone's e-mail address to everyone else. See, the people whose names are in this box get a copy of your message, but their names and addresses aren't visible to the other recipients of the message. It's quick, it's easy, and it's the right thing to do.
3. To find related messages, right-click the message, and then on the shortcut menu, point to **Find All** and then click **Related Messages**. The **Advanced Find** dialog box appears with a list of related messages.

Mail Tips

4. **Set a reminder to reply to a message** Right-click the message you want to set the reminder for, point to **Follow Up**, and then click **Add Reminder**. In the **Due By** list, click the date when you have to complete the reply. In the second list, click a time. In the **Flag color** list, click the flag color you want, and then click **OK**.
5. **Add your own words to a follow-up flag for a new message** Click the **Message Flag** button and then type the text you want in the **Flag to** box.
6. **Send a message to multiple people without revealing other recipients' identities** To send a message to someone without other recipients of the message knowing, use the **Bcc** line in the message. Bcc stands for blind carbon copy. If you add someone's name to the **Bcc** line, a copy of the message is sent to that person, but his or her name is not visible to other recipients.
7. **Find related messages** To find related messages, right-click the message, and then on the shortcut menu, point to **Find All** and then click **Related Messages**. The **Advanced Find** dialog box appears with a list of related messages.
8. **Jog your memory with a follow-up flag** Create a follow-up flag as a reminder to follow up on a message. On the **Actions** menu, click **Follow Up** and click the flag color of your choice.
9. **Save searches that you use often.** On the **Tools** menu, point to **Find** and then click **Advanced Find**. In the **Advanced Find** dialog box, specify your search criteria and click **Save Search** on the **File** menu. You can share the search results with others by sending the search results file as an attachment in an e-mail message.
10. **Search for and move items or files to different folders.** On the **Tools** menu, point to **Find** and then click **Advanced Find**. In the **Advanced Find** dialog box, specify your

- search criteria and click **Find Now**. After the results are displayed in the search results window, move them to the folder of your choice.
11. **Use a file shortcut instead of an attachment to reduce the size of a message.** Right-click the file and drag it to the **Inbox**. On the shortcut menu, click **Send with Shortcut**.
 12. **Sort messages alphabetically by sender name** To sort, click **Arranged By** and then click **From**. To reverse the alphabetical order, click **From** again. To sort by **Subject** line, click **Subject**. You can sort this way in any table in Outlook.
 13. **Receive notifications when messages you send are delivered or read** On the **Tools** menu, click **Options**, and then click the **Preferences** tab. Click **E-mail Options**, and then click **Tracking Options**.
 14. **Verify that the message is authentic** If you have security set up, you can verify that a message you receive with a digital signature has not been tampered with. In the message, click the **Verify Digital Signature** button.
 15. **Quickly mark a message as read** Right-click the message and then click **Mark as Read**.
 16. **Make a folder available for online and offline use** Right-click the folder, click **Properties**, and then click the **Synchronization** tab. The folder must be on your network, not on your hard disk.
 17. **Want to move an Inbox item to a folder in the Navigation Pane but can't see the folder?** Drag the item to the top or bottom of the group and pause until the correct folder scrolls into view. Subfolders must be expanded to view them.
 18. **Quickly see the next or previous mail message in a conversation or thread** In a message, click the small arrow next to the **Previous Item** button or **Next Item** button, and then click **Item in Conversation Topic**.
 19. **Quickly print search results from your Inbox** To print a list of your search results from the **Advanced Find** dialog box, press CTRL+P.
 20. **Recall that message!** To recall or replace a sent message, open the message in the Sent Items folder, and on the **Actions** menu, click **Recall This Message**.
 21. **Automatically add a signature or logo to each message you send** On the **Tools** menu, click **Options**, and then click the **Mail Format** tab. If you have more than one account, select the account you want to create the signature for, and then click **Signatures**.
 22. **Show blocked images in an e-mail message** Click the **InfoBar** at the top of the message, and then click **Download Pictures**.
 23. **Keep track of messages that require action** Instead of just using rules to move messages to folders, use rules to assign a category to a message. Then the messages will be arranged in groups in your Inbox.
 24. **See more messages in your Inbox with single-line view** Change from multiline view to single-line view. On the **View** menu, point to **Arrange By**, and then click **Custom**. Click **Other Settings**. Clear the **Use multi-line layout in widths smaller than n characters** check box.
 25. **Quickly test the hyperlink in the message you just wrote** Press CTRL while you click the hyperlink.
 26. **Speed up exporting and archiving items** Make exports and archives of your Outlook mailbox faster by emptying the **Deleted Items** folder first. Right-click the **Deleted Items** folder, and then click **Empty "Deleted Items" Folder**.
 27. **Does your mailbox need a quick cleanup?** On the **Tools** menu, click **Mailbox Cleanup**. Select options to find items that are old or large and then move or delete

- them. Click **AutoArchive** to move old items to **Archive Folders**, or click **Empty** to permanently delete items from your **Deleted Items** folder.
28. **Choose which e-mail account to use** If you have multiple e-mail accounts in Outlook, you can choose which to use when sending messages. For example, choose your Hotmail account, and recipients receive the message from that account, complete with your Hotmail return address. In a new message, click **Accounts**, and then click the account you want from the list.
 29. **The mail folder list is just a click away** To quickly view the **Folder List**, click **Folder List** in the button tray at the bottom of the **Navigation Pane**.
 30. **Delete names from the AutoComplete list** Select the unwanted name by using the UP ARROW or DOWN ARROW key and then press DELETE.
 31. **Keep a Desktop Alert on the desktop** To keep a Desktop Alert visible so that you have more time to read it, pause your insertion point over the alert before it fades from view.
 32. **Want to turn off New Mail Desktop Alerts?** On the **Tools** menu, click **Options**, click the **Preferences** tab, click **E-mail Options**, and then click **Advanced E-mail Options**. Under **When new items arrive in my Inbox**, clear the **Display a New Mail Desktop Alert (default Inbox only)** check box.
 33. **Change in priorities? Quickly change the color of a message's Quick Flag** Locate the flagged message in the message list. Right-click the flag, and then click the flag color that you want on the shortcut menu.
 34. **Quickly read messages without opening them** To see the first three lines of each message in the message list, on the **View** menu, click **AutoPreview**. To see the complete message to the right of the message list, on the **View** menu, point to **Reading Pane**, and then click **Right**.
 35. **Make sending a file through e-mail even easier** You can send a file on your computer through e-mail by right-clicking the file, pointing to **Send To**, and then clicking **Mail Recipient**. Text is automatically added to the body of the message; however, you can delete the text and add your own text by clicking in the message body and pressing CTRL+A.
 36. **Reduce spam by not replying to suspicious e-mail messages** Replying tells a spammer that your e-mail address is valid and probably won't remove you from their mailing list.
 37. **Create a Search Folder quickly from the Find bar** Press CTRL+E to open the **Find** bar, type what you want to find in the **Look for** box, specify which folder to look in by using the **Search In** box, and then click **Find Now**. When the search is complete, click **Options** on the **Find** bar, and then click **Save Search as Search Folder**.
 38. **Find all messages sent by the same person** Right-click a message from that person, and then on the shortcut menu, point to **Find All**. Click **Messages from Sender**. The **Advanced Find** dialog box displays a list of all messages in a folder from that person.
 39. **Get a different view of the way that Outlook groups messages** By default, Outlook groups messages by periods of time such as **Today**, **Yesterday**, and **Last Week**. To collapse a section to see only the group heading, select any message and then press the LEFT ARROW key. The RIGHT ARROW key expands the group.
 40. **Quickly add an attachment to a new message** Locate the file, for example a .doc file in your My Documents folder, and then drag it to your Inbox. Outlook opens a new e-mail message with the file attached. You can also drag multiple files.
 41. **Flag that message fast** Select a message in the message list, and then press INSERT.

42. **Was an important message sent to the Junk E-mail folder?** If an item gets moved to your **Junk E-mail** folder by mistake, select the message, and then press CTRL+ ALT+J.
43. **Save multiple attachments at one time** Open the message. On the **File** menu, click **Save Attachments**. Click **OK**, and then click the folder where you want to save the attached files. Click **OK**.
44. **View all your unread messages in the Inbox** On the **View** menu, point to **Arrange By**, point to **Current View**, and then click **Unread Messages in This Folder**.
45. **Create a rule from a message** Right-click the message, and then click **Create Rule**. Select the conditions and actions you want to apply, and then click **OK**.
46. **Start fresh! Clear your address history** To clear your AutoComplete cache, open the C:\Documents and Settings*user name*\Application Data\Microsoft\Outlook folder, and then delete the *profile_name.nk2* file. Outlook recreates this file as you type new addresses.
47. **Check an e-mail alias against the names in your address books** To immediately resolve an e-mail alias in the **To**, **Cc**, or **Bcc** box, press CTRL+K.
48. **Make a message unavailable to recipients after a specific date** To set the expiration date on a message you are composing, click **Options** . Under **Delivery options**, select the **Expires after** check box, and then in the lists, select the date and time you want the message to expire.
49. **Save a message thread in a text file** Select the messages by pressing CTRL and clicking the messages you want. On the **File** menu, click **Save As**. Your messages are saved to a .txt file. Only message headers (To, From, Sent, and Subject) and body text are saved; attachments and HTML formatting are not included in the text file.
50. **Open several messages at the same time** Hold CTRL while you click each message. After you select the messages, on the **File** menu, point to **Open**, and then click **Selected Items**.

Calendar Tips

51. **Automatically add holidays to your Calendar** On the **Tools** menu, click **Options**, click **Calendar Options**, and then click **Add Holidays**.
52. **Quickly display several days side by side in Calendar** In the date picker, drag over the dates that you want to view.
53. **Contact meeting attendees with a reminder or other message** Open the original meeting request, click the **Actions** menu, and then click **New Message to Attendees**.
54. **Show Saturday and Sunday in separate boxes in your monthly calendar** To show weekend days in separate boxes in the **Month** view, right-click anywhere in **Calendar** view, and then click **Other Settings**. Clear the **Compress weekend days** check box.
55. **Change your time zone** To quickly change the time zone in your calendar, change your calendar view to **Day** or **Work Week**, right-click the time bar, and then click **Change Time Zone**.
56. **Need to schedule a meeting with someone in another time zone?** Just add the time zone to Outlook. On the **Tools** menu, click **Options**, and then click the **Preferences** tab. Click **Calendar Options**, click **Time Zone**, and then select the **Show an additional time zone** check box. Click the time zone you want in the **Time zone** list.
57. **Abbreviate when entering meeting times** When you enter appointments in the Calendar, you can save time by typing abbreviations and allowing Outlook to fill in the rest. For example, if you want to enter a 6:00 P.M. meeting, open a new meeting

- request and then type **600p**. You can also use phrases such as "tomorrow" or "next Monday," and Outlook automatically inserts the correct date.
58. **Quickly create an appointment in Calendar** Click the day, drag over the block of time when the appointment occurs, and then type a description.
 59. **Quickly switch to viewing by month in Calendar** Click in **Calendar**, and then press ALT+EQUAL SIGN.
 60. **To set an appointment to repeat, designate it as recurring** In the appointment, click the **Actions** menu, and then click **Recurrence**.
 61. **Use your e-mail signature for meeting requests** On the **Insert** menu, click **Signature** and then click the signature that you want to use.
 62. **Let Outlook find a meeting time when all attendees are available** On the **Scheduling** tab, type the names of the attendees in the **All Attendees** list, and then click **AutoPick Next**.
 63. **Quickly see when conference rooms in your building are available** On the **Scheduling** tab of a new meeting request, add all rooms as resources to the **All Attendees** list. After you find a conference room that is available, delete the others.
 64. **Quickly create an all-day event in Calendar** Click the day heading that you want, and then type the name of the event. If the event lasts several days, click the first day heading, drag across all days, and then type the event name.
 65. **Quickly switch between viewing a day, week, or month in Calendar** Click the day, click to the left of the week row, or click the day of the week heading.
 66. **Quickly move an appointment** Drag it to a new date or time in your **Calendar** or in the date picker.
 67. **Change the subject of a meeting or appointment** In **Calendar**, click the meeting and then type the new subject.
 68. **Change the time periods in the Calendar grid** You can change the default setting for 30-minute time slots to 5-, 6-, 10-, 15-, or 60-minute time slots. Right-click the **Calendar**, click **Other Settings**, and then click the number you want from the **Time Scale** list.
 69. **Need consensus on a meeting time? Let invitees propose new meeting times** On the **Tools** menu, click **Options**. Click **Preferences** and then click **Calendar options**. In the **Calendar options** section, select the **Allow attendees to propose new meeting times for meetings you organize** check box.
 70. **Change the number of days shown in Calendar** In **Calendar** view, press ALT+*number*, where *number* represents the number of days to show in the view between 1 and 9. Use 0 for a 10-day view.
 71. **Manage multiple Calendars? Create a group to store Calendar shortcuts** At the bottom of the **Navigation Pane**, click the **Shortcuts** button to display the **Shortcuts** pane, and then click **Add New Group**.
 72. **Track all attendees even if you can't send them a meeting request** On the **Scheduling** tab, in the **All Attendees** list, click the envelope next to the name, and then click **Don't send meeting to this attendee**.
 73. **Quickly change an appointment into an all-day event** In the **Calendar**, in **Day** view, drag the appointment to the day heading.
 74. **Quickly turn an appointment into a meeting** Open a new appointment, and on the toolbar, click **Invite Attendees**. Type attendees' names in the **To** box.

75. **Attach an agenda or meeting minutes to a meeting request** If the agenda or minutes are in a file, you can attach the file to a meeting request. In the meeting request, on the **Insert** menu, click **File**, and then locate the file you want to attach.
76. **Quickly share meeting notes with attendees** Open the meeting request in **Calendar**, add the notes, save it, and then drag the item to your Inbox. Drag the meeting attendees' names from the body of the message to the **To** box, and then send the message.
77. **Quickly create a meeting request from a meeting agenda** Drag the file that contains the agenda to the **Calendar** button in the **Navigation Pane**, and then complete the meeting request.
78. **Remove a name fast from Other Calendars** To remove a name from the **Other Calendars** list, right-click the name, and then click **Remove from Other Calendars**.
79. **Change the time interval of a reminder to give you more time to prepare** On the **Tools** menu, click **Options**. Click **Preferences**, and then, under **Calendar**, you can choose a reminder to alert you from minutes to weeks ahead of time.
80. **Want to see your Calendar while you're looking at the Inbox?** In the Navigation Pane, right-click the **Calendar** button, and then click **Open in New Window** on the shortcut menu.
81. **Automatically open someone else's Inbox or Calendar** If you have permission, you can have Outlook automatically open another person's Inbox or Calendar when you start Outlook. Just leave the other person's folder open when you exit Outlook.
82. **Quickly copy an appointment in your Calendar** Hold down CTRL and drag the appointment to a new time or date.
83. **Avoid meeting request responses** If you're sending a meeting request to a large group and don't need or want responses, in the open new meeting request, on the **Actions** menu, click **Request Responses**. Specify your meeting information, and then send the meeting request.

Contacts Tips

84. **Quickly dial a phone number for a contact** Right-click the contact, and then on the shortcut menu, click **Call Contact**.
85. **Add a new contact from an e-mail message** Open the message. In the **From** field, right-click the name you want to make into a contact. On the shortcut menu, click **Add to Outlook Contacts**.
86. **Create a task related to a contact** Click the contact, click the **Actions** menu, and then click **New Task for Contact**.
87. **Are there phone numbers that you have Outlook call frequently?** Add them to a speed dial list. On the **Actions** menu, point to **Call Contact**, click **New Call** and then click **Dialing Options**.
88. **Quickly move through contact address cards with the arrow keys** Press HOME to move to the first card. Press END to move to the last card. Use the arrow keys to move up, down, and across the columns.
89. **Create a contact card from a message** Drag the message to the **Contacts** button in the **Navigation Pane**, and then fill in the rest of the information for the contact.
90. **Send a message fast to a contact** Click the contact and then on the **Actions** menu, click **New Message to Contact**.

91. **Quickly change the number of columns of contacts in your Contacts list** Just drag one of the vertical dividers that separate the columns.
92. **Quickly schedule a meeting with a contact** Click the contact and then on the **Actions** menu, click **New Meeting Request to Contact**.
93. **Remove a name fast from Other Contacts** To remove a name from the **Other Contacts** list, right-click the name and then click **Remove from Other Contacts**.

Notes Tips

94. **Send that note fast!** Click the note icon in the upper-left corner of the open note and then click **Forward**.
95. **Quickly create a note from text in another program** Select the text and drag it onto the **Notes** button in the **Navigation Pane**.
96. **Make your notes more eye-catching** Change the color of an Outlook note by right-clicking the note icon in the **Notes** pane, pointing to **Color**, and then clicking a new color.
97. **Assign a note to a category** Click the note icon in the upper-left corner of the open note, and then click **Categories**.

Tasks Tips

98. **Quickly mark a task complete** Right-click the task and then click **Mark Complete** on the shortcut menu.
99. **Quickly assign a task** Right-click the task, and then on the shortcut menu, click **Assign Task** and type a name in the **To** box.
100. **Remove a name fast from Other Tasks list** To remove a name from the **Other Tasks** list, right-click the name, and then click **Remove from Other Tasks**.
101. **Change the order of tasks in a task list** In the **Task** pane, when tasks aren't grouped or sorted, just drag the tasks up or down in the task list.
102. **Quickly create a task from a file containing details about the task** Drag the file to the **Tasks** button in the **Navigation Pane**. A new task opens with the file attached. Fill in the rest of the information about the task, and then click **Save and Close**.
103. **Quickly send a new message about a task** Drag the task to the **Mail** button in the **Navigation Pane**. This creates a new message with the task name as the subject and the task details in the body of the message.

Journal Tips

104. **Try the quick way to open Journal entries** To open the item, document, or contact in a Journal entry, double-click the icon in the Journal entry.
105. **Quickly record any file in Journal** Drag the file from **My Computer** to **Journal** view in the **Navigation Pane**.
106. **Quickly record any item in Journal** Drag the item to **Journal** view in the **Navigation Pane**.
107. **Quickly go to another date in Journal** Click the date heading at the top of the timeline, and then click the month and day that you want to view.

Customization Tips

108. **Start Outlook in a folder other than Inbox** On the **Tools** menu, click **Options**, and then click the **Other** tab. In the **Advanced Options** dialog box, set the startup folder that you want.
109. **Do you travel between time zones?** Add a second time zone and switch between time zones for all Windows-based programs. Click **Swap Time Zones** in the **Time Zone** dialog box (**Tools** menu, **Options** dialog box, **Calendar Options** dialog box).
110. **Quickly change the time zone for all Windows-based programs** Right-click the space at the top of the time bar when you view days in **Calendar**, and then click **Change Time Zone** on the shortcut menu.
111. **Reuse custom views** If you change a view by adding columns or changing the format and want to save it for reuse, type a new view name in the **Current View** box on the **Advanced** toolbar, and then press ENTER.
112. **Quickly add contact information that isn't represented by existing fields** To add custom fields, in the contact, on the **All Fields** tab, click **New** and then specify the field's name, type, and format.
113. **Quickly create a contact with the same company name and address as another contact** Select the existing contact in your **Contacts** list, and then on the **Actions** menu, click **New Contact from Same Company**.
114. **See details about the view you are using** For details such as which fields are in place and if the view is filtered or sorted, right-click the table header and then click **Customize Current View**.
115. **Missing some items? Adjust your view filter settings** Items that don't match the filter settings won't appear. To remove the filter, on the **View** menu, point to **Arrange By**, point to **Current View**, and then click **Customize Current View**. Click **Filter**, and then click **Clear All**.
116. **Want a custom view of your information, sorted or filtered in a different way?** On the **View** menu, point to **Arrange By**, point to **Current View**, and then click **Define Views**.
117. **Customize the names of the voting buttons** On the **View** menu in the message, click **Options**. In the **Use voting buttons** box, type the names you want on the buttons, separated by semicolons.
118. **Save time when you change print styles** If you frequently change a print style before printing, create a custom print style instead. On the **File** menu, point to **Page Setup**, and then click **Define Print Styles**.
119. **Customize the buttons in the Navigation Pane for one-touch access** To add or remove buttons that appear in the button tray at the bottom of the Navigation Pane, click **Configure buttons**, click **Add or remove buttons**, and then click the button you want.
120. **Customize the name of a duplicate .pst file to avoid confusion** You can change the name of the Outlook data file (.pst) that appears in the **Navigation Pane** from **Personal Folders** to something more identifiable. Right-click **Personal Folders**, click **Properties**, click **Advanced**, and then type a new name in the **Name** box.
121. **Customize how Outlook archives items** On the **Tools** menu, click **Options**, click the **Other** tab, and then click **AutoArchive**.
122. **Change the size of the buttons at the bottom of the Navigation Pane** You can make the large buttons in the **Navigation Pane** smaller by dragging the splitter bar down

- toward the bottom of the **Navigation Pane**. The large buttons turn into small buttons in the button tray.
123. **Move Desktop Alerts to a different monitor** If your desktop spans more than one monitor, you can make Desktop Alerts appear on any monitor you use. When an alert appears, rest the pointer over it and then drag it to the part of your desktop that is displayed on the monitor where you want to view the alert.
 124. **Turn off New Mail Desktop Alerts** Right-click the Outlook icon in the Microsoft Windows notification area. To clear the check mark, click **Show New Mail Desktop Alert**.
 125. **Access any Outlook folder from your Windows desktop** Create a shortcut to an Outlook folder on the Windows desktop by dragging the folder from Outlook to your Windows desktop. Make sure you press CTRL before you release the mouse button. When you double-click the new shortcut, Outlook will open to that folder.
 126. **Make New Mail Desktop Alerts less visible** You can change the transparency level and duration of the New Mail Desktop Alerts. On the **Tools** menu, click **Options**. On the **Preferences** tab, click **E-mail Options** and then click **Advanced E-mail Options**. Click **Desktop Alert Settings**. Change the duration and transparency levels to the settings you want.
 127. **Shade group headings** When you turn on shaded group headings, it makes it easier to distinguish the different groups, such as Yesterday and Last Week. In **Mail**, on the **View** menu, point to **Arrange By**, click **Custom**, click **Other Settings**, and then select the **Shade group headings** check box. Click **OK** twice.
 128. **Display folders at the top of the mail folders view** To group a set of folders at the top of the mail folders list view in the **Navigation Pane**, precede each folder name with the underscore (**_**) symbol.
 129. **Alphabetize the order of the mail folders in the Navigation Pane** By moving the folders that you want up to the **Favorite Folders** pane, you can place them in any order that you want. To move a folder up to the **Favorite Folders** pane, just drag it there.
 130. **Shrink the Favorite Folders pane** Remove all the folders in the pane, making it smaller and allowing the **All Mail Folders** list to move up in the **Navigation Pane**. To remove a folder in the **Favorite Folders** pane, right-click the folder and then click **Remove from Favorite Folders**.
 131. **Quickly remove a column from the view** Drag the column title away from the column heading row until an X appears, and then release the mouse button.

Keyboard Shortcut Tips

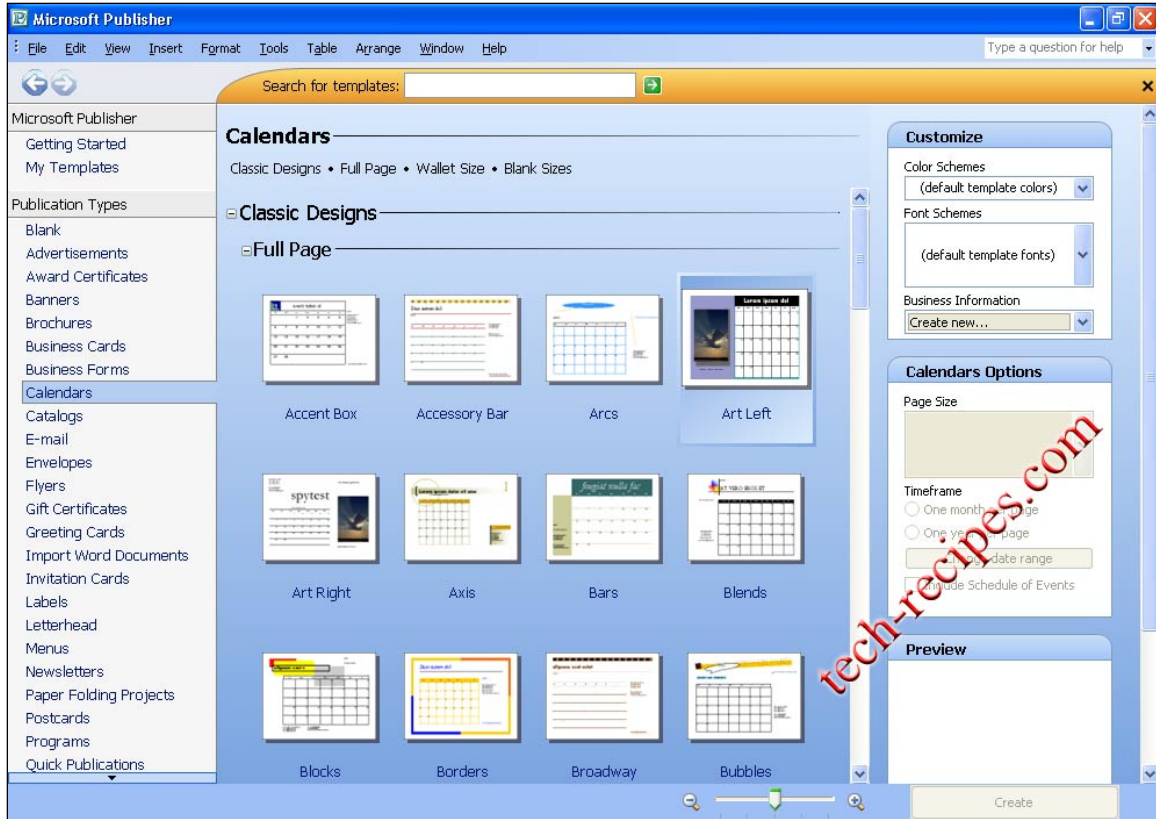
132. To show the menu to download pictures, change automatic download settings, or add a sender to the Safe Senders List, press CTRL+SHIFT+W.
133. To switch the **Navigation Pane** on and off, press ALT+F1.
134. To display the **Advanced Find** dialog box, press CTRL+SHIFT+F.
135. The fastest way to compose a new message is to press CTRL+SHIFT+M.
136. Need to jot a quick note? Press CTRL+SHIFT+N.
137. To create a new contact, press CTRL+SHIFT+C.
138. To go to **Mail** view, press CTRL+1.
139. To go to **Calendar** view, press CTRL+2.
140. To go to **Contacts** view, press CTRL+3.

141. To go to the **Tasks** list, press CTRL+4.
142. To go to **Notes** view, press CTRL+5.
143. To reply to the current e-mail message, press CTRL+R.
144. To forward the current e-mail message, press CTRL+F.
145. To delete the current e-mail message, press CTRL+D.
146. To quickly record selected items in the Journal, press CTRL+J.
147. To quickly remove formatting from selected text, press CTRL+SPACEBAR.
148. To reply to everyone who received the selected message, press CTRL+SHIFT+R.
149. To select several adjacent items, click the first item, and then hold down SHIFT and click the last item.
150. To select several nonadjacent items, click the first item and then hold down CTRL and click each additional item.
151. To select all the items in a folder, click one of the items and press CTRL+A.
152. To send an open message, press ALT+S.
153. To quickly check spelling in an open item, press F7.
154. To select the next or previous item on the timeline in Journal, even if it isn't visible, press the LEFT ARROW key or RIGHT ARROW key.
155. To quickly switch to your Inbox, press CTRL+SHIFT+I.
156. To quickly switch to your Outbox, press CTRL+SHIFT+O.
157. When viewing an open item, you can move to the next item or previous item by pressing CTRL+SHIFT+> or CTRL+SHIFT+<.
158. To quickly switch to viewing by weeks in Calendar, click in **Calendar** and then press ALT+HYPHEN.
159. To quickly mark a message as read, press CTRL+Q.
160. To quickly move between the schedule area and **TaskPad** view in **Calendar**, press CTRL+TAB.
161. To quickly create a new item of the same type as the folder you are in, press CTRL+N. For example, CTRL+N creates a new message in the Inbox or a new task in Tasks.
162. To quickly create a new Journal entry, press CTRL+SHIFT+J.

More Tips

163. **Try the quick way to print an item** Right-click the item, and then click **Print** on the shortcut menu.
164. **Quickly attach a file to a message, task, appointment, meeting request, journal entry, or contact** Open the item, and then on the **Insert** menu, click **File**. Locate the file you want to attach.
165. **Access your newsgroups from Outlook 2003** To access the newsreader from Outlook, on the **View** menu, click **Toolbars**, and then click **Customize**. Under **Categories**, click **Go**, and then under **Commands**, click **News** and drag it to one of your toolbars.
166. **Quickly assign tasks, contacts, or appointments to categories** On the **Advanced** toolbar, in the **Current View** list, click **By Category**, and then drag each item to one or more categories.
167. **Set up automatic archiving for your Outlook folders** Outlook can automatically archive old items by moving them to another file or deleting them. To set up archiving, right-click a folder, point to **Properties** and then click the **AutoArchive** tab for archiving options.

168. **Not sure where your archive folder is?** To see where your archive folder is stored, right-click the **Archive Folders** folder in your **Folder List**. Click **Properties for Archive Folders**. Click **Advanced**, and then look at the **File name** box.
169. **Create a document, worksheet, or presentation** If you have other Microsoft Office programs installed, you can quickly create a new Microsoft Word document, Microsoft Excel worksheet, or Microsoft PowerPoint presentation by pressing CTRL+SHIFT+H.
170. **Hide Outlook when minimized** You can make the Outlook icon appear only in the Windows notification area when you minimize Outlook. While Outlook is running, right-click the Outlook icon in the notification area, and then click **Hide when minimized**.
171. **See where Outlook stores your Mail, Calendar, and Contacts data** On the **Tools** menu, click **Options**. Click the **Mail Setup** tab, and then click **Data files**. Folder locations are listed in the **Outlook Data files** dialog box. Select a data file, and then click **Open Folder**.
172. **Check your spelling in Outlook** On the **Tools** menu, click **Options**. Click **Preferences**, and then on the **Spelling** tab, select options to allow Outlook to correct your spelling, including creating a custom dictionary of frequently used terms and choosing a dictionary in another language to check your spelling.



Microsoft Publisher 2007

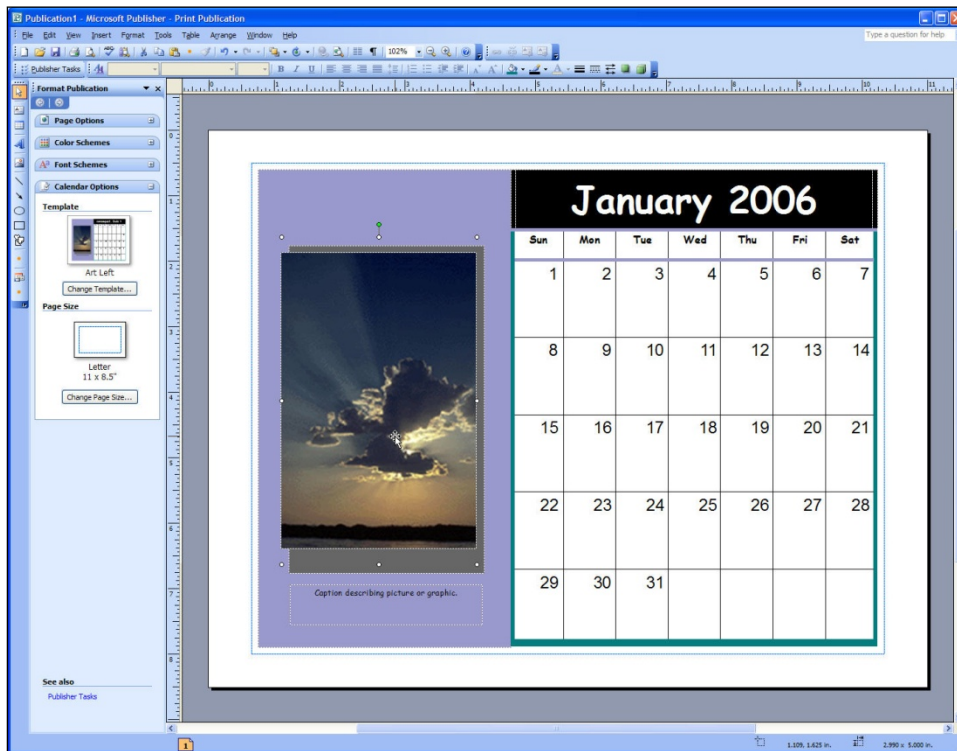
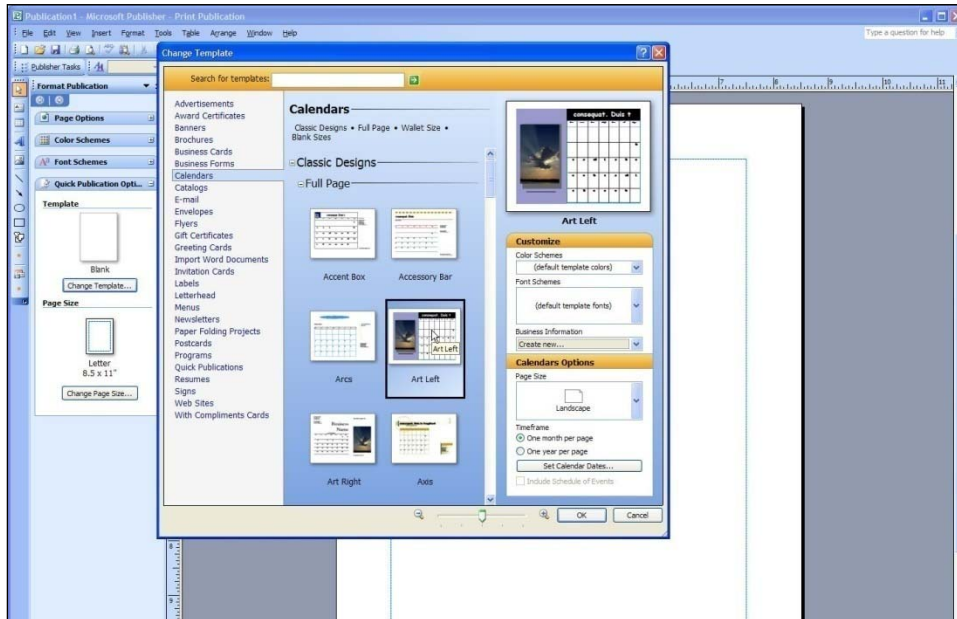
Enhancements to Publisher 2007

Microsoft Publisher is widely considered to be the best application developed by Microsoft. Throughout Microsoft, product managers are directed to look to Publisher for design ideas and guidelines. For those of you who have not used Publisher before, it is an application for producing newsletters, newspapers, and specialized documents other than a letter. It is a little more difficult than Word, but far more powerful. Additionally, with the built-in wizards, even novice users can begin using Publisher immediately without much effort. Presented below is a listing of features that are new in Publisher 2007.

1. **View All Available Templates With Your Customizations Applied** - New professionally selected color schemes and font schemes; or add your own; also add your logo, address, and other contact information and see what this will look like in all of the available templates.
2. **Contextual Guidance To Common Publisher Actions** - Use Publisher Tasks as a guide and resource for creating, authoring, and distributing marketing materials.
3. **Enter Information Once And Use It Anywhere** - Type your contact information once and have it automatically pre-populated whenever you create a publication using Publisher's improved Business Information feature. Save your objects, logo, pictures, or paragraphs for use in any other publications with the Content Library, a permanent, categorizeable clipboard.
4. **Improved E-Mail** - Create professional-quality 2D marketing e-mail layout, add personalization with Email Merge, and get better results with improved HTML generation; also hyperlink within your email using new HTML bookmarks.
5. **Change Your Layout And Let Publisher Do The Heavy Lifting** - Start with an existing user-created or template-based publication and apply a new template. Publisher will look at your content and lay it out into the new template; including newsletter, web, and email templates.
6. **Better Mail-Merge And Catalog-Merge** - Merge text and pictures from multiple lists; sort and filter to find the right set of recipients, edit your list and save it back to the original location, and complete by printing or sending as e-mail.
7. **Save As Pdf** - Export your publications in PDF for full-fidelity distribution or taking to a commercial printer.
8. **Color Sampling** - Sample colors directly from images and other publication objects to apply to lines, fills, text, and other items.
9. **Design Checker Integrated With Send-As-Email And Pack-And-Go** - Now, when exporting as HTML Email or for Pack-and-Go, Publisher's design checker will look for common mistakes and offer an opportunity to fix these so that your email will have less bitmapping or the printing process will run more smoothly.

10. **Two-Sided Printing Wizard** - Publisher will guide you on how to print two-sided even if your printer does not include a duplexing unit.

Presented below are screen shots of Publisher 2010.



Publisher Tips

1. To select multiple objects one at a time, hold down SHIFT as you click each object.
2. Get carried away with crazy formatting? To restore selected text to its original formatting, press CTRL+SPACEBAR.
3. To see a publication as it will print, click the Print Preview button. Press ESC to return to draft view. (Applies to Publisher 2003 and Publisher 2002 only.)



Startup And Settings

4. To display the name of a toolbar button, point to the button.
5. To move a toolbar button, press ALT while dragging the button.
6. To copy a button, press ALT+CTRL while dragging the button. (Applies to Publisher 2003 and Publisher 2002 only.)
7. To remove a button from a toolbar, press ALT and drag the button into the publication window. (Applies to Publisher 2003 and Publisher 2002 only.)
8. To close a dialog box, press ESC.

Creating A Publication

9. To create a new publication using the keyboard, press CTRL+N.
10. To add navigation bars to a Web newsletter in Publisher, click **Design Gallery Object** on the **Insert** menu, click **Web Navigation Bars** on the **Objects by Category** tab, and then choose the design that you want to use in your publication. (Applies to Publisher 2003 and Publisher 2002 only.)
11. Update name, address, & phone automatically in any publication that you base on a pre-designed publication by clicking **Personal Information** on the **Edit** menu.
12. To add just one personal information set component, such as your fax number to a publication, on the **Insert** menu, point to **Personal Information**, and then click the component you want to add.
13. To import a Word document into Publisher so that you can apply a Publisher design to it, click **Import Word Document** on the **File** menu. (Applies to Publisher 2003 and Publisher 2002 only.)
14. To insert the current date in your publication, press ALT+SHIFT+D. (Applies to Publisher 2003 and Publisher 2002 only.)
15. To open one of the last publications you worked on, click the file name at the bottom of the **New Publication** task pane (at the bottom of the **File** menu in Publisher 2000).
16. To select verse to add to a greeting card, click **Select a suggested verse** at the bottom of the **Greeting Card Options** task pane, and then pick the verse options that you want. (Applies to Publisher 2003 and Publisher 2002 only.)

Page Layout

17. To add a page after the current page using the keyboard, press CTRL+SHIFT+N.
18. To add a page to your open publication, go to the page that will either come before or after the pages you want to add, click **Page** on the **Insert** menu, select the options you want, and then click OK.

19. To move a page, click the page on the page sorter and drag it to a new location on the page sorter. (Applies to Publisher 2003 only.)
20. To duplicate a page, hold down the CTRL key while clicking the page you want to copy on the page sorter and dragging it to a new location on the page sorter. (Applies to Publisher 2003 only.)
21. To repeat specific design and layout elements on every page of your publication, such as a watermark, add these design and layout elements to the master page by clicking **Master Page** on the **View** menu. (Applies to Publisher 2003 and Publisher 2002 only.)
22. To move rulers around, press SHIFT and use the mouse to drag them. (Applies to Publisher 2003 only.)
23. To switch between viewing one page at a time, and viewing a two-page spread, click **Two-Page Spread** on the **View** menu.
24. To quickly launch the **Measurement** toolbar, double-click anywhere in the status bar at the bottom of the page except on a page icon.
25. To create a grid to help you position text and graphics evenly on the pages of your publication, click **Layout Guides** on the **Arrange** menu.
26. To hide or show layout guides, ruler guides, and object boundaries, press CTRL+SHIFT+O.

Working With And Customizing The Workspace

27. To use a button on the **Objects** toolbar multiple times, double-click the button. (Applies to Publisher 2003 and Publisher 2002 only.)
28. To zoom in on text that you are typing or any selected object, press the F9 key.
29. To fit a publication to the width of your screen, click the **Zoom** box on the **Standard** toolbar, and then click **Page Width**.
30. To display paragraph marks, tab characters, spaces, and table cell markers, click the **Special Characters (Show Special Characters in Publisher 2000) button** on the **Standard** toolbar.
31. Move the entire page within the workspace using a 5-button mouse - hold down the Forward mouse button as you drag the Hand pointer. (Applies to Pub 2003 only.)
32. Zoom in on a specific part of a page using a 5-button mouse, click and drag with the Back mouse button on the area you want to zoom in on. (Applies to Pub 2003 only.)
33. To fill the workspace with the entire page using a 5-button mouse, click once on the Back mouse button. (Applies to Publisher 2003 only.)
34. To undo the change you applied to a publication (for most changes), click the **Undo** button on the **Standard** toolbar.
35. To undo or redo several changes at the same time, click the arrow next to the **Undo** button or **Redo** button. (Applies to Publisher 2003 and Publisher 2002 only.)
36. To display a shortcut menu, click the right mouse button.

Working With Graphics And Objects

37. To measure an object, click the object you want to measure, and then look in the lower-right corner of the status bar at the bottom of the screen.
38. To copy all attributes of an object to several objects, double-click the **Format Painter** button, and then select several objects in succession. Click **Format Painter** again when you're done.

Moving And Grouping Graphics

39. To select multiple objects one at a time, hold down SHIFT as you click each object.
40. To select all of the objects on a page, click **Select All** on the **Edit** menu.
41. To rotate an object freely in 15-degree increments, select the object you want to rotate, hold down SHIFT, point to the green rotation handle, and drag the mouse in the direction you want the object to rotate. (Applies to Publisher 2003 and Publisher 2002 only.)
42. To rotate an object freely in 15-degree increments, hold down both CTRL and ALT as you drag the object with the Rotator. (Applies to Publisher 2000 only.)
43. To align objects down the center of a page, select the objects you want to align, point to **Align or Distribute** on the **Arrange** menu, and then click **Relative to Margin Guides**, then point to **Align or Distribute** on the **Arrange** menu, and then click **Align Center**. (Applies to Publisher 2003 and Publisher 2002 only.)
44. To align objects down the center of a page, select the objects, click **Align Objects** on the **Arrange** menu, click **Centers** under **Left to right** and **Top to bottom**, and select the **Align along margins** check box. (Applies to Publisher 2000 only.)
45. To keep the center of an object in the same place when resizing the object in your publication, click the object, then hold down CTRL while you resize the object. Release the mouse button before you release CTRL.
46. To resize an object while maintaining its original proportions, click the object and then hold down SHIFT while you resize the object from one of the corners. Release the mouse button before you release SHIFT.
47. To move an object forward or backward within a stack of objects, point to **Order** on the **Arrange** menu, and then click the option that you want. (Applies to Publisher 2003 and Publisher 2002 only.)
48. To move an object forward or backward within a stack of objects in Publisher 2000, click the **Bring** or **Send** command you want on the **Arrange** menu.

Creating graphics

49. To quickly create a mock-up using an empty picture frame as a placeholder for a graphic, click the **Picture Frame** button on the **Objects** toolbar, click **Empty Picture Frame**, and then drag the mouse on your publication until you have the size you want. (Applies to Publisher 2003 only.)
50. To replace a placeholder graphic in a pre-designed publication, right-click the graphic (you might have to click it twice if it's part of a group), point to **Change Picture**, and then click the option that you want. (Applies to Publisher 2003 and Publisher 2002 only.)
51. To create a perfect circle, hold down SHIFT while dragging a shape on your publication using the **Oval** tool from the **Objects** toolbar.
52. To save a group of objects as a picture, right-click the frame of the group you want, and then click **Save As Picture**. (Applies to Publisher 2003 and Publisher 2002 only.)
53. To add a Publisher-designed object from the Design Gallery to your publication, click **Design Gallery Object** on the **Objects** toolbar.
54. To add slanted, arched, or stretched words to your publication, point to **Picture** on the **Insert** menu, and then click **Word Art**. (Applies to Publisher 2003 and Publisher 2002 only.)

55. To add slanted, arched, or stretched words to your publication in Publisher 2000, click **Object** on the **Insert** menu, click the **Create New** option, and then click **Microsoft WordArt**.

Working with text, Fonts

56. For a quick way to make your publication look professional with fonts that look good together, select a font scheme by clicking **Font Schemes** on the **Format** menu, and then clicking a font scheme in the **Font Schemes** task pane. (Applies to Publisher 2003 and Publisher 2002).
57. To select a different font using the keyboard, press CTRL+SHIFT+F and then enter or select the font you want (in the **Font** list on the **Formatting** toolbar.)
58. To quickly change the fonts in a pre-designed publication, click **Font Schemes** on the **Format** menu, and then click the font scheme you want in the **Font Schemes** task pane. (Applies to Publisher 2003 and Publisher 2002 only.)
59. To select a different font size using the keyboard, press CTRL+SHIFT+P and then enter or select the size you want (in the **Font Size** list on the **Formatting** toolbar.)
60. To use the keyboard to increase or decrease the size of selected text by 1 point, select the text you want to change, and then press CTRL+] or CTRL+[.
61. To use the keyboard to increase or decrease your font size to the next smaller size in the **Font Size** box, highlight the text you want to change, and then press CTRL+SHIFT+> or CTRL+SHIFT+<.
62. To use the keyboard to increase or decrease space between letters in a word (kerning), select the text you want to change, and then press CTRL+SHIFT+} or CTRL+SHIFT+{.

Formatting

63. To remove all text formatting, select the text you want, click **Styles and Formatting** on the **Format** menu, and then click **Clear Formatting** in the **Styles and Formatting** task pane. (Applies to Publisher 2003 and Publisher 2002.)
64. To restore selected text to its original formatting, press CTRL+SPACEBAR.
65. To copy formatting from one object or paragraph to another, select the item with the format you want to copy, click the **Format Painter** button on the **Standard** toolbar, and then click the object or paragraph you want to format.
66. To change the color of text, click the arrow next to the **Font Color** button (click the **Font Color** button in Publisher 2000) on the **Formatting** toolbar, and click the color you want.
67. To apply or remove bold, italic, or underline formats on selected text, press CTRL+B, CTRL+I, or CTRL+U.
68. To create a numbered or bulleted list, click the **Numbering** or **Bullets** button on the **Formatting** toolbar.

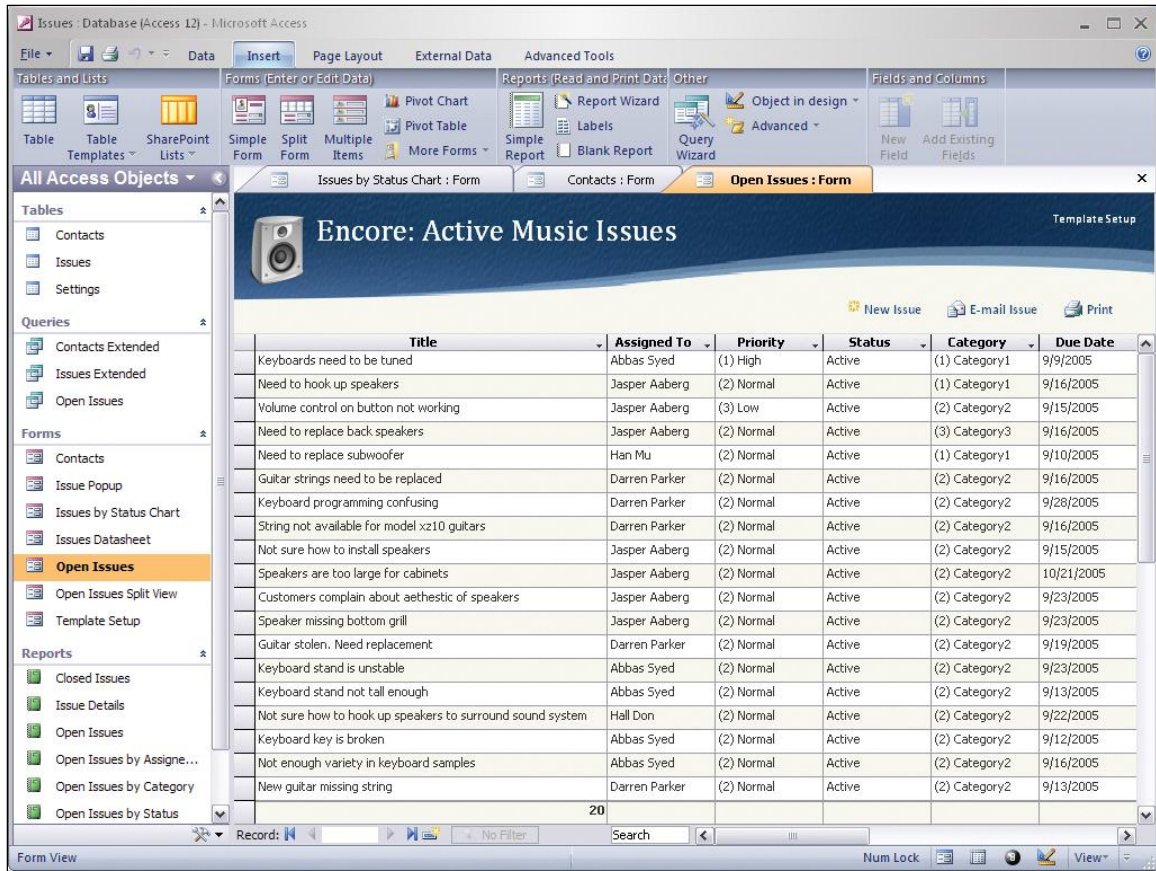
Editing

69. To insert a manual line break, click where you want to break a line of text, and then press SHIFT+ENTER.
70. To insert an indented line of text under an item in a bulleted or numbered list without having a bullet or number appear, press SHIFT+ENTER at the end of the preceding line, and then type the text.
71. To quickly replace text, select it and type.

72. To create and format a table, point to **Insert** on the **Table** menu, click **Table**, and then click an option in the **Table format** list. (Applies to Publisher 2003 and Publisher 2002 only.)
73. To go to the beginning or end of a line, press HOME or END.
74. To create superscript or subscript text, select the text and press CTRL+PLUS SIGN or CTRL+EQUAL SIGN.
75. To move selected text between windows, drag it to another window.
76. To copy selected text between windows, press CTRL while you drag it to another window.
77. To select all of the text in a story, press CTRL+A.

Printing

78. To quickly find a commercial printer prepared to handle Publisher files, click **Microsoft Office Online** on the **Help** menu, click **Publisher** on the Office Online home page, and then click **Find a local printer** on the Publisher home page.
79. To ensure that you don't leave any essential files behind when you deliver a publication to a commercial printer or move it to a new computer, point to **Pack and Go** on the **File** menu, and then click the option you want.
80. To see a publication as it will print, click the **Print Preview** button. Press ESC to return to draft view. (Applies to Publisher 2003 and Publisher 2002 only.)
81. To print specific pages of a publication on your desktop printer, click **Print** on the **File** menu. Under **Print range**, click **Pages**, and then type the page numbers of the first page and last page of the range you want to print in the **From** and **To** boxes.



Microsoft Access 2007

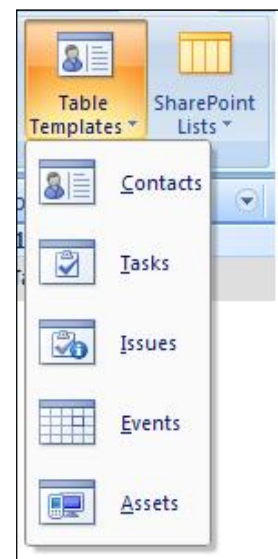
Enhancements to Access 2007

One of the most basic tasks in Access is creating somewhere to put data - designing schema. Access 2010 can create schema by example, where the user simply starts typing into a grid (the "datasheet") and Access guesses the data types automatically. This is ideal for beginning users, and Access 2010 automatically creates an ID column for each table, so there's a unique index for the table, and the user has something to build joins on as she gets more sophisticated. The basic schema by datasheet experience looks like this:

	Issue	Assigned to	Due Date	Status	My Field
*					

To perform this operation, the user simply starts typing in the header row to set column names, then types data in the rows below to fill-in the table. Access guesses the data types as the user does this.

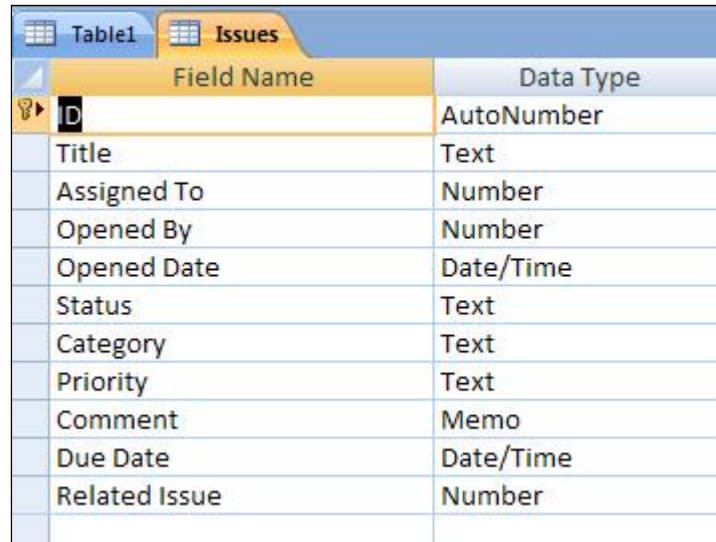
Table Templates – While simple tables are rather easy to create, one of the key problems that new users have in Access is creating well-structured databases. The tracking apps will help by creating normalized schemas for the most common applications, but many users will need to build their own databases without starting from the tracking apps. In this case, Table Templates provide a way for users to get well-structured single tables that they can easily add to their own applications. To accomplish this, Access 2010 provides a simple entry point on the ribbon as shown to the right:



The entry provides a list of five (5) basic common table types that the user can simply drop into her application and extend or use as is. An example would be the Issues table, which looks like this:

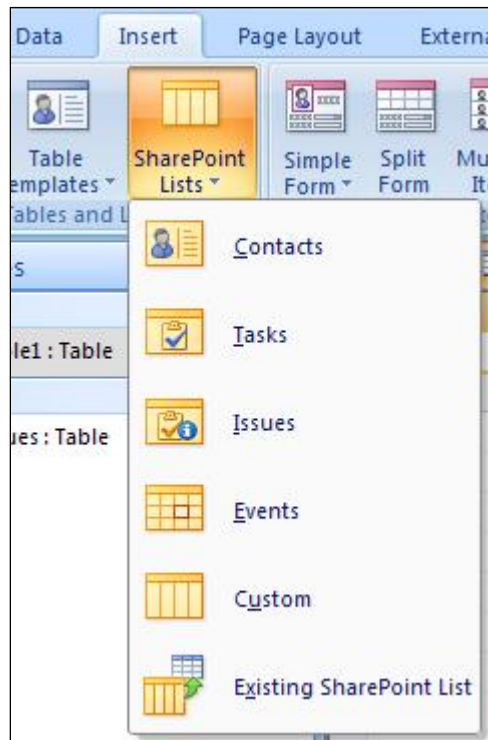
	Title	Assigned To	Opened By	Opened Date	Status
				14-Mar-06	Active
*				14-Mar-06	Active

The full list of fields is easier to see in the table designer:

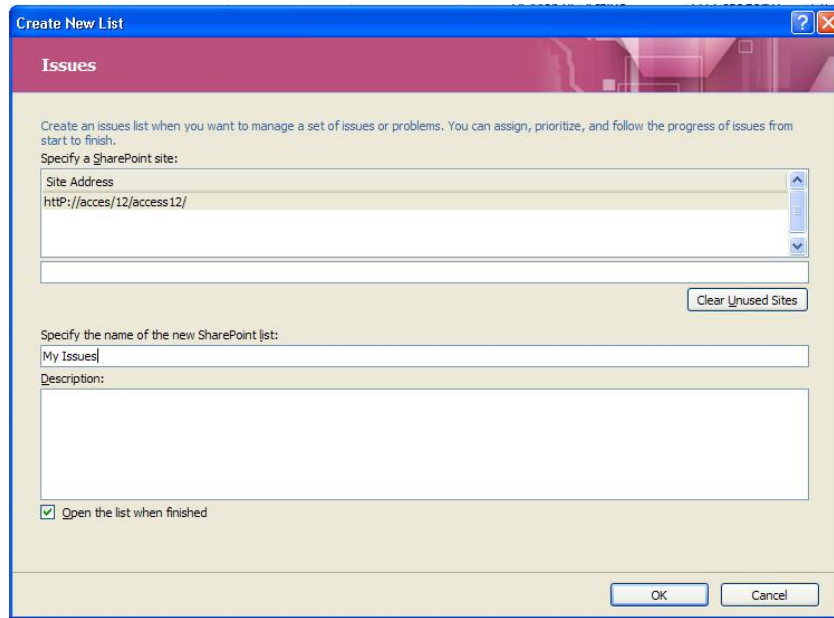


Field Name	Data Type
ID	AutoNumber
Title	Text
Assigned To	Number
Opened By	Number
Opened Date	Date/Time
Status	Text
Category	Text
Priority	Text
Comment	Memo
Due Date	Date/Time
Related Issue	Number

SharePoint List Templates - Access 2010 also provides a set of templates for SharePoint lists similar to that for local tables. This list is available from a button in the ribbon right next to the Table Templates:

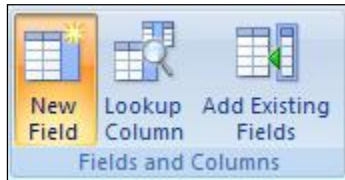


It has a similar list of tables, with the exception of Custom (which creates a simple SharePoint list that you can then extend) and it also provides an alternate way to link to an existing SharePoint list. Selecting one of these lists brings up a prompt for the appropriate server and a name for the list:

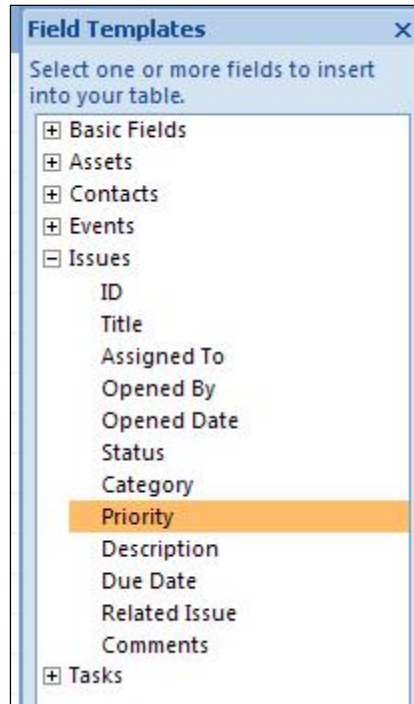


The schemas for these lists are similar to those for the local tables, the only difference being that the SharePoint lists are created on the server and linked to Access.

Field Templates - Users who want to create their own tables can still get help building well-structured fields (i.e. with appropriate data types and lengths) from the Field Templates. Here the user selects the field templates button on the ribbon and gets a list of potential fields. This list contains a set of generic fields, and then all the individual fields from the Table Templates above. Click the image below to see the list of available fields for Issues.



The user then simply drags and drops the appropriate field into their table.



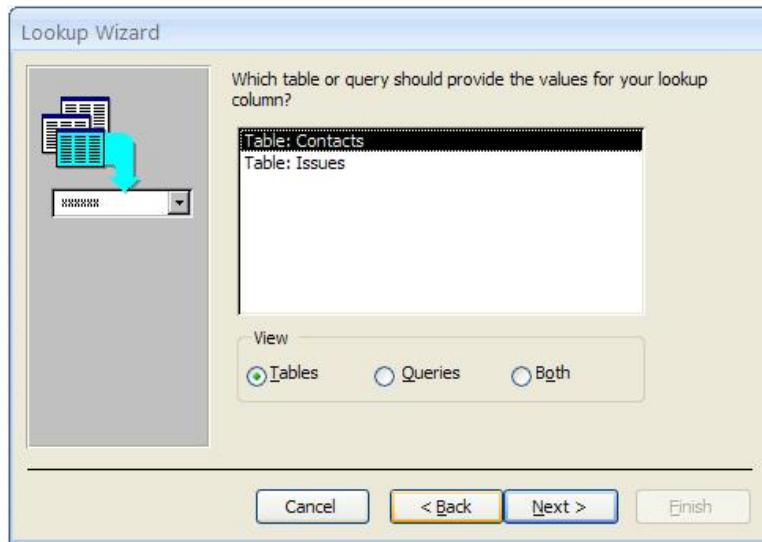
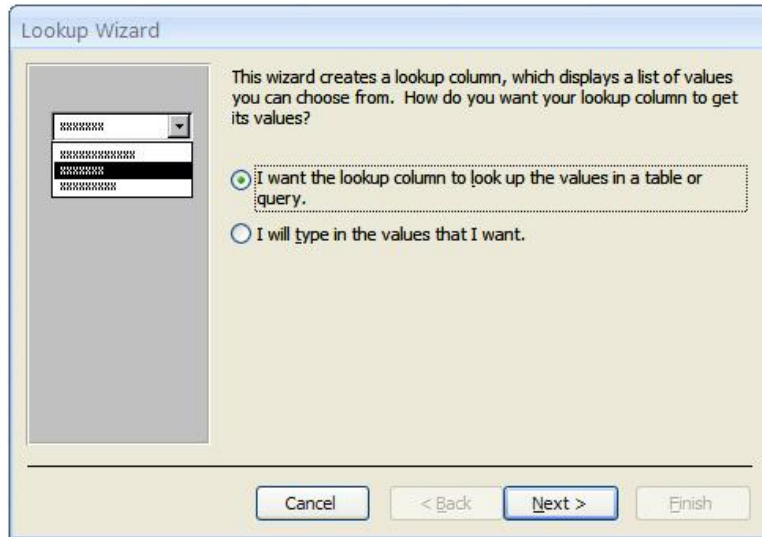
Lookup Fields and Complex Data - Access has supported "Lookup Fields" for several versions and has added power to the feature for Access 2010 by allowing for multi-valued lookups. Lookup fields are simply fields that present a different value in their control than they store in the table. In the Issues example we've been using, "Assigned to" and "Opened by" are both lookups. The Issues table stores the ID of the entry in the Contacts table, but whenever the user sees the Issues table, they see the Contact Name rather than the number. This is simply good database practice (normalized data, joined on unique identifiers), but made easy enough for non-developers.

Access 2010 extends the lookup concept by enabling multi-valued lookups. Where a lookup is really just a join made easy, a multi-valued lookup is simply a many-to-many join made easy. In XML terms this would be represented as an optional repeating value, which is why we think of this internally as support for complex data. SharePoint uses these data structures in a number of places (e.g. support for multiple attachments for each item in a list), so Access needed to add similar support to provide schema symmetry, but the concept is broadly useful outside the context of SharePoint. In our Issues example, the user may want to assign an issue to more than one person. This was do-able before, but required a lot of work (building the join table, setting up the relationships) and a lot of knowledge (i.e. *how* to build the join table, etc.). The Lookup Wizard now does all this for the user.

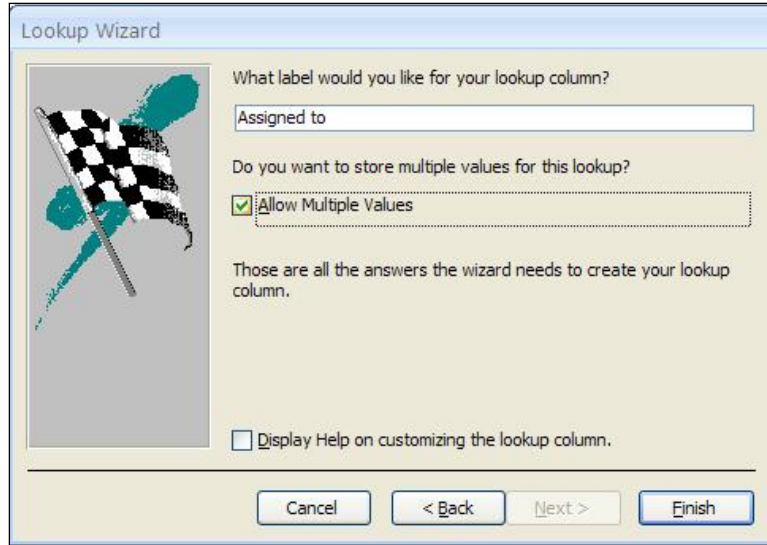
The user simply starts by clicking the Lookup Column button on the ribbon (with a column selected in the datasheet):



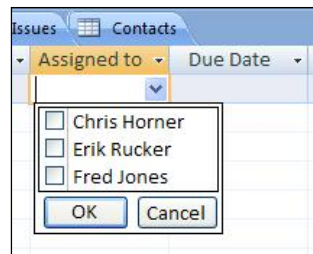
Then the user goes through the wizard as they did before:



On the last pane of the wizard, select "Allow Multiple Values" and hits finish. This automatically builds (and hides) the join table and sets up the relationships, so the experience is just the same as for a standard lookup.



The key difference, though, is that the user can now select multiple people in the Assigned to column:





Microsoft Office PowerPoint 2007

Creating Professional Presentations

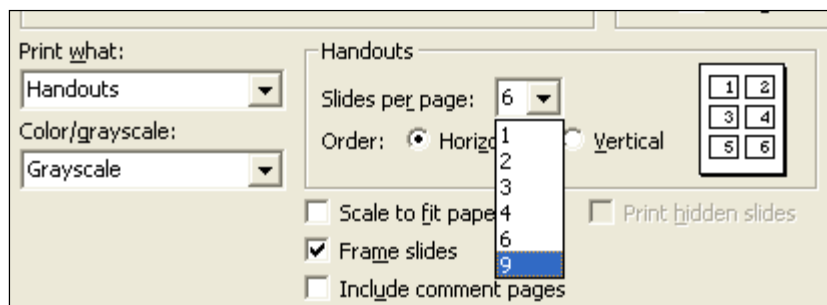
Introduction

Communication is frequently identified as the primary key to the success of any business. All businesses must continually communicate with employees, customers, shareholders, prospects, vendors, etc. Given this premise, one should naturally ask “what tools exist to help our organization communicate better?” The answer is Microsoft PowerPoint. PowerPoint is designed to help you convey information, and it does so in a surprisingly wide variety of ways. This article will broaden your perception of PowerPoint and inform you about some of the simple but powerful features that can help you use this product more efficiently.

The “Projection System Required” Myth

Many people are under the wrong impression that you must use a computer and projection system to deliver a PowerPoint presentation- this is not the case. While PowerPoint is ideally suited for a computer projection system, there are many ways in which you can deliver a PowerPoint slide show without the use of a projection system, as follows:

Printed Pages – PowerPoint slide shows can be printed to paper with your choice of 1, 2, 4, 6 or 9 slides per page. If desired, you can suppress the slide show background to make the slides more readable, especially when printed on a black and white printer. Assuming duplex printing (2-sided page printing), you could print a 36-page PowerPoint slide show on just 2 pieces of paper (using 9 slides per page). This would allow you to provide handouts to all meeting participants, hence they will not have to frantically take notes to capture the content of your slide show.

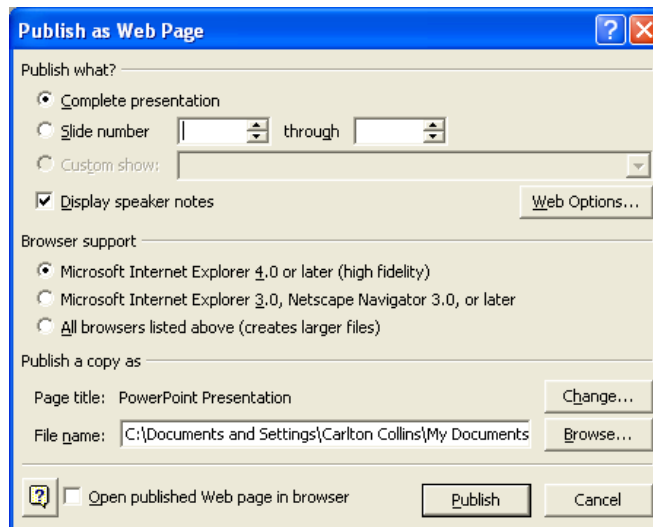


Printing 9 slides per page

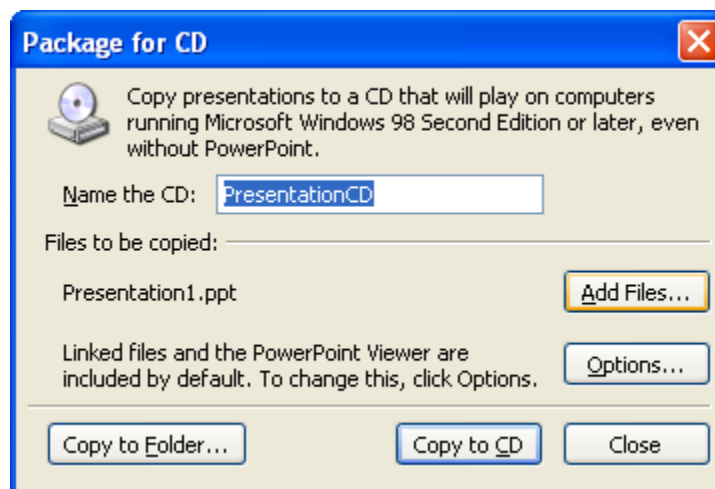
Transparencies - PowerPoint slide shows can be printed to transparencies, which can then be used on an overhead projector. Of course transparencies can be printed in black and white or color. This approach allows you to use a simple overhead projector to deliver your presentation, a low tech approach that may offer less risk compared to using a laptop and computer projection system. Such

a solution might be preferable for travelers who prefer to leave their laptop computers at the home or for use as a backup delivery method.

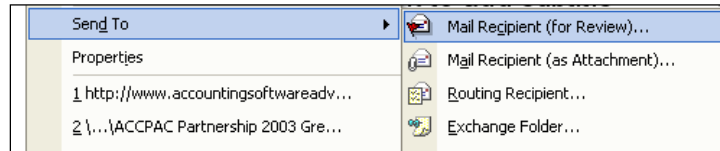
Publish As a Web Page – PowerPoint slide shows can be published to the web instantly using the built-in web publishing wizard. This option allows you to make your PowerPoint slide show instantly available to your meeting group, as well as the rest of the world. A key benefit of this approach is that your complete slide show, including animations and sound will automatically work on the published web site.



Packaged for CD - The Packaged for CD wizard will package your PowerPoint presentation to run on another computer, including linked files, animations, TrueType fonts, etc. You can also choose to include the Microsoft PowerPoint Viewer which will allow the Packaged for CD file to run on a computer that doesn't have Microsoft PowerPoint installed.

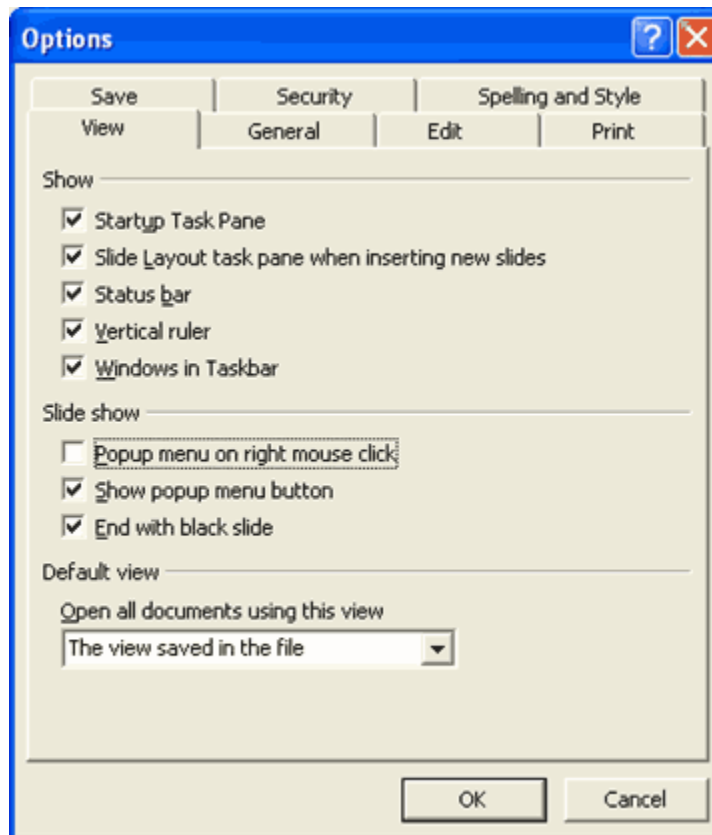


E-Mail – Of course we should not overlook the fact that PowerPoint slide shows can be e-mailed directly to a recipient, or group of recipients. PowerPoint provides this capability from the File menu as shown below.



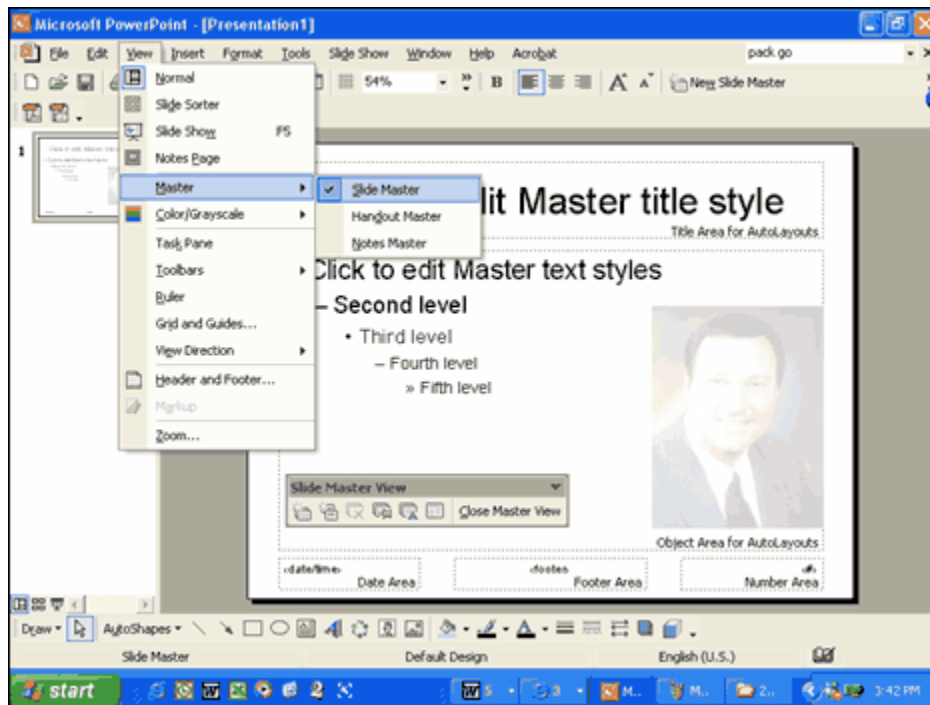
Advancing Slides Tip

When delivering a PowerPoint presentation, you already know the left mouse button will advance the slide show with each left mouse click. However, as a default, the right mouse button pops up a menu, rather than displaying the previous slide. This can result in an awkward moment in the presentation when the presenter truly wants to slip back to the previous slide. Instead of fumbling with this dialog box, I find it is better to set the presentation to display the previous screen on right mouse click. To do this, in the Tools menu, select **Options**, select the **View** tab, and clear the **Popup menu on right mouse click** box as shown below.



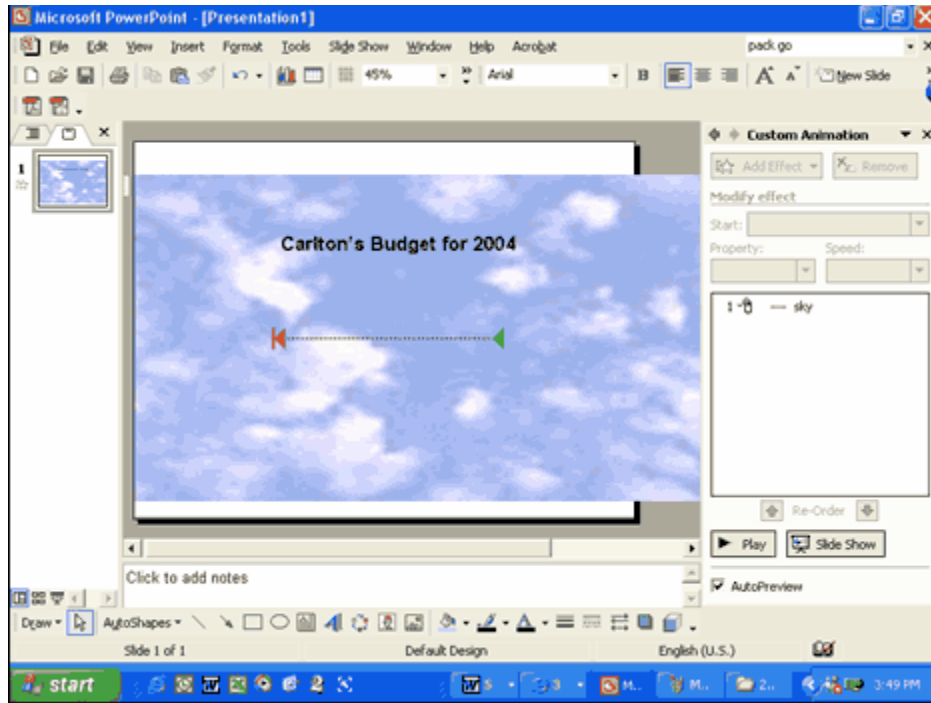
Controlling the Master Slide

PowerPoint provides a slide master page which allows you to set up the background, fonts, and formats to be used for every page throughout your slide show. Setting up the slide master page first makes it easier to then position your text and objects in an attractive manner as you create your presentation. The slide master page is accessed under the **View** menu. In the sample screen below, you can see I have inserted a washed-out image of myself as part of the background—this image will now appear on all slides.



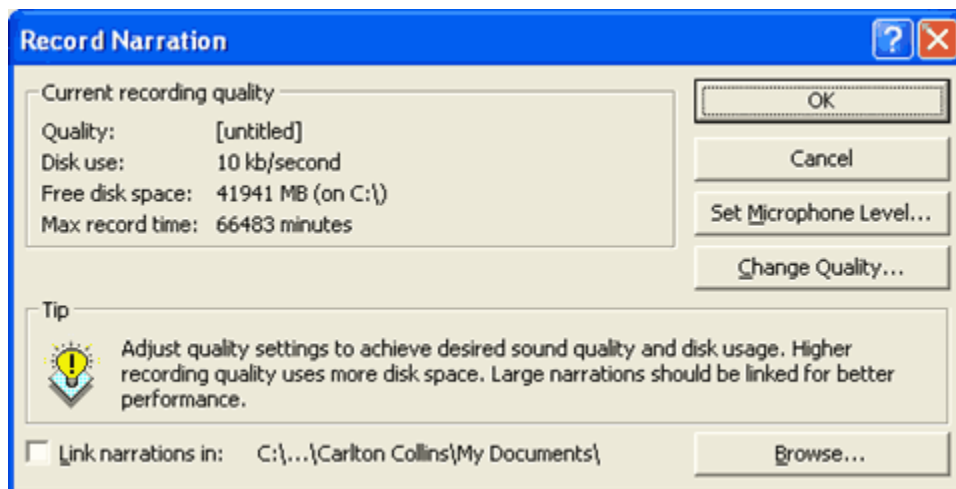
Custom Animations

By selecting the **Slide Show** menu and clicking on **Custom Animation**, you can create motion paths that cause text and pictures to move across the screen. However, a rather professional effect can be achieved by using a motion path on an object larger than your slide, such as a photograph. In the example presented in Figure 1.3, I have inserted a picture of clouds which is larger than the slide, and applied an animation in which this image crawls slowly across the screen. When displayed, the text remains stationary as the background image seems to slowly float by. This illusion makes this slide play more like a movie and results in an interesting affect.



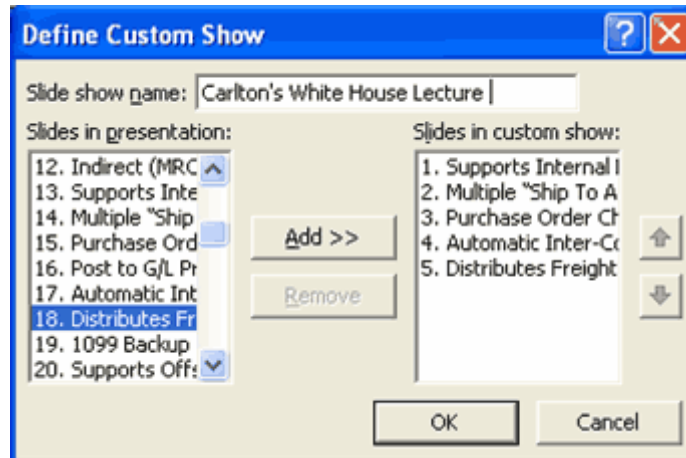
Recording Narration

Once you have completed your PowerPoint presentation, you can run the slide show on your computer and use a microphone to record your comments, advancing the slides as you speak. The resulting product is a self-running slide show, complete with your voice embedded in the presentation. This file can then be sent to others who can view the slide show and hear your voice walk them through the various slides. To use this feature, in the **Slide Show** menu, click **Record Narration**. As you speak, your voice is saved as a sound clip which is associated with each slide—you can re-record any individual slide's narration as needed.



Custom Shows

You can create different versions of your PowerPoint presentation, and save them as "custom shows." For example, the screen below shows how I pared down my primary PowerPoint presentation, which runs 90 minutes in length, to create a custom 10-minute version of this presentation using only five slides. With this approach, I can maintain multiple versions of my presentation, but I need only update a given slide once to have those updates automatically reflected in all of my custom shows. In the **Slide Show** menu, click **Custom Shows** to take advantage of this option.



Conclusion

PowerPoint can help you develop, organize and present information. I find that developing materials in PowerPoint can be five times faster than developing materials in my word processor. Why? Because PowerPoint invites you to develop your material using bullets, lists, charts, and pictures whereas your word processor begs for complete paragraphs including introductory and conclusion sentences. With a word processor you end up writing more, reviewing more, and then summarizing more in order to deliver your presentation.

PowerPoint also helps you organize your presentation. Once the data is assembled, you can reorganize slides by simply clicking and dragging them to a new position. You can even lasso multiple slides and move them with one drag of the mouse. This type of organization is much more difficult to accomplish in a word processing environment.

PowerPoint also helps you deliver a presentation because the slides act as your lecture notes. These notes keep you on course. Audience participants whose minds naturally drift away can use the slides to catch up to you in your presentation. Presenters who have a natural fear of speaking in public are comforted somewhat because PowerPoint draws the audience's eyes more toward the screen, and away from the presenter. In this manner, the reluctant presenter does not feel quite as nervous. PowerPoint is also a

great platform for presenting pictures and charts which plays into the old adage that a picture is worth a thousand words.

Of course, death by PowerPoint is an all-too-frequent occurrence at many conferences, and presenters should be mindful to avoid boring their audience to tears with dozens of slides. Presenters should also avoid building slides which contain complete sentences because this often results in the presenter simply “reading” the slides to the audience – a situation which always comes across negatively. As a general rule, use one PowerPoint slide for every five minutes of lecture.

In conclusion, PowerPoint is a great tool which helps you deliver information. As we have learned, PowerPoint is not only good for live presentations, but it also is useful for developing and delivering presentations through e-mail, the web and even the printed page.

PowerPoint Tips

1. When you're running an automatic slide show, to stop or restart it, press S or PLUS SIGN.
2. To increase the default size for sounds you can embed (and therefore not have to link to), on the **Tools** menu, click **Tools**, and then, on the **General** tab, increase the **Link sounds with file size greater than ___ Kb** setting to a size just larger than your largest sound file, up to 50,000 KB (50 MB). Click **OK**. This one has come in might handy more times than I can remember.
3. Go to the first or next hyperlink on a slide by pressing TAB.

Navigating

4. Stop or restart an automatic slide show by pressing S or PLUS SIGN.
5. End a slide show by pressing ESC, CTRL+BREAK, or HYPHEN.
6. Go to slide *number* by pressing *number*+ENTER.
7. Go to the next hidden slide by pressing H.
8. Return to the first slide by pressing 1+ENTER (or press both mouse buttons for 2 seconds).

Pausing

9. Display a black screen, or return to the slide show from a black screen by pressing B or PERIOD.
10. Display a white screen, or return to the slide show from a white screen by pressing W or COMMA.

Rehearsing

11. Set new timings while rehearsing by pressing T.
12. Use original timings while rehearsing by pressing O.
13. Use mouse-click to advance while rehearsing by pressing M.

Annotating

14. Erase on-screen annotations by pressing E.
15. Show or hide ink markup by pressing CTRL+M.

Working With The Pointer During A Slide Show

16. Show or hide the arrow pointer and **Slide show** toolbar by pressing A or =.
17. Hide the pointer and **Slide show** toolbar immediately by pressing CTRL+H.
18. Hide the pointer and **Slide show** toolbar in 15 seconds by pressing CTRL+U.
19. Redisplay hidden pointer and/or change the pointer to a pen by pressing CTRL+P.
20. Redisplay hidden pointer and/or change the pointer to an arrow by pressing CTRL+A.

Working With Animations

21. Perform the next animation or advance to the next slide by pressing N, ENTER, PAGE DOWN, RIGHT ARROW, DOWN ARROW, or the SPACEBAR (or click the mouse).
22. Perform the previous animation or return to the previous slide by pressing P, PAGE UP, LEFT ARROW, UP ARROW, or BACKSPACE.

Working With Hyperlinks

23. Go to the first or next hyperlink on a slide by pressing TAB.
24. Go to the last or previous hyperlink on a slide by pressing SHIFT+TAB.
25. Perform the "mouse click" behavior of the selected hyperlink by pressing ENTER while a hyperlink is selected.
26. Perform the "mouse over" behavior of the selected hyperlink by pressing SHIFT+ENTER while a hyperlink is selected.

Displaying Additional Tools

27. View the Windows task bar by pressing CTRL+T.
28. Display the **All Slides** dialog box by pressing CTRL+S.
29. Display the shortcut menu by pressing SHIFT+F10 (or right-click).
30. See a list of keyboard shortcuts by pressing F1.

Working With AutoShapes In Normal View

31. Copy the formatting style of the currently selected shape by pressing CTRL+SHIFT+C.
32. Paste the formatting style of the currently selected shape by pressing CTRL+SHIFT+V.
33. Paste only text formatting by selecting only the text in the text box, and then pressing CTRL+SHIFT+V.
34. Use the **More AutoShapes** command (click the **AutoShapes** button on the **Drawing** toolbar) to display the **Clip Art** task pane, where you can search for and insert clip art.
35. Quickly convert one AutoShape to another without losing formatting changes by selecting the shape you want to change, clicking the **Draw** button (on the **Drawing** toolbar), pointing to **Change AutoShape**, and then clicking the new AutoShape.

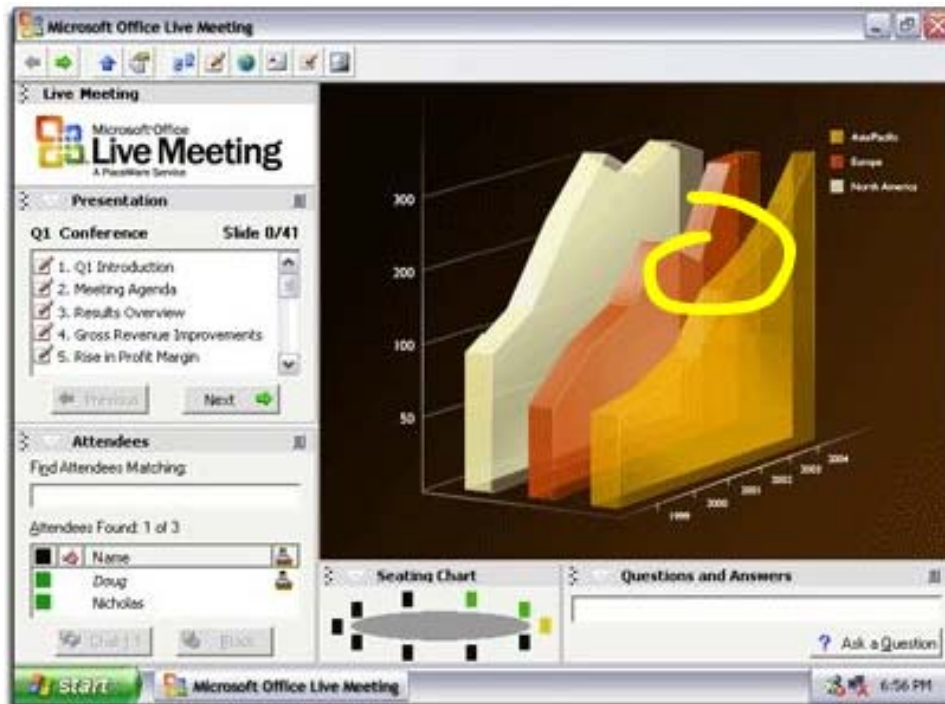


Microsoft Office Live Meeting

Microsoft Live Meeting



Surveys show that most business professionals consider some meetings to be important, most meetings are simply a large waste of time, particularly when extensive travel is involved. In today's world technology has changed the face of meetings from long and expensive ordeals that eat cash and rob companies of productivity, into quick and inexpensive tasks that make meetings almost as simple as a phone call. Using the internet and your computer, you can now meet with one to one thousand people from the comfort of your own desk. The software that makes this work is Microsoft Live Meeting, and it promises to be the next great technology break through that will change the way business does business. The live meeting screen is shown below.



Not only does Live Meeting allow you to hold meetings without incurring heavy travel and travel expenses, but it is changing the core structure of the businesses operate. For example, not too long ago, it was common for companies to hire employees that lived locally and provide them with office space in a centralized building. This meant that either the pool for hiring talent was limited to the immediate area or that large costs would be incurred to relocate employees and their families. Today, things are different.

It is now practical for companies to hire employees who live thousands of miles away, and work closely with those employees using technologies such as e-mail, remote access, and Live Meeting to make them an integral part of the organization. This means that companies can now hire from around the world in order to find the best talent at the lowest salaries. Outsourcing is one example of an industry that has risen in recent years based largely on these new technologies. While the media tends to discuss outsourcing in the context of losing American jobs, it is true that many foreign countries have outsourced jobs to the United States.

The continued march of technology advancement has left millions of companies and many industries in the dust. For example, Wal-Mart used superior supply chain technology to bury the competition and force K-Mart, JC Penny's and federated Department stores into bankruptcy. Internet based meetings are having a similar impact as those companies that conduct numerous small and inexpensive meetings daily are leaner and meaner than those older traditional companies that rely on expensive travel intensive, long lasting meetings that occur only periodically. Some of the highlights of Live Meeting are as follows:

1. Meet with colleagues, customers, and suppliers, no matter where you are.
2. Meet with just one person, or as many as two thousand people at the same time.
3. You can edit files together such as a Word document or excel worksheet.
4. You can collaborate on a whiteboard, drawing a diagram or laying out a critical path chart – and the whiteboard image can be captured, saved, and shared with others.
5. The entire Live Meeting event can be recorded and archived or shared with others. Record your presentation as easily as clicking the mouse, without any special equipment required. It is easy for people who missed the meeting (or class) to view recordings on-demand using Microsoft Windows Media Player or by downloading the recording for viewing at their convenience. You can leverage your presentation many times with full-quality recordings.
6. Secure Sockets Layer encryption means that your meetings are absolutely secure from prying eyes.
7. Live meeting is integrated with Outlook to make scheduling as simple as sending an e-mail.
8. Live Meeting leverage the full capabilities of Microsoft Office PowerPoint presentations with high-resolution support for all types of animations and slide transitions, and enable participants to better engage by switching in or out of full-screen view as they choose.
9. Live Meeting allows participants to share any printable document on-the-fly for online review or editing. With the high-resolution viewer, participants can zoom in or zoom out without losing the quality of text and graphics.
10. Live Meeting allows participants to share control of software on your desktop without losing sight of participant feedback or text questions.

11. Meeting participants can request control, and presenters can quickly grant control to any participant. This is useful for demonstrating a complex system such as Great Plains Software to a potential purchaser.
12. Live Meeting a Question Manager that enables any of the presenters to view and respond to questions by replying to individuals or to all participants.
13. Live Meetings interactive tools include: Real-Time Polls, Mood Indicator, Chat, Annotations, Whiteboard, Text Slide, and Web Slide.
14. Internet Audio Broadcast enables presenters to stream audio over the Internet so participants only need the speakers on their PC to participate.
15. Live Meeting incorporates the Microsoft Office look and feel which means that this tool is very intuitive for Microsoft Office users.

The presenter can even run a camera so that participants can see the presenter, including facial expressions, hand gestures, or even visual aides as shown below.



Top 10 Benefits of Live Meeting

According to Microsoft, Live Meeting can help you participate in meetings around the world, at a moment's notice, and at a fraction of the cost. On the Live Meeting web site, Microsoft lists the following top 10 benefits of Live Meeting.

- 1. Travel Less** - Save time and money by meeting online and avoid all the hassles of business travel.
- 2. Increase Productivity** - Spend your time wisely and avoid downtime associated with getting to and from your meetings. You can meet more frequently with customers, colleagues, and business partners, thereby increasing your business output in the same amount of time.

3. Reduce Costs - By conducting online meetings, online training, and online events, Live Meeting helps you save money compared to the cost of conducting business face-to-face.

4. Easily Collaborate - All you need is a computer with an Internet connection to conduct your online meetings. Live Meeting works directly with your other business productivity applications, such as Microsoft Office and Windows Messenger.

5. Use One Service For All Your Online Meetings – Live Meeting supports all types of online meetings, from small collaborative team meetings, to training, and even events with thousands of participants.

6. Deliver Effective Online Presentations - With Live Meeting, you can deliver remote presentations with the same effectiveness as being in person. With full support of Microsoft Office PowerPoint animations and transitions, and the ability to receive real-time feedback from your audience, you can successfully get your point across without having to be in the same room.

7. Extend Your Customer Base—Without Geographical Limits - Widen your potential client and customer base. Easily access people—no matter where they are. Reach more people, in less time.

8. Collaborate In Real Time - Share, collaborate, and discuss your projects in real time. Windows of opportunity are short, and you can't afford to wait for everyone to be in the same place, at the same time. Make critical decisions quickly, with all the stakeholders, regardless of geography.

9. Get Easy Administration And Deployment - Whether you are a company with 5 employees or 50,000 you can easily enable everyone in your organization to conduct effective online meetings. With a variety of administration tools, you can comply with corporate policies and easily manage users of the Live Meeting service.

10. Instant Meetings - Live Meeting enables you to conduct your online meetings, training, and events at a moment's notice, anytime, anywhere.

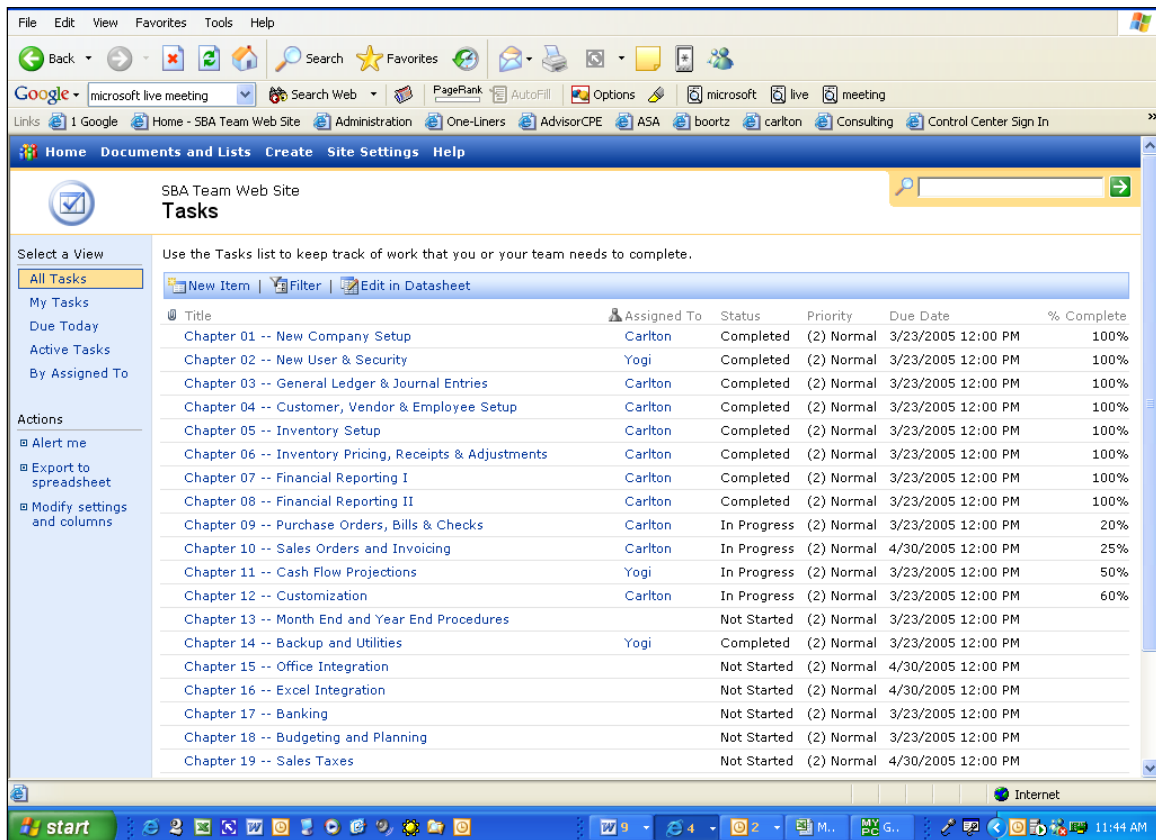


Microsoft Office SharePoint Designer 2007

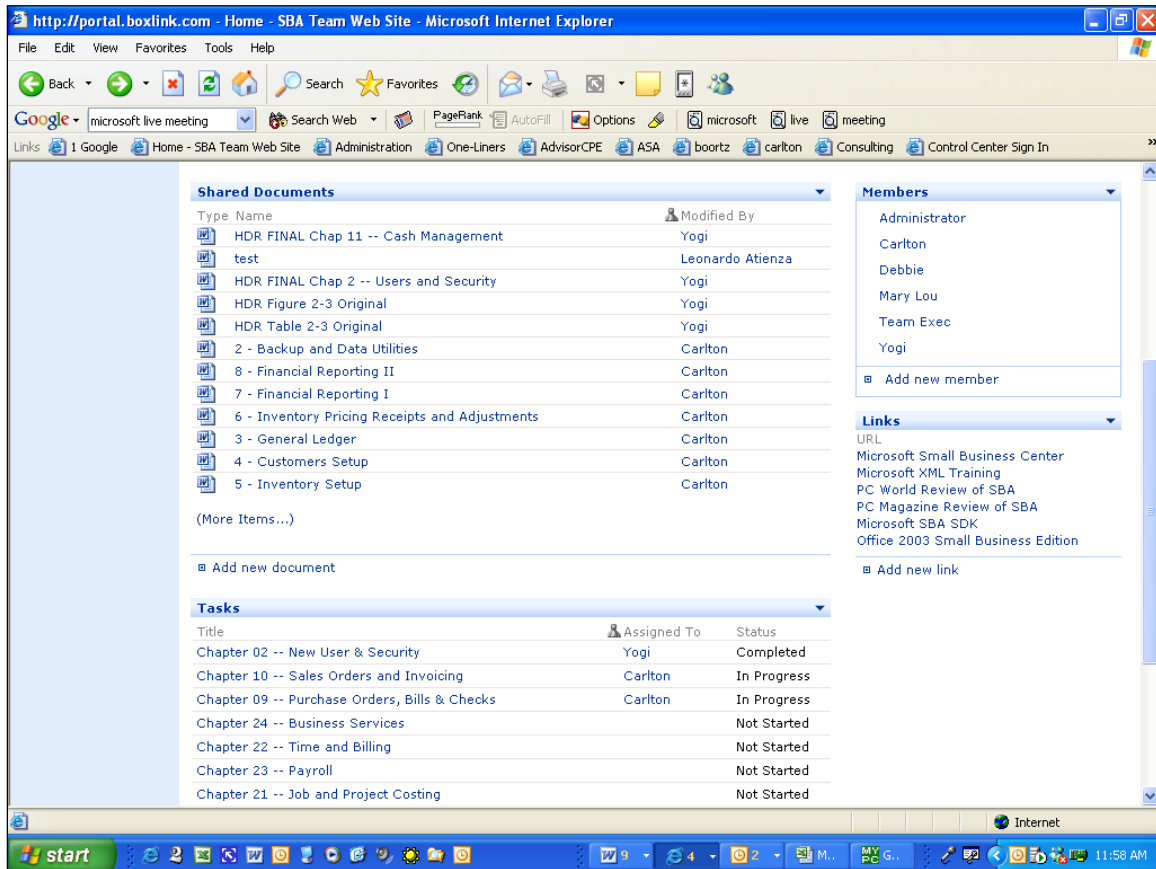
SharePoint Designer 2010

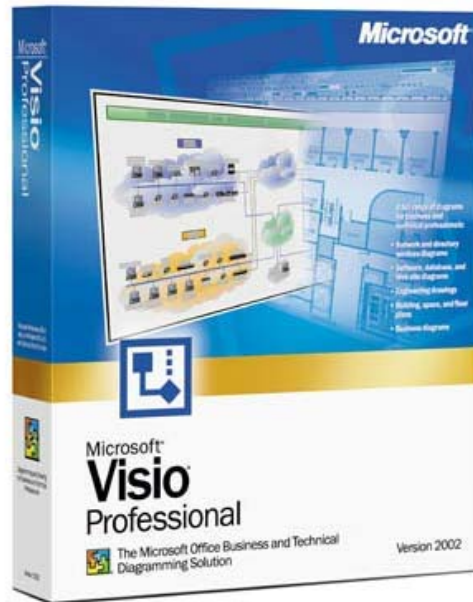
When groups of people need to share files or information, the Internet provides the best platform of all for achieving this goal. This is often true even when only two people are involved and when they are seated close together in the same building, but it is especially true when large numbers of people are involved and they are located in different locations. To accomplish this task, you could secure a domain name and create a web site from scratch, but this is not the best approach because you will need to build the web site pages, hyperlinks and implement security to prevent others from accessing your information. There is a better way.

SharePoint provides a ready to use, Internet based project management platform. Simply add the participants who are authorized to access the site, list the tasks, and you are off and running. SharePoint then allows all participants to post their shared files to the SharePoint site, and others can check out those files like checking out a book from the library. This enables you to share files, but prevents users from working on the same file at the same time. The SharePoint system also enables users to keep track of their progress, indicate tasks that have been completed, post notes, and in general maintain all relevant information about a job or project in a centralized location for all authorized person to see. An example of this system is shown below.



In this SharePoint web site shown above, the tasks have been set up to prepare 24 chapters on an accounting software system. You can see all the chapters listed as separate tasks, along with an indicator as to percentage complete. Below you see the home screen in which the participants are listed, the shared documents are available, the tasks to be completed are accessible, and links to relevant information is provided.



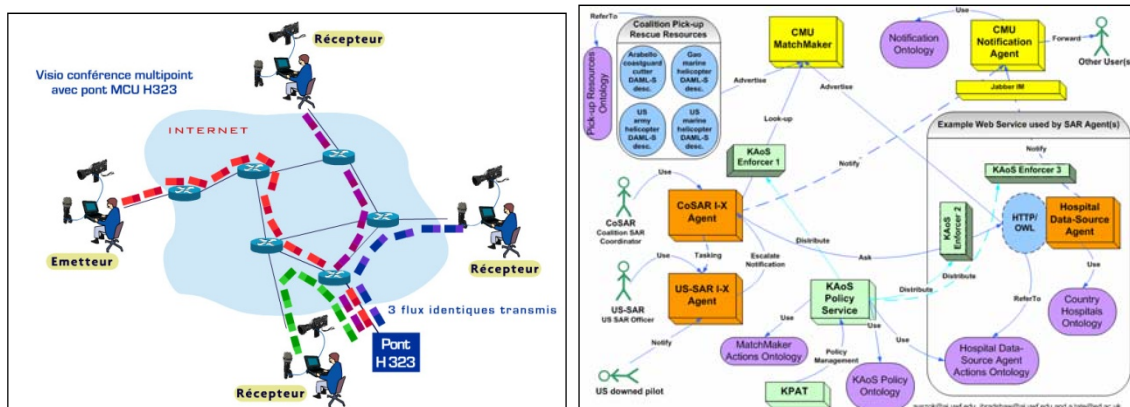


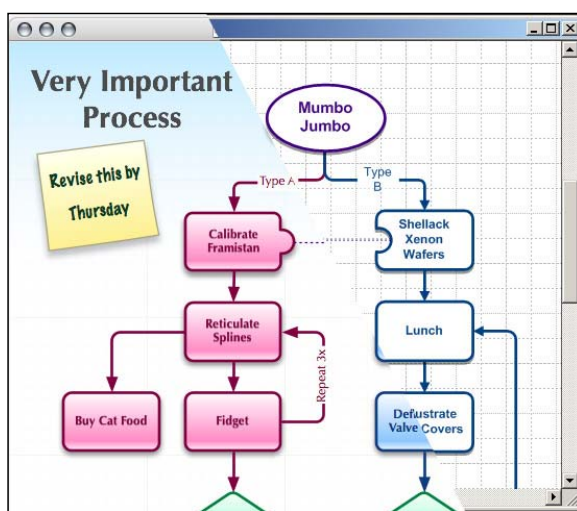
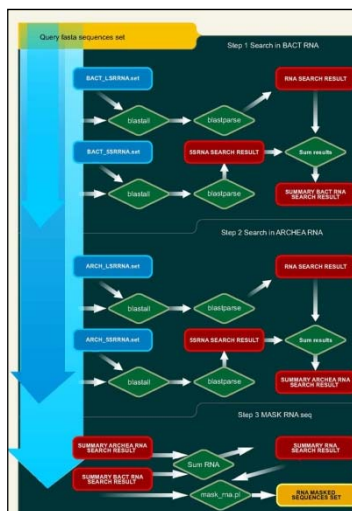
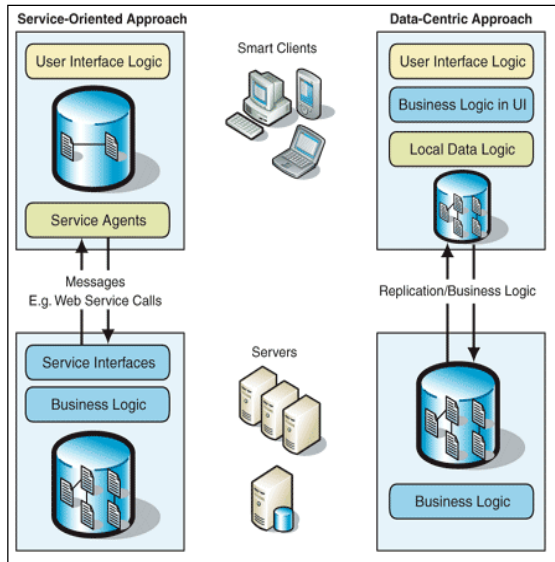
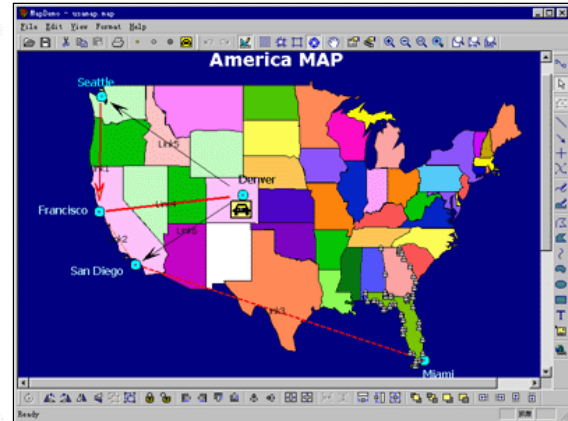
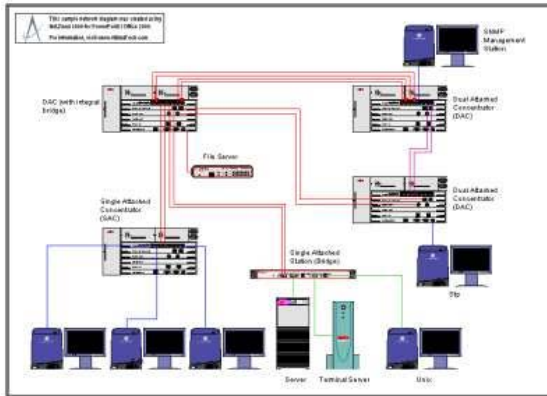
Microsoft Office Visio 2007

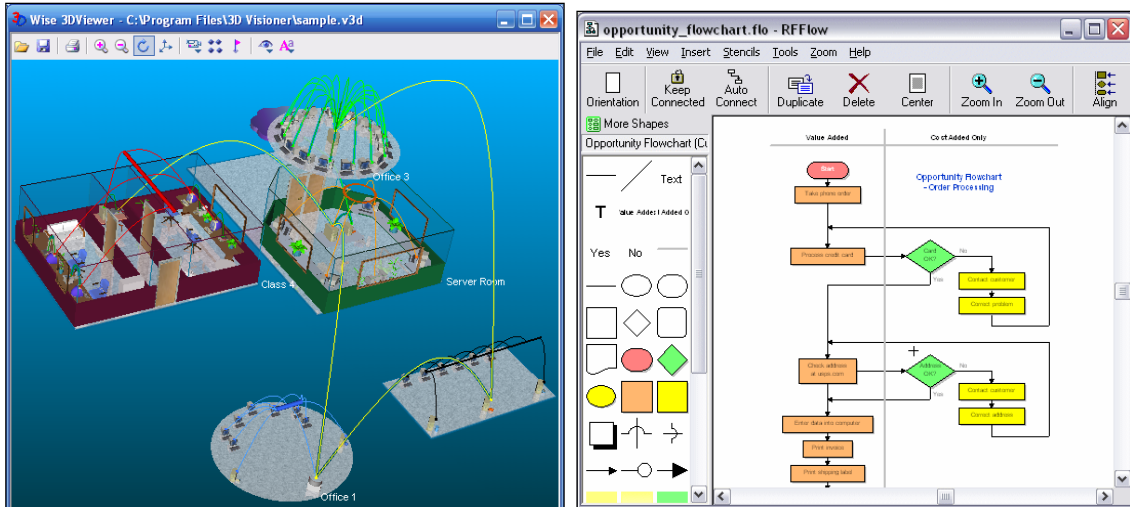
Visio 2010 is a diagramming program for creating business and technical diagrams that document and organize complex ideas, processes, and systems. Diagrams created in Visio 2010 enable you to visualize and communicate information clearly, concisely, and effectively in ways that text and numbers cannot. Visio 2010 also automates data visualization by synchronizing directly with data sources to provide up-to-date diagrams, and it can be customized to meet the needs of your organization. The Visio product is used to create business and technical diagrams to think through, organize, and better understand complex ideas, processes, and systems. Product features include:

1. The ability to assemble diagrams by dragging predefined Microsoft SmartShapes® symbols.
2. Tools designed for specific professional disciplines.
3. Generate diagrams from existing data.
4. Task-specific templates are updated regularly from the Web.
5. Track reviewers' comments and changes to shapes and digital ink using the new review mode.
6. Publish diagrams with Save as Web Page functionality.
7. Import and export diagrams in Scalable Vector Graphics (SVG) format, a new Extensible Markup Language (XML) standard for Web graphics.
8. Integrate business processes and systems by extracting data from your Visio diagrams and importing it to Access, Excel, Word 2003, SQL Server™, XML, and other formats.
9. Convert a Microsoft Outlook® calendar to a Visio calendar that can be formatted and shared with others.

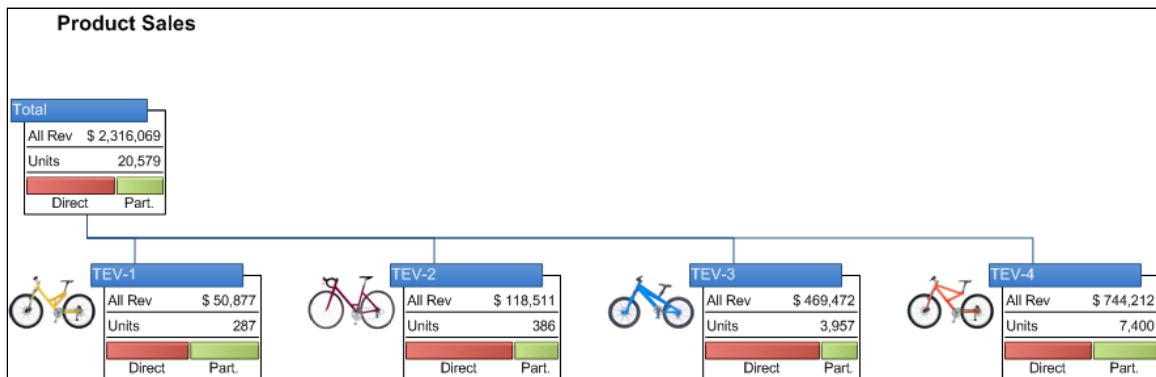
Following are some documents that were created using Visio.







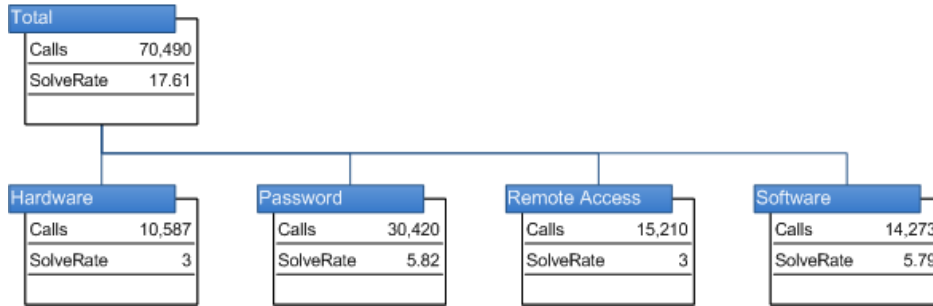
New in Visio 2010 – PivotDiagrams are similar to PivotTables in Excel. They allow you to work with data where you want to see groups and subtotals. An example of PivotDiagram is shown below:



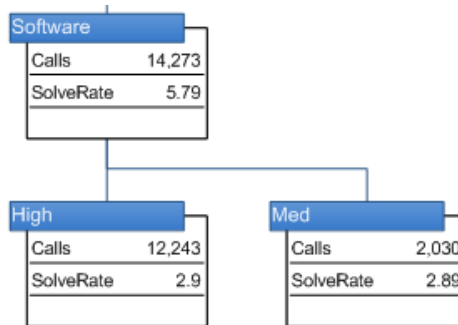
PivotDiagrams are great when you need to communicate the key pieces of information in your data to other people in a very visual way. It's also easy to drill into your data with PivotDiagrams and find exactly the right parts of data that you want to present. PivotDiagrams can take advantage of all of the power of Data Graphics that I've been showing you in previous posts, so you can create some graphically rich ways to show your data.

To create a PivotDiagram select the PivotDiagram template in the startup screen. This triggers the Data Selector wizard that lets you choose which data source you want to connect to (PivotDiagrams are always connected to external data). PivotDiagrams can connect to Excel, Access, SQL Server, SQL Server Analysis Services, SharePoint lists, and other OLE/DB or ODBC data sources. When you select your data source, you end up with a single shape in your PivotDiagram that shows you the sum total of all of the rows in your data.

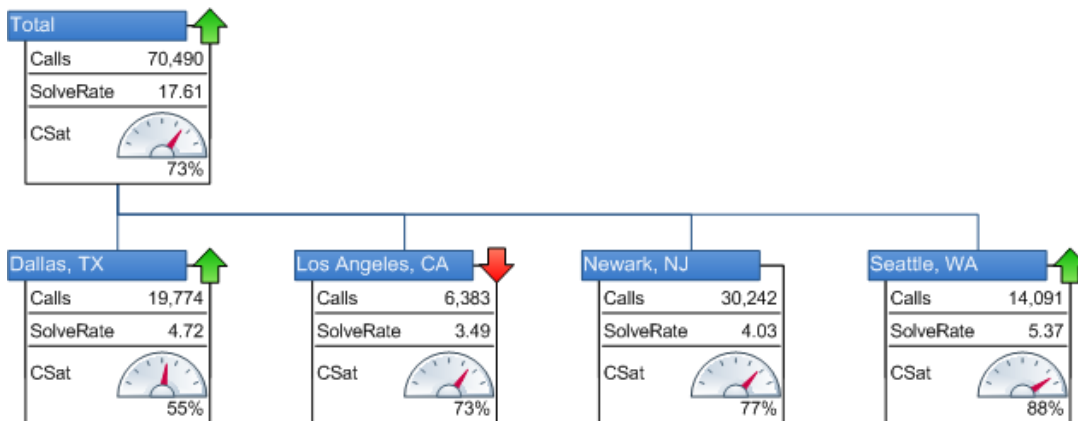
Choose the totals that you want to display, and then choose how you want to break out your data into groups and subtotals. To do this you use the "Add Category" control in the task pane. Click on one of the categories to break out the currently selected shape. In this example, I'm breaking out the totals by the different types of calls: Hardware, Software, etc:



You can continue to break out subtotals; for example in the screen shot below we have selected the "Software" shape, and broken these totals out:



We can also add some Data Graphics to show the data in richer, more visual ways. In the example below, the Customer Satisfaction with the different call centers can be visualized as a speedometer data bar, and we can also show a trend arrow indicating if customer sat is going up or down:



We could leave the PivotDiagram like this -- it's already showing us some important information in a visual, easy-to-understand way. But since this information is geographically related, it might be even easier to understand if we placed it on a map. This brings us to another important point about PivotDiagrams: you can easily customize the layout to better communicate the data. While they start out looking like a tree diagram, similar to an organizational chart, this is just a starting point for you to customize to suit your needs. In this case, you can simply select and delete the connectors between the shapes, drag out a U.S. map shape to the page, and place the different PivotDiagram shapes in their appropriate locations around the map:



Once you end up with a graphic that you are happy with, you can save it and refresh it on a regular basis as data changes. This is an easy way to create a graphical report that can be distributed to keep people updated on current status.

Visio Tips

1. If you want to select multiple shapes, use the **Lasso Select** tool to drag a selection net around the shapes you want. (To find that tool, click the arrow next to the **Pointer** tool on the **Standard** toolbar. (It's usually hanging around with the barrel racing and chute doggin' team....))
2. Zoom in on a specific point in your drawing by clicking while pressing CTRL+SHIFT.
3. To see what's in files before you open them, in Windows Explorer click the **Views** button and then click **Thumbnails**.

Positioning Shapes

4. Have your shapes gone awry? Select the shapes you want to align and then, on the **Shape** menu, click **Align Shapes**.
5. Space your shapes uniformly by selecting three or more shapes and then, on the **Shape** menu, clicking **Distribute Shapes**.
6. To move shapes vertically or horizontally, hold down SHIFT while you drag the shapes.

7. Back to top

Resizing Shapes

8. Make shapes the same size by selecting them and, in the **Size & Position Window** (from the **View** menu), typing the **Width** and **Height** you want.
9. Back to top

Moving Around

10. Zoomed in too close? Center and resize your drawing to fit in the available space of your Visio window by pressing CTRL+W.
11. Zoom in and out of your drawing fast by pressing ALT+F6 to zoom in and ALT+SHIFT+F6 to zoom out.
12. To magnify part of a drawing, on the **View** menu, click Pan & Zoom Window, and then in the **Pan & Zoom** window, click and drag to create a red box around the part of the drawing you want to magnify. Drag the red box to pan the drawing.
13. Zoom in on a specific point in your drawing by clicking while pressing CTRL+SHIFT.
14. Zoom in on an area by holding down CTRL+SHIFT and dragging a selection net around the area.
15. Zoom out and move another part of your drawing to the center by right-clicking while pressing CTRL+SHIFT.
16. See your drawing in full screen mode, minus Visio menus, task panes, and stencils, by pressing F5. Press ESC to return to the Visio program.
17. To fine tune the position of a shape in your drawing, select the shape and then use the arrow keys on your keyboard to nudge it in the right direction. For even more control, press SHIFT while using the arrow keys.
18. To position your drawing exactly where you want it on the screen, just press CTRL+SHIFT, right-click, and drag the drawing.
19. Back to top

Selecting Shapes

20. Want to quickly select all shapes on a page? Press CTRL+A.
21. To select multiple shapes, use the **Lasso Select** tool to drag a selection net around the shapes you want. To find the tool, click the arrow next to the **Pointer** tool on the **Standard** toolbar.
22. To select more shapes without starting over, click the **Multiple Select** tool, and then drag a selection net around or click the shapes you want to add. To find the tool, click the arrow next to the **Pointer** tool on the **Standard** toolbar.
23. To deselect part of a multi-shape selection without starting over, press SHIFT and click the shape you want to remove from the selection.
24. Back to top

Connecting Shapes

25. In many drawing types, you can connect shapes automatically as you drag them onto the drawing page. First select the **Connector** tool and then drag a shape onto the

page. Then, with the first shape still selected, drag another shape onto the drawing page.

26. Back to top

Working With Stencils

27. To save a Visio shape to a custom stencil, right-click the shape on the stencil, point to **Add To My Shapes**, and then click **Favorites** or a stencil you have named.

28. To save the search results stencil, right-click the search results stencil title bar, and click **Save As**. In the **File name box**, type a name, and then click **Save**. By default, stencils are saved in your **My Shapes** folder.

29. To quickly access stencils in the **My Shapes** folder, on the **File** menu, point to **Shapes**, and then point to **My Shapes**.

30. Back to top

File Basics

31. To see what's in files before you open them, in Windows Explorer click the **Views** button and then click **Thumbnails**.

32. Want to quickly open a drawing you recently worked on? Open the **File** menu and look between the **Properties** and **Exit** commands to see and then open the most recently used files.

33. Want to keep track of more files on the recently used file list? On the **Tools** menu, click **Options**. On the **General** tab under **General options**, type the number of filenames you want to see, and then click **OK**. Visio can list up to nine files.



Microsoft Project Standard

Microsoft Office Project Standard 2007

Microsoft Office Project Standard 2010 provides project management tools designed to help you manage projects more efficiently and effectively. Project helps you stay informed and control project work, schedules, and finances, keep project teams aligned, and be more productive through integration with familiar Microsoft Office system programs, powerful reporting, guided planning, and project planning tools.

Project Tips

1. To quickly find out how complete a task is, click the **25%**, **50%**, **75%**, or **100%** button on the **Tracking** toolbar.
2. To quickly link tasks, select the two tasks and press CTRL+F2. To unlink tasks, select them and press CTRL+SHIFT+F2.
3. To quickly view details about tasks or resources, double-click the item to change it.

Moving Around In Projects

4. Do you want to quickly edit text in the Gantt chart or any sheet view? Press F2 to activate the entry bar to edit text in the selected cell.
5. Can't see the Gantt bars for your selected tasks? Click **Go To Selected Task**.
6. If you want to move the timescale portion of the view in small increments, press CTRL+LEFT or CTRL+RIGHT.
7. If you want to see a form view along with another view for quick entry of task or resource details, hold down SHIFT while clicking the view on the View Bar.

Viewing Project Information

8. If you have applied a filter to your view to show only specific tasks, you can quickly see all your tasks again by pressing F3.
9. Do you want a quick way to select all the rows and columns in the Gantt chart or any sheet view? Press CTRL+SHIFT+SPACEBAR.
10. Don't know how a column or field is used? Point at the header of the column, and click the Help link.
11. To quickly create a Gantt Chart that looks the way you want, click Gantt Chart Wizard on the **Standard** toolbar.
12. To show or hide a toolbar, right-click one of the currently displayed toolbars, and then click the toolbar you want to show or hide.

Working With The Calendar

13. Want to quickly create a task in the Calendar? Simply place your cursor within the Calendar, and drag your mouse right or left for the duration of the task.
14. You can change or add task information in the Calendar view. Double-click the task to display the **Task Information** dialog box. For example, you can change the predecessors or attach a note to the task.

Working With Tasks

15. To quickly link tasks, select the two tasks and press CTRL+F2. To unlink tasks, select them and press CTRL+SHIFT+F2.
16. Do you want to format an individual Gantt bar? Double-click the Gantt bar to open the **Format Bar** dialog box.
17. Want to format a category of Gantt bars? Double-click a blank area of the chart portion of the Gantt Chart to open the **Bar Styles** dialog box,
18. Do you want to edit a cell by typing within the cell? Click the text to select it, and then click it again to place the editing cursor in the text.
19. Link two tasks quickly using the mouse. In the Gantt Chart view, point to one of the bars until you see a four-pointed arrow, then drag it to the task you want to link to.
20. Did you make a mistake? Quickly undo mistakes by pressing CTRL+Z.
21. You can create new tasks by dragging left or right in a blank area on the right side of the Gantt Chart.
22. To quickly start the spell checker, press F7.
23. To enter identical information for more than one task, select the tasks, and then click the **Task Information** button on the **Standard** toolbar.
24. Change the duration of a task by dragging the right end of the Gantt bar left or right.

Working With Resources And Assignments

25. You can quickly view resource availability using a graph as you assign resources to tasks. From the **Assign Resource** dialog box, click **Graphs**.
26. To quickly enter resource information in the Resource Sheet view, double click the resource name, and enter information in the **Resource Information** dialog box.
27. To quickly start the spell checker, press F7.

Collaborate

28. You can quickly collaborate with your team about assignments. In any sheet view, simply select a specific task, assignment, or resource and right-click to display the shortcut menu. Depending on the collaboration activity, click **Publish New and Changed Assignments** or **Request Progress Information**.
29. Want to create an effective presentation? Copy your Gantt chart or other view using the **Copy Picture to Office Application** button on the **Analysis** toolbar.
30. If you have Microsoft® Office Outlook® 2003 or another MAPI-compliant, 32-bit e-mail system, you can route projects to reviewers from Project. On the **File** menu, point to **Send To**, then click **Mail Recipient**.
31. You can include a copy of the Gantt Chart view in an e-mail message or Microsoft Office Word 2003 document. With the Gantt Chart view displayed, click **Copy Picture** on the **Standard** toolbar, and then paste the picture into an e-mail message or Microsoft Word document.

Tracking Progress

32. Milestones are checkpoints you can use to track progress. You can make any task a milestone by setting its duration to zero or by selecting the **Mark task as milestone** check box on the **Advanced** tab in the **Task Information** dialog box.
33. You can save a copy of a baseline plan for later reference. On the **Tools** menu, point to **Tracking**, and then click **Save Baseline**. All the scheduled information is copied into baseline fields. Later you can compare this plan to your actual results.
34. To quickly find out how complete a task is, click the **25%**, **50%**, **75%**, or **100%** button on the **Tracking** toolbar.
35. To update how much work has been completed on a task, drag the left end of the task's Gantt bar to the right to display the correct completion percentage.

Ole And Graphics

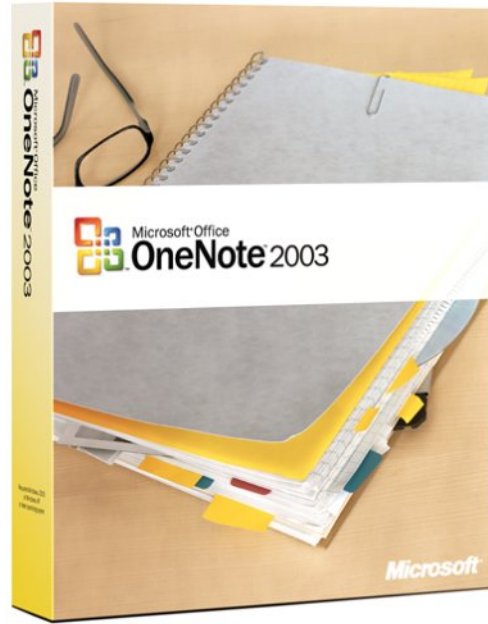
36. You can include a copy of the Gantt Chart view in an e-mail message or Microsoft Word document. With the Gantt Chart view displayed, click **Copy Picture** on the **Standard** toolbar, and then paste the picture into an e-mail message or Word document.

Managing Costs

37. Project can track costs for you. When you update a project by entering the actual duration of a task, the costs automatically are updated based on the cost of the resources and the fixed cost entered for that task.

Printing

38. Want to create an effective presentation? Copy your Gantt chart or other view using the **Copy Picture to Office Application** button on the **Analysis** toolbar.
39. Preview a view before printing it by clicking **Print Preview** on the **Standard** toolbar.
40. You can scale your project to print on one page. On the **File** menu, click **Page Setup**, and then click the **Page** tab.



Microsoft Office OneNote 2007

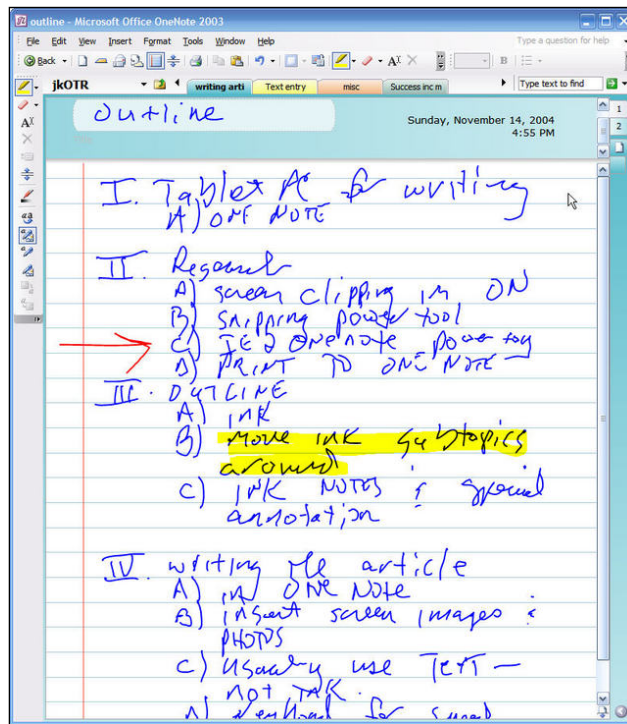
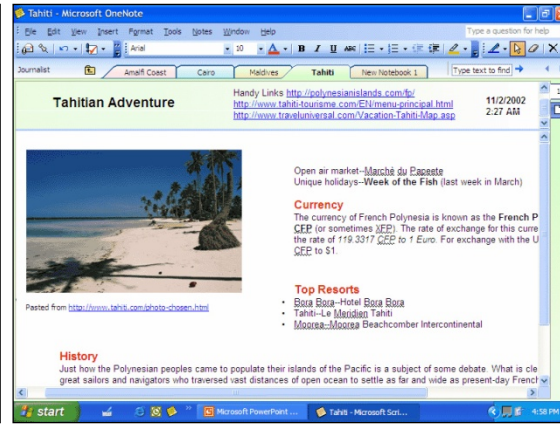
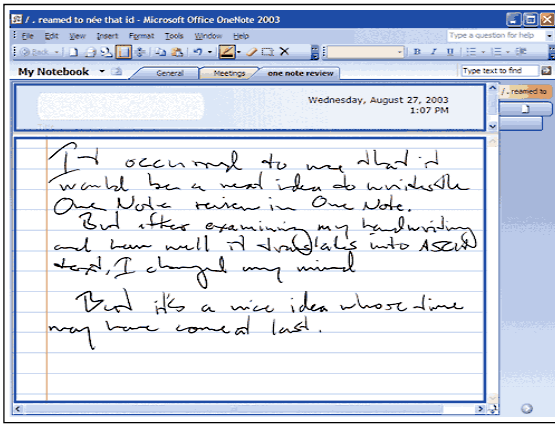
OneNote 2007 is used to gather and share information in meetings, presentations, brainstorming sessions, phone conferences, and classes—just about anywhere you work with ideas and notes. Listed below are 10 features of OneNote.

1. **Capture All Information In One Place** - Better manage, prioritize, and act on the deluge of information you gather from e-mail, meetings, presentations, classes, the Web, and other sources. Capture virtually any type of information—ranging from typed notes to hand-drawn pictures to audio.
2. **Organize Notes** - Move, rearrange, separate, or combine notes and other content anywhere on the page. OneNote works like a paper notebook, except you can create as many folders, sections, and pages as you want and then customize and organize them according to your needs.
3. **Find Information Quickly** - Quickly search across all notes to find key information, whether it's a client's phone number or another important reminder. (This helps users avoid the frustration of searching through paper notebook or sticky notes for a crucial piece of information.)
4. **Prioritize Important Items** - Highlight key ideas, reminders, or follow-up tasks in OneNote with Note Flags. View all Note Flags at once, customize them to highlight key categories (such as questions from your manager or customers you have to call), or add them to your task list in Outlook.
5. **Drag Information** – OneNote allows users to drag pictures, charts, text, or other content into a OneNote document. OneNote automatically includes the original Web site address or file location as a handy reference.
6. **Integration** – Data in OneNote can be migrated to Word or PowerPoint.
7. **E-Mail Notes** – Notes can be Users can e-mailed or shared through a SharePoint site.

New in OneNote 2010 – Microsoft has added the following new features in OneNote 2010:

1. Improved tables with rapid note taking.
2. You can now place documents on a page of notes as icons.
3. Drag and drop of pages and sections.
4. Sub pages now have their own titles.
5. Insta-Search now allows users to search OneNote data instantly.

Presented below are screens shots of OneNote.





Microsoft Office InfoPath 2007

Microsoft Office InfoPath 2010 is an information-gathering program. Using Office InfoPath 2010, you can create and deploy electronic forms solutions to gather information efficiently and reliably. You can also use the InfoPath Forms Services capabilities in Microsoft Office SharePoint Server 2010 to extend your business processes beyond your corporate firewall, delivering forms as Microsoft Office Outlook e-mail messages, Web browser forms, or forms for mobile devices.

Gather Information Efficiently And Reliably

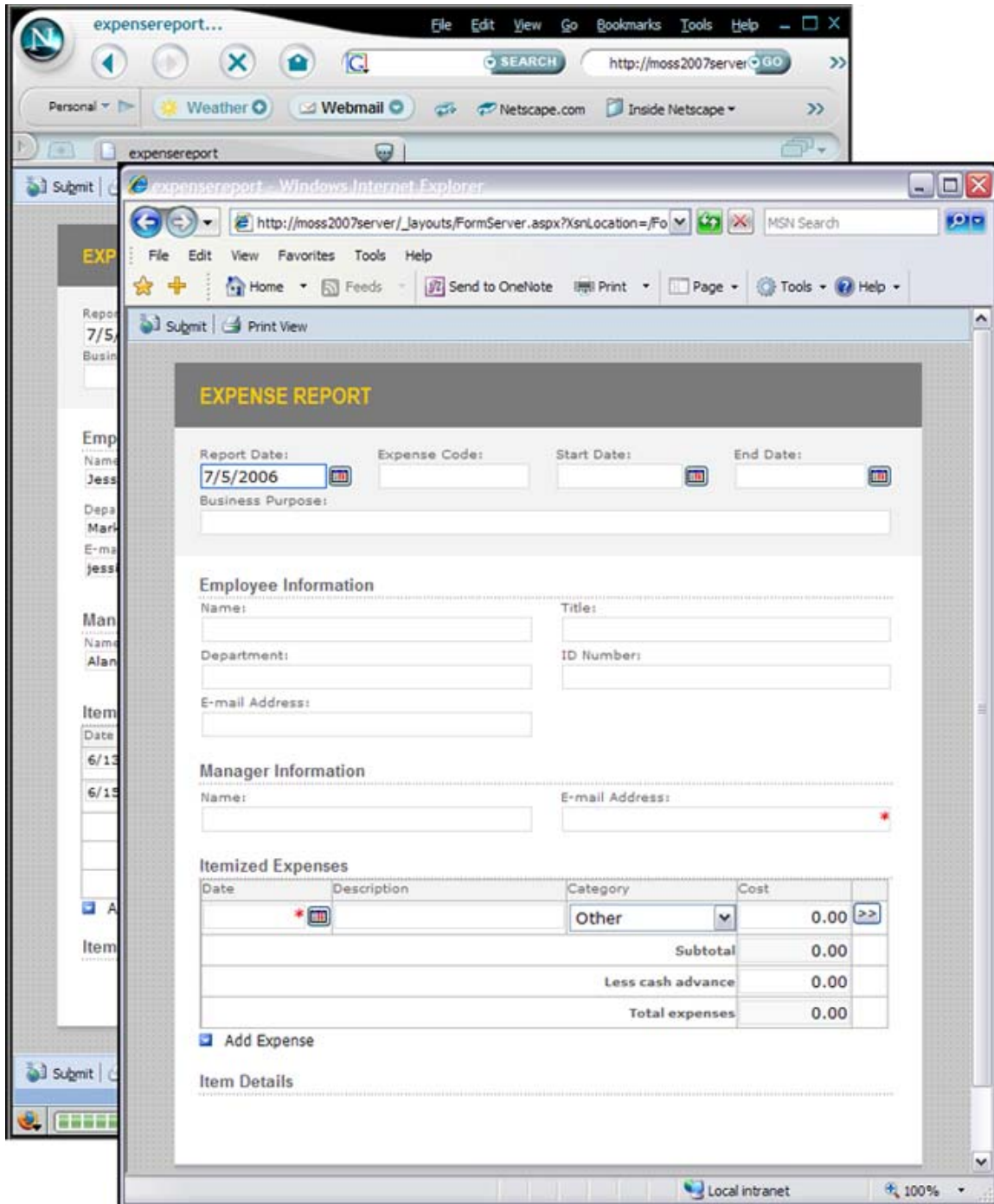
Office InfoPath 2010 makes information gathering more efficient by delivering electronic forms that reach the necessary participants, reduces redundant data entry, and improves the quality of the data collected. InfoPath forms help you reach more users by providing an easy form fill-in experience across Web browsers, e-mail messages, or mobile devices.

The screenshot shows an Outlook email window with the subject 'InfoPath form: expensereport'. The email body contains an introduction and an 'EXPENSE REPORT' form. The form has the following sections:

- Report Date:** 7/7/2006
- Expense Code:** [Empty]
- Start Date:** [Empty]
- End Date:** [Empty]
- Business Purpose:** [Empty text area]
- Employee Information:**
 - Name: [Empty]
 - Title: [Empty]
 - Department: [Empty]
 - ID Number: [Empty]
 - E-mail Address: [Empty]
- Manager Information:**
 - Name: [Empty]
 - E-mail Address: [Empty]
- Itemized Expenses:**

Date	Description	Category	Cost
[Empty]	[Empty]	Other	0.00
Subtotal			0.00
Less cash advance			0.00

Office InfoPath 2010 provides real-time validation, pre-populated fields, and connections to important sources of information. Office InfoPath 2010 solutions are integrated with the Microsoft Office system to deliver powerful electronic forms capabilities in a familiar package.

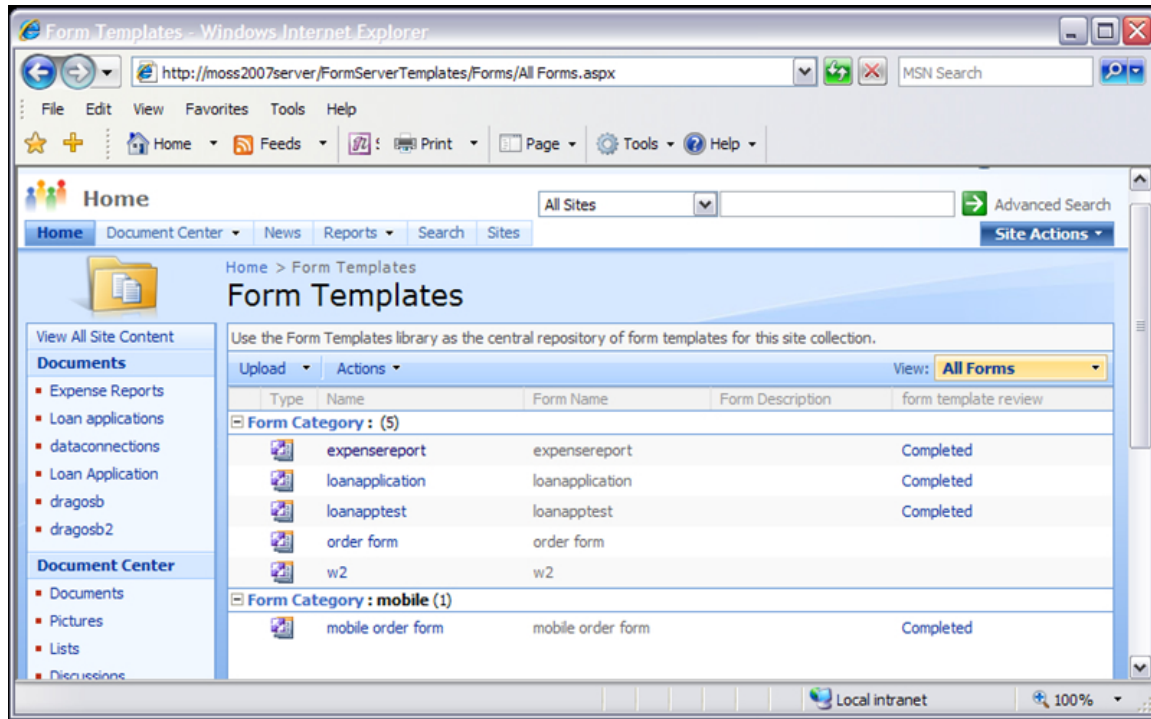


InfoPath forms can be deployed to many Web browsers for fill-in, including Microsoft Internet Explorer, Netscape, Mozilla, Safari, and others.

Centralize Forms Management And Control

Office InfoPath 2010 and Office SharePoint Server 2010 can be combined to centralize the deployment and management of forms throughout your organization. InfoPath Forms Services

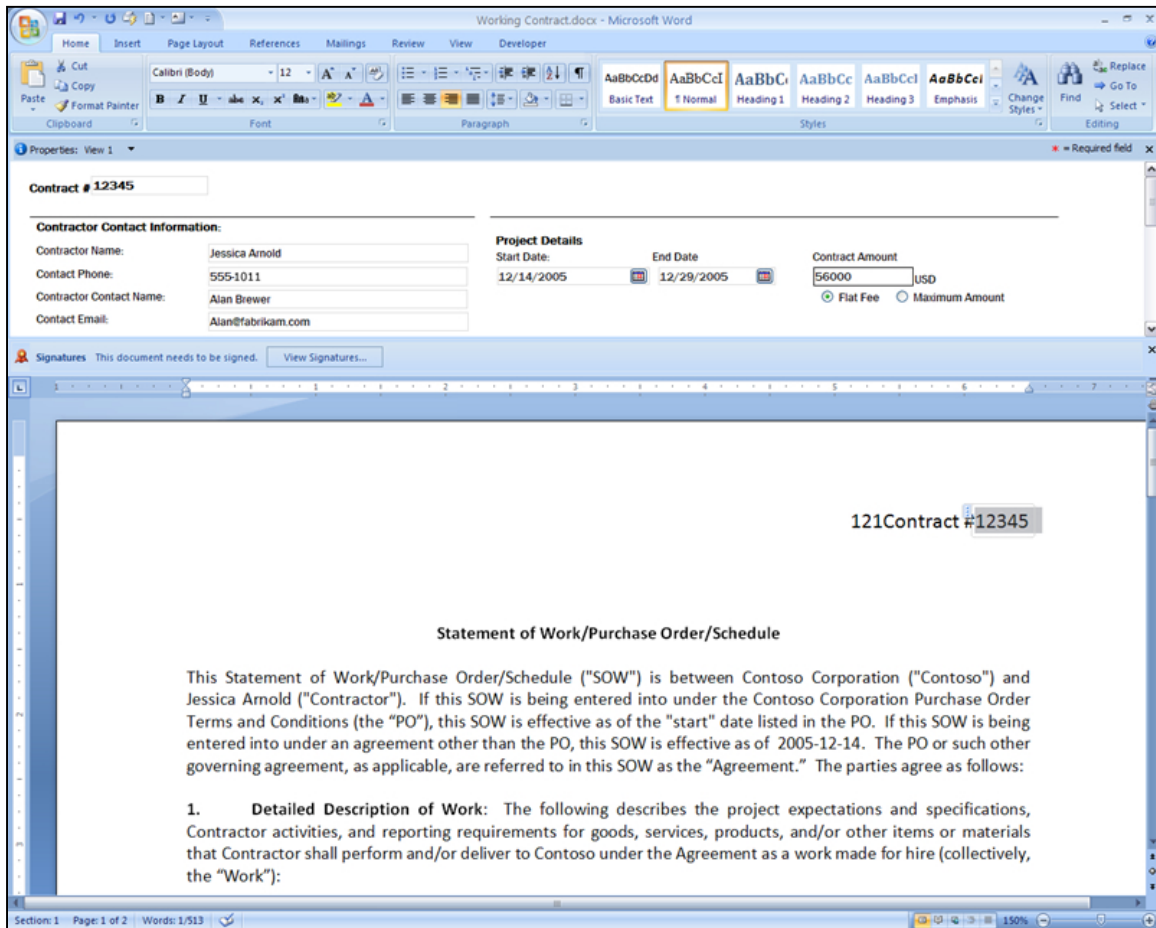
of Office SharePoint Server 2010 help you get control over your forms solutions by providing centralized management of electronic forms for the entire organization. Office SharePoint Server 2010 provides a unified portal and a forms and content management solution for your enterprise to help you manage electronic forms in the same context as other critical business functions.



InfoPath Forms Services is fully integrated with Office SharePoint Server 2010 to help ensure organizations can centrally manage and deploy electronic forms. [View a larger image.](#)

Streamline Forms-Driven Business Processes

Office InfoPath 2010 integrates with your current business applications and systems using industry standards so you can automate existing business processes without having to reinvent them. InfoPath form solutions provide an way for your organization to gather and present information from your existing line-of-business systems using the familiar Office interface. Office InfoPath 2010, Office SharePoint Server 2010, and Microsoft BizTalk Server 2006 combine to deliver a comprehensive solution for optimizing business processes. Advanced form design and development tools enable Office InfoPath 2010 to streamline complex processes using dynamic, interactive forms that connect users to the right data.



The integration capabilities of Office InfoPath 2010 and the Microsoft Office system enable InfoPath to extend into other programs to improve information gathering for databases, documents, and more.

BIOGRAPHY & CONTACT INFORMATION



J. Carlton Collins, CPA - carlton@asaresearch.com

ASA Research - Atlanta, GA 770.734.0950

J. Carlton Collins, CPA is a Certified Public Accountant with experience in technology, tax, auditing, accounting systems, financial reporting, and bond financing. He is an author, lecturer, and technology & accounting systems consultant. He has published more than two dozen books, two hundred articles, and thousands of web pages. As a public speaker, Mr. Collins has delivered more than 2,000 lectures in 44 states and 5 countries addressing more than 500,000 business professionals, including numerous keynote lectures at national and international conferences. Key awards include: "AICPA Lifetime Achievement Award", "Tom Radcliffe Outstanding Discussion Leader Award", "GSCPA Outstanding Discussion Leader Award", and "Accounting Technologies' Top Ten CPA Technologists Award". As a consultant, Mr. Collins has assisted 275+ large and small companies with the selection and implementation of accounting systems. Mr. Collins has a Bachelors degree in Accounting from the University of Georgia, is a 26 year member of the AICPA and the Georgia Society of CPAs, and is also a licensed realtor.

At the University of Georgia Mr. Collins was elected President of the Phi Eta Sigma Honor Society, was initiated into the BIFTAD Honor Society, was a member of Alpha Tau Omega fraternity, and served three years in the Judicial Defender/Advocate program. At Glynn Academy High School Mr. Collins was Senior Class President, Class Valedictorian, and received a principle nomination to Annapolis Naval Academy. Mr. Collins has been married for 25 years and has two children. He devotes his leisure time to family, travel, tennis, fishing, snow skiing, and riding motorcycles (dirt and street). Mr. Collins is a talented artist (drawing), and is skilled in many areas of construction including building, electrical, plumbing, and finish work. Mr. Collins won top prize as a comedian performer on Celebrity Cruise Lines, is president of his home owners association, participates in the Gwinnett Clean and Beautiful program, and volunteers for Cooperative Ministries food drive.

Selected Positions, Awards & Accomplishments:

1. 2008 and 2009 Chairman of the Southeast Accounting Show - the south's largest CPA event.
2. Recipient of the 2008 Tom Radcliff Outstanding Discussion Leader Award.
3. Named "Top Ten CPA Technologists" by Accounting Technologies Magazine; Named "Top 100 Most Influential CPAs" by Accounting Technologies Magazine in multiple years.
4. Has personally delivered over 1,500 technology lectures around the world.
5. Has published 80+ pages of accounting software articles in the Journal of Accountancy.
6. Recipient of the AICPA Lifetime Technical Contribution to the CPA Profession Award.
7. Recipient of the Outstanding Discussion Leader Award from the Georgia Society of CPAs.
8. Lead author for PPC's Guide to Installing Microcomputer Accounting Systems.
9. Has installed accounting systems for more than 200 companies.
10. Past Chairperson of the AICPA Technology Conference.
11. Has delivered keynote and session lectures at dozens of accounting software conferences including seven Microsoft Partner Conferences, five Sage Conferences, and multiple conferences for Epicor, Open Systems, Exact Software, Sage ACCPAC ERP, Dynamics.NAV, Dynamics.AX, SouthWare, Axapta .
12. Has provided consulting services to many computer companies (including Compaq, IBM, Microsoft, Apple, Novell, Peachtree, Epicor, Sage Software, Softline, Exact, ACCPAC, Intuit, Peachtree, Great Plains, and others).

As an auditor Mr. Collins has audited businesses in the areas of health care, construction, distribution, automobile dealerships, insurance, manufacturing, and general business. Mr. Collins' tax experience includes corporate, individual, partnership, fiduciary, and estate tax planning work. In the area of finance, Mr. Collins has prepared feasibility studies and financial forecasts for nearly 300 projects seeking more than \$3 billion in startup capital, including field work for 80 of those projects. Mr. Collins is familiar with bond issues, Medicare and Medicaid reimbursement, and conventional financing matters. As a consultant, Mr. Collins worked with the entire Microsoft Excel development team contributing more than 500 pages of design improvements - many of which are found in Excel today.

CPE Course Evaluation Form

(In accordance with State Board guidelines, this form is retained as a permanent record of your attendance)

COURSE TITLE: Microsoft Office for CPAs DATE: _____

NAME: _____

COMPANY: _____

ADDRESS : _____

CITY, STATE, ZIP: _____

TELEPHONE: _____ E-MAIL: _____

Instructor's Name: J. Carlton Collins Excellent= 5 Very Good=4 Average=3 Fair=2 Poor=1

- | | | | | | |
|---|---|---|---|---|---|
| 1. The Discussion Leader's knowledge of the subject matter was: | ⑤ | ④ | ③ | ② | ① |
| 2. The Discussion Leader's presentation skills were: | ⑤ | ④ | ③ | ② | ① |
| 3. The learning objectives were met | ⑤ | ④ | ③ | ② | ① |
| 4. The course materials were valuable and contributed to learning | ⑤ | ④ | ③ | ② | ① |
| 5. The course content was relevant | ⑤ | ④ | ③ | ② | ① |
| 6. Time allocations were appropriate | ⑤ | ④ | ③ | ② | ① |
| 7. Please rate the quality of the facilities | ⑤ | ④ | ③ | ② | ① |
| 8. Were prerequisite requirements appropriate | ⑤ | ④ | ③ | ② | ① |
| 9. Please rate the effectiveness of the audio / visual systems | ⑤ | ④ | ③ | ② | ① |

COMMENTS
