

Hats Off to Fluor Hanford's Spent Nuclear Fuel Project

Thank you, Jim Wicks and Laura Cooper and the FH Spent Nuclear Fuel Project, for your dream and commitment to give your employees an excellent opportunity to increase their computer skills and confidence. The plan you have to give individuals who are interested the chance to obtain training and Microsoft Certification is outstanding. We commend your insight and enthusiasm regarding the benefits of training and certification and your willingness to act on your beliefs by investing in your employees.



We are proud to partner with the FH Spent Nuclear Fuel Project in providing an aggressive training schedule with certification preparation and exams. As always, we are delighted to contribute to the growth and success of these individuals. It is truly a win-win situation!

Watch for the names of those employees that take advantage of this offer and not only upgrade their skills but become certified as well. They will join the ranks of those who choose excellence in place of mediocrity and we will proudly recognize their accomplishments!

The challenge is on . . . one company steps out and endorses training with certification as a method to motivate and encourage employees to achieve their maximum potential. In return, increased productivity, creativity, and ownership. Not bad. Will it be worth it? We vote an enthusiastic YES!

-- Sheila Schroeder

Certified is in!

Prove your skills--get the recognition you deserve.

3 Levels of MOUS Certification:

1. **Master**—passed Expert level exam for all five programs of the MS Office 2000 Suite.
2. **Expert**—pass Expert exam for any program of the MS Office 2000 Suite.
3. **Core**—pass core proficiency exam for any program of the MS Office 2000 Suite.

PROTRAIN's **Master** Instructors make learning fun!

PROTRAIN Welcomes - Wayne Heaton -

PROTRAIN welcomes **Wayne Heaton** to our staff. Wayne will be serving as our Marketing Manager, working closely with our team and customers. His primary focus will be to make sure you, our valued customers, are getting the service and training you need when you need it. Wayne will be visiting many of you in the near future to ensure as PROTRAIN grows we are going in the direction that best serves our clients.



Wayne comes to us from Vivid Learning Systems where he served as a National Marketing Representative, serving accounts in various industries in the field of Computer-Based workforce training programs. Prior to Vivid Learning Systems, Wayne represented Marcraft International in the IT training industry.

Wayne is customer-service focused and has lots of exciting ideas for the future of PROTRAIN. If you have any questions or comments, please feel free to contact Wayne at (509) 375-0414 or via e-mail at wayne@protrainsys.com.

PROTRAIN and Vivid Learning Systems in conjunction with Nuvotec are planning an upcoming open house for our new location.

We will let you know when it is planned.

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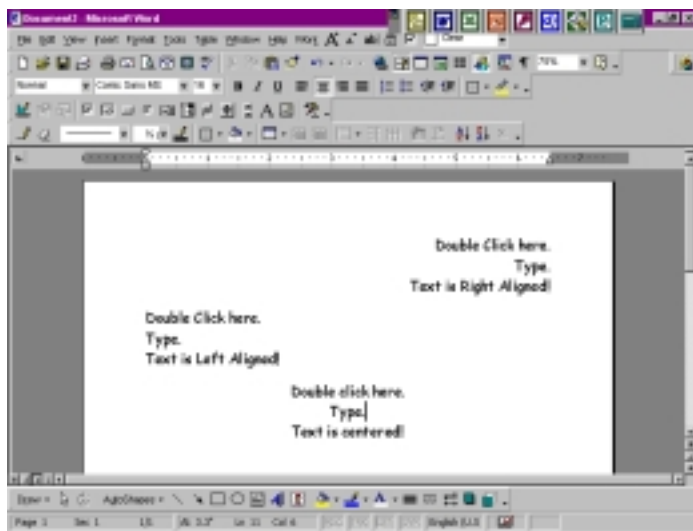
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Use Click and Type to Work in Word 2000

Use Click and Type to insert text in a blank area of a page without entering tabs or pressing ENTER to place the cursor where you want to start working. You can also use Click and Type to justify text at different points on the same line without tabbing, and to wrap text around tables or graphics.

How Does Click and Type Work?

In Print Layout view or Web Layout view, move the I-beam pointer to a blank area, double-click, and then type. As you move the pointer around the page, the Click and Type pointer shape indicates the formatting style that will be applied in different areas. For example, depending on where you double-click, the formatting style might be Align Left, Center, or Align Right. See example below.

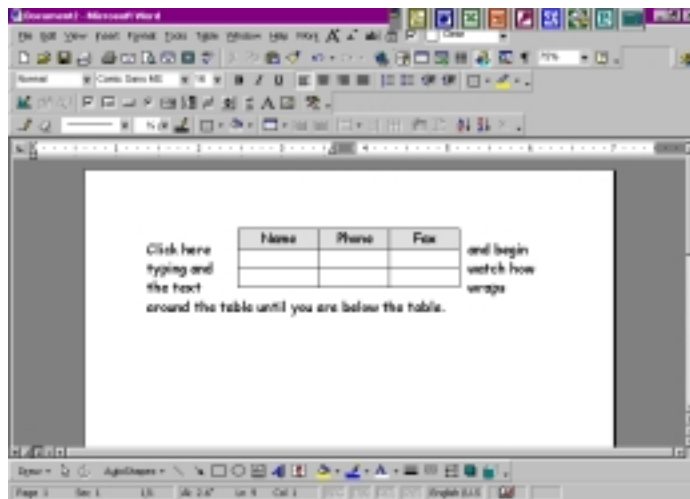


What Can You Use Click and Type For?

Justify text at different points within a single line of text without tabbing. Just start a new line of text and then type at any point along the line. On the new line, do any combination of the following:

- ◆ To insert left-aligned text, move the pointer to the left margin until you see the Align Left icon to the left of the I-Beam. **Double-click**, and then start typing your text.
- ◆ To insert center-aligned text, move the pointer until you see the Center icon below the I-Beam. **Double-click**, and then start typing your text.
- ◆ To insert right-aligned text, move the pointer until you see the Align Right icon to the right of the I-Beam. **Double-click**, and then start typing your text.

Wrap text around tables or graphics. Move the pointer on either side of a table or graphic until you see the Right text wrap icon or the Left text wrap icon, then double-click and type. If you do not see the text wrap icons, you are not in an area where you can use Click and Type to wrap text.



Trusted Tips

- ◆ You must work in either **Print Layout** or **Web Layout** view to use Click and Type.
- ◆ Make sure that Click and Type is turned on: On the **Tools** menu, click **Options**, click the **Edit** tab, and then select the **Enable click and type** check box.
- ◆ Make sure that you double-click in the document. If you click just once, Click and Type won't move the insertion point to the location you've specified.
- ◆ If you insert a table in the center of a page and start typing on the left side, text will wrap on both the left and right sides.
- ◆ If you don't see the Click and Type I-beam pointer, you may not be in a place where the feature works. You can't use Click and Type in the following areas: outside the margins, in multiple columns, in bulleted or numbered lists, to the right of floating objects, to the left or right of pictures with top and bottom text wrapping, or to increase or decrease indents.

For more information, type "Click and Type" in the Office Assistant.

-- Jodi Eppard, Instructor



Crystal Reports and Excel

If you use Excel version 97 or 2000 and Crystal Reports version 7 or 8, you can export to Excel spreadsheet format. Crystal Version 8 contains a new feature, an Excel Add-in! It gives you the ability to create Crystal reports from your Excel spreadsheets. The Excel Add-in is compatible with Excel 97 and 2000.

The Crystal report will be linked to the original Excel data and will update when the report is opened or refreshed. Any changed data will display in the report if there have been edits to the Excel source file.

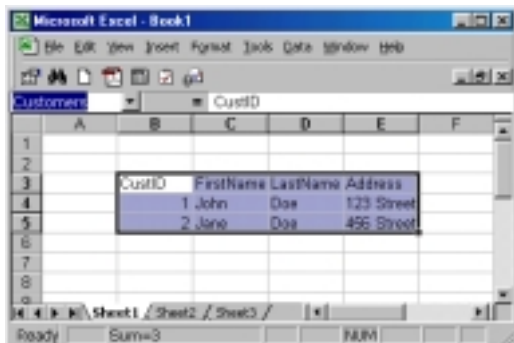
If you install Crystal Reports before Excel, the Excel Add-In does not install automatically. You will need to install the Excel Add-In through Excel's Add-In feature, using **Tools** and **Add-Ins**. However, if you install Excel before Crystal, the Add-In is installed automatically.

When you create a Crystal report from Excel, Crystal creates an Access database file that is linked to the Excel file name and location, then Crystal links to the Access database file name and location. If you change the file names or move a file, the report will not work anymore. You would need to recreate the report from Excel again.

The Crystal report that is created from within Excel using the Excel Add-In is a read-only report. The toolbar button initiates a macro that prompts you for a range of data to create the report from. It then links the data to a new Access table and runs the report viewer. You cannot modify the resulting report but you can preview and print it.

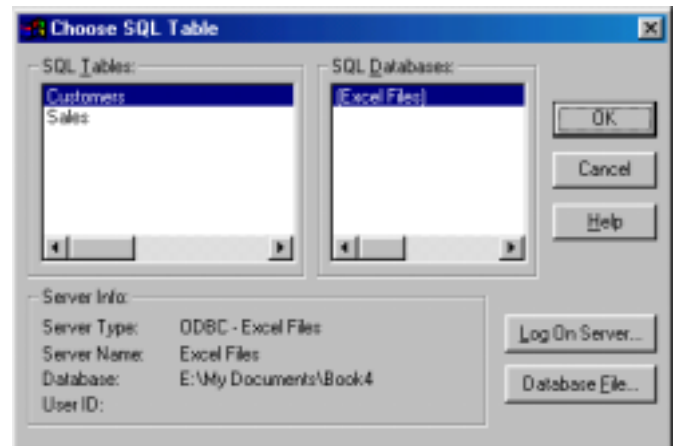
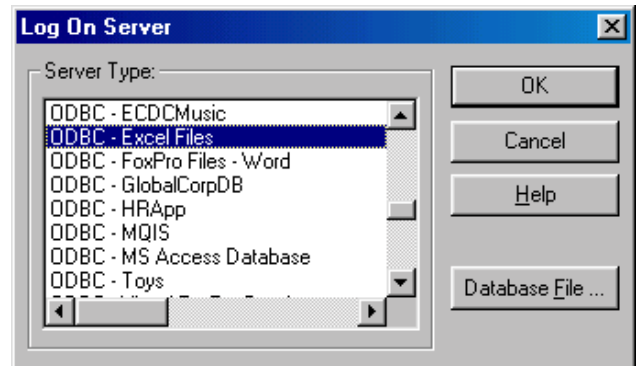
If you would like to have design modification control of your Crystal report, you have to create your report from Crystal Reports and setup your Excel data properly as follows:

1. In Excel, create a row immediately above your data for column or field names. Use only letters or numbers and no spaces for your column names.
2. Select all the rows and columns of data including the row of field names.
3. Name the selected range by clicking in the name box on the left side of the formula bar. Give the range a meaningful name. This, in effect, is a table name in a database.

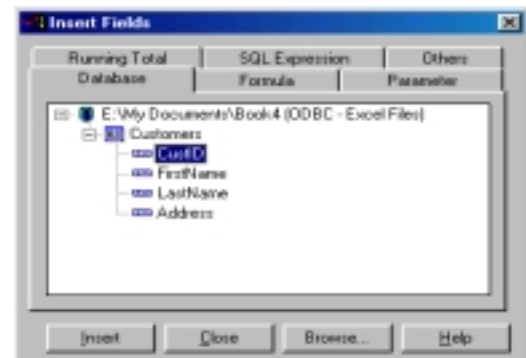


5. Save your Excel file. Crystal Reports will only retrieve data from a permanent storage device such as a hard drive. It will not retrieve data that you are working on in your computers random access memory.
6. In Crystal Reports create a new report using the SQL/ODBC type of data source. One of the ODBC data sources is "ODBC - Excel files". This data source was established when you installed Excel 97 or 2000. Then use the Excel files data source and locate your Excel file. Select your named range.

You can add another named range from the Excel file, using Database, Add Database to Report from the Menu bar and link the ranges of data together if necessary.



7. Create your report as you would normally. The fields will be the column names. There will be as many rows of data available to report as were specified in your named ranges.



-- Mike Gallagher, Lead Instructor, Certified Crystal Report Designer

TIP of the Month

All Toolbars Can Float

Did you know that you could quickly turn any toolbar into a floating toolbar on your desktop? Just find a "blank" spot on the toolbar and double click on it. Your toolbar turns into a floating one and can be moved anywhere in the document section.

Note: If you move it to the bottom or top of the screen, it automatically aligns as a "fixed" toolbar.

Once you place the floating toolbar where you want it, you can resize it, as well, by moving your cursor to the edge of the bar until it turns into a double-arrow cursor. Click and resize the toolbar as desired.

When you wish to return the toolbar to its normal position, just double click on it and the toolbar will jump back into place.

-- Sheila Schroeder

Irish Ancestry

Just for fun . . .

Here are a few links to get you into your Irish ancestry at this time of the year.



<http://www.ireland.com/ancestor>

<http://www.ihaonline.com>

<http://www.genuki.org.uk/ab>

<http://community-2.webtv.net/shamrockroots/shamrockroots>

The first link is great for looking up your family's Irish surname. The results will display how many surname households are in each county in the Primary Valuation property survey of 1848-64. The site also displays your surnames Coat of Arms. Surname history information and much more.

Then here is a link to the St. Patrick legend, history and general information.

<http://www.st-patricks-day.com>

-- Mike Gallagher, Lead Instructor
Luck of the Irish to all!

Word *TIP* of the Month

Word 2000 Shortcut for Moving Between Endnotes and Footnotes

When you create footnotes or endnotes in a Word document to explain, comment on, or provide references, the notes are inserted into separate footnote and endnote panes. If you want to make revisions to your notes, you can use a new keyboard shortcut in Word 2000 to switch between the footnote and endnote panes.

For example, you might need to make revisions to both a footnote and an endnote. Make changes in either the footnote or the endnote and then use the keyboard shortcuts to switch to the other pane to complete your revisions. You must work in normal view to use the keyboard shortcuts.

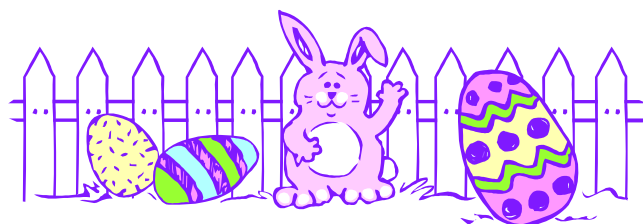
To switch between the footnote or the endnote pane

1. In normal view, press **ALT+V+F** to open the footnote or endnote pane.
2. In either the footnote or endnote pane, press **ALT+SHIFT+O** to highlight the Endnote/Footnote list.
3. Press the **DOWN ARROW** key or the **UP ARROW** key to select another pane.
4. Press **ENTER** to switch to the selected pane.

Press **F6** to move between the main document and the footnote or endnote pane.

-- Jodi Eppard, Instructor

Use the PROTRAINER as an office resource: Print a copy of the PROTRAINER and post it on the community bulletin board or in a lunchroom or break area! Make the tips and suggestions accessible to everyone!



Happy Easter!
Happy Spring!