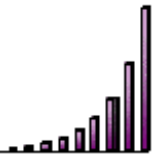


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Prefix or Suffix an Access Field

Access allows you to display prefix and suffix characters in fields using the Format property. The prefix and suffix characters would need to be fixed characters and would change for all records if the Format property is changed. Remember that the Format property just changes the display of a cell's contents and as such, any prefix and suffix added is not saved in the table. It is only added to the saved data when the saved data is displayed or printed.

With this in mind, it is easy to add an identifying prefix to a field using the Format property. We recommend using ampersand (&) symbols for stored character placement within literal characters. You use & symbols on a one for one character placeholder if the literal characters are a prefix to the data stored in the table. As an example, if the data stored in the table was 1234 and the format property was "ABCD"&&& the resulting display would be 1ABCD234 but if the code was "ABCD"&&&& the display would be ABCD1234. Extra ampersand symbols can be added with no adverse display effect.

Only one & symbol is required if the literal characters are a suffix to the data stored in the table. As an example, if the data stored in the table was 1234 and the format property was "&ABCD" the resulting display would be 1234ABCD.

Ampersand (&) symbols are desirable instead of @ symbols because stored characters are not required. When you use @ symbols, spaces are added where there is no data stored in the table. In some situations, this may be desired. In this case use @ symbols the same as & symbols.

This same capability is available in the AutoNumber field type. This greatly expands the AutoNumber display capabilities. Automatically generated numbers can have displayed constant components without the use of separate fields. As an example, procedure numbers may have meaningful components such as A109B3C5. The auto number field type will not in and of itself create this number. However, you could prefix the A109B and let Access generate the three and higher then suffix the C5. The format code would be "A109B"&&"C5". If the Access generated component has a maximum of 2-digits then only two & symbols are needed.

Remember that any change made to the format code quoted data literal characters changes all records. The constant components need to be truly constant across all records.

Continued on Next Page . . .

Thanks

to our **NEWEST** customers!

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- ◆ Columbia Basin Dive & Rescue
- ◆ CUP Church
- ◆ Franklin County Solid Waste
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- ◆ RE/MAX
- ◆ Stavely Instruments
- ◆ US Army Corps of Engineers
- ◆ Umatilla Chemical Depot

We are proud to be partnering with YOU in your commitment to assist your employees in maximizing their potential, self-confidence, and productivity! We are honored to have a part in your growth as a company and in theirs as individuals. Thank you for choosing PROTRAIN!

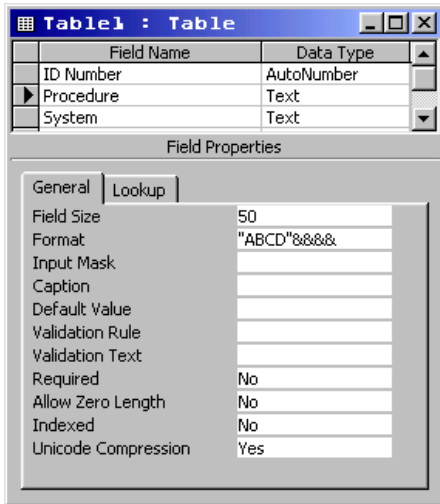
-- Sheila Schroeder, Owner

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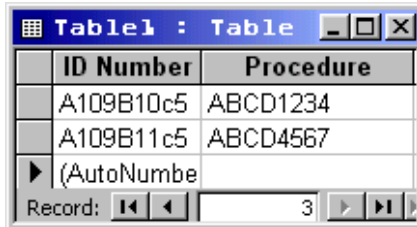
To display a prefix and/or a suffix to a field:

(Note: in the following tables the actual data entered and stored in the Procedure field is 1234 and 4567)

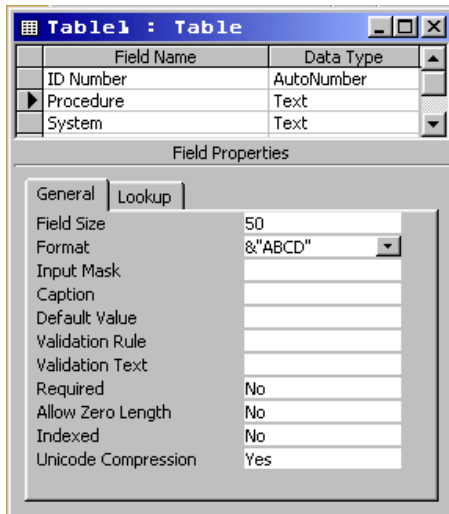
1. In **Table Design View** click in the field row, you desire to add a prefix and/or suffix to.
2. In the **Field Properties** card **Format Property** text box enter your prefix in quotes then the number of & symbols at least the length of the stored data as in the following figure.



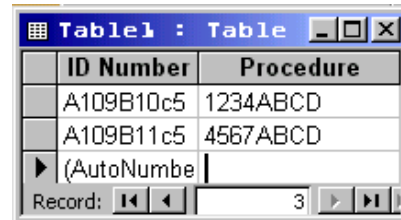
The result is as follows.



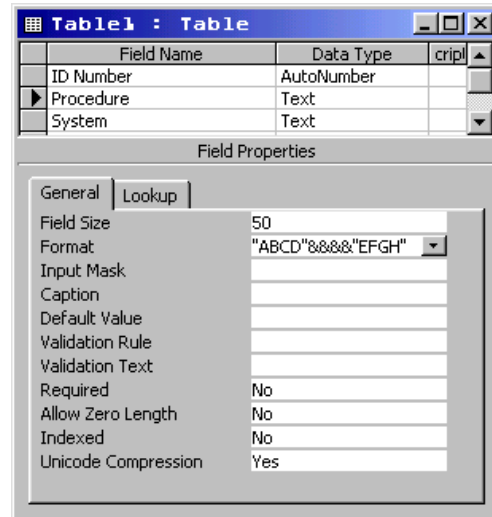
If a suffix is desired, enter an & symbol followed by the quoted literal suffix as in the following figure.



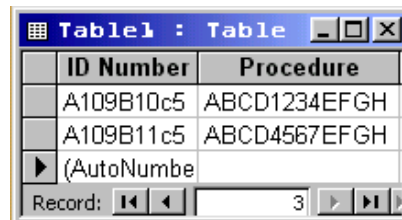
The result is as follows.



If a combination of prefix and suffix is desired enter the quoted prefix followed by & symbols at least the length of the stored data followed by the quoted suffix as in the following figure.



The result is as follows.



If you want to display text such as None or Unknown where there is no data entered in the table, you can add a semi-colon and in quotes the characters to display. Such as "ABCD"&&&&"EFGH";"Unknown".

– Mike Gallagher, Lead Instructor
 Technical Manager, and Consultant

Come learn ACCESS from an EXPERT!

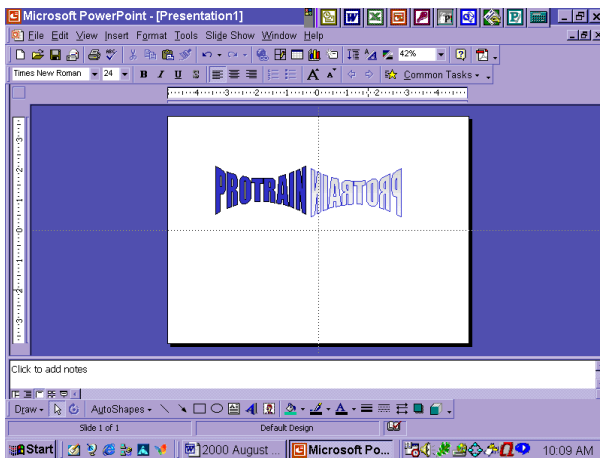
Mike Gallagher has taught
 over 120 Access classes
 for PROTRAIN
 and over 1000 students!

Enjoy Access training with the BEST!

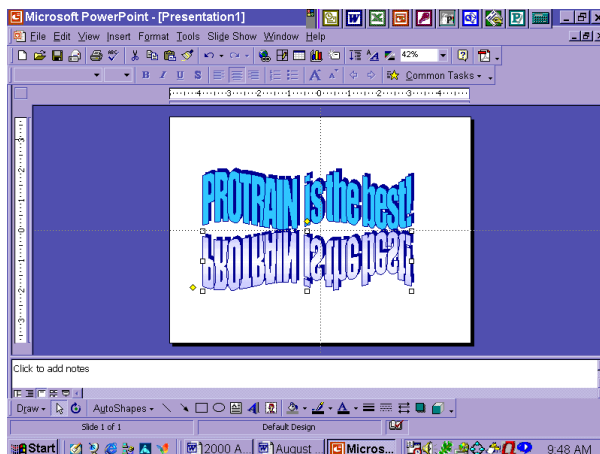
Mirrored text in PowerPoint

You can create simple mirrored text effects using PowerPoint WordArt.

1. Click the **Insert WordArt** button and choose a WordArt style from the WordArt Gallery that does not contain a 3-D effect and click OK.
2. In the **Edit WordArt Text** dialog box, choose a font type and a font size, enter a line of text, and click **OK** to return to the slide.
3. After you make sure your WordArt text is selected (Click on it if it is not.), make a copy of your WordArt text by pressing **[Ctrl] D** to duplicate the selection. A second copy will appear on top of the first.
4. Choose **Draw, Rotate, or Flip, Flip Horizontal (or Flip Vertical)** from the Drawing toolbar to flip your copy.
5. If you chose the **Flip Horizontal** option, move the copy to the right of the original and position it so that the last letter in both text objects line up.



6. If you chose **Flip Vertical** option, move the copy below the original so that the bottom of the two text objects line up.



7. To complete the effect, change the color of the copy so that it contrasts with the original text object.

Using WordArt in PowerPoint can be fun and easy. To learn more, come join our Microsoft MOUS Courseware Certified PowerPoint Beginning course on August 22, 2000!

-- Caren Johnson, Program Manager

Word 97/2000: Keyboard Shortcuts

Center, left align or right align a paragraph	Ctrl+E, Ctrl+L, or Ctrl+R
Undo the last edit or repeat for multi edits	Ctrl+Z
Update a field	F9
Insert a footnote or an endnote	Alt+Ctrl+F or Alt+Ctrl+E
Increase/decrease size of selected text	Ctrl+] or Ctrl+[
Superscript or Subscript text	Ctrl+Shift++ or Ctrl+=
Turn selected text into hidden text	Ctrl+Shift+H
Change the case of selected text press	Shift+F3 and Shift+F4
Select the entire document	Ctrl+A
Copy all selected data	Ctrl+C
Cut selected data to the Clipboard	Ctrl+X
Paste Clipboard data into document	Ctrl+V
Switch to bold	Ctrl+B
Switch to italic	Ctrl+I
Create a new document	Ctrl+N
Save the current document	Ctrl+S
Launch Visual Basic editor	Alt+F11
Insert registered sign	Alt+Ctrl+R
Insert trademark symbol	Alt+Ctrl+T
Insert copyright symbol	Alt+Ctrl+C
Go to the top of the document	Alt+Ctrl+Y
Go into Print Preview mode	Alt+Ctrl+I
Apply outline format	Alt+Ctrl+O
Go into page layout mode	Alt+Ctrl+P
Open a second window	Alt+Ctrl+S
Launch AutoFormat	Alt+Ctrl+K
List a number field	Alt+Ctrl+L
Go back within the document	Alt+Ctrl+Z
Insert a comment	Alt+Ctrl+M
Insert an ellipsis (...)	Alt+Ctrl+. (period)
Toggle in/out of revision mode	Ctrl+Shift+E
Toggle italic text	Ctrl+Shift+I
Toggle underline text	Ctrl+Shift+U
Toggle bold text	Ctrl+Shift+B
Select a text size	Ctrl+Shift+P
Select a text style	Ctrl+Shift+S
Select a text font	Ctrl+Shift+Z
Decrease text point size	Ctrl+Shift+<
Increase text point size	Ctrl+Shift+>
Close a document window	Ctrl+F4
Close Word 97	Alt+F4

Answering Project Performance Questions using Earned Value and Microsoft Project

Project Managers often are asked, "How is the project performing"? Many times, in order to answer this question, the Project Manager needs to understand more than just the basic cost vs. budget and actual schedule vs. baseline.

To truly answer the question, the Project Manager must analyze the project information in a way that looks at both cost and schedule information concurrently. This is when earned value analysis is helpful. Earned value analysis provides a means of determining how much of the budget should have been spent, based on the amount of work-completed to-date together with the budgeted cost for the task(s).

The Earned Value approach was originally developed by the United States Government to accurately track the performance of large Department of Defense Projects. However, because earned value analyses have proven useful and accurate in predicting future project performance, they are gaining popularity on smaller projects.

There are two inputs you need in your Microsoft Project plan to use earned value analysis:

- **Cost information per task** This can either be direct fixed task costs, or calculated costs based on resource assignments to tasks.
- **Actual work completed per task** This can be actuals collected directly from resources, or a percent complete value per task (or any combination of these methods).

The central location where Microsoft Project displays earned value fields is the **Earned Value** table.

To display the **Earned Value** table:

1. On the **View** menu, point to **Table**, and then click **More Tables**.
2. In the **More Tables** dialog box, select **Earned Value**, and then click **Apply**.

Microsoft Project calculates earned value information for every task and summary task in a project, but most of the time the Project Manager will be interested in the project's overall earned value information. One easy way to see this is to display the project summary task.

To display the project summary task:

1. On the **Tools** menu, click **Options**, and then click the **View** tab.
2. Select the **Project Summary Task** check box, and then click **OK**.

A Project Manager should keep in mind that earned value analysis using Microsoft Project is only providing the raw data, it does not attempt to provide any qualitative analysis of that data. This is a task best left to the Project Manager who knows the project's risks and where performance measures should be set to sound off alarms that more scrutiny, and perhaps corrective action, is required.

*--Todd Samuel, Project Manager at Battelle
Instructor at City University and PROTRAIN.SYS*

TIP to Understanding Earned Value Fields in MS Project 2000

The earned value fields displayed in the **Earned Value** table in Microsoft Project 2000 can be difficult to understand if you are not familiar with them. To get help with any of these fields, use your mouse to point to the column heading and in the pop-up that appears, click the "Help on (**field name**)" link. Microsoft Project 2000 displays the Help topic about that earned value field. This tip works for any column heading in any table in Microsoft Project 2000.

*--Todd Samuel, Project Manager at Battelle
Instructor at City University and PROTRAIN.SYS*

Word TIP for August Using Watermarks

You can use text boxes and other graphical elements in a Word document to create a watermark. Draw a text box on the document, insert the desired text or graphic in it, then send it to the background by **right-clicking** on the text box and choosing **Send Behind Text**. Another way to create a watermark is to switch to **Header/Footer** view and insert your text or graphics on the document in that view. To switch to Header/Footer view, choose **View/Header and Footer**. Placing the watermark in the Header/Footer view has the added benefit of protecting it from editing in normal document view.

To print a watermark, you must insert it into a header or footer on your page. The watermark is printed wherever you place it on the page. On the Header and Footer toolbar, click **Show/Hide Document Text** to hide the text and graphics in the main document. Next, insert the graphic that you want to appear on every page. To view a watermark, as it will appear on the printed page, switch to page layout view or print preview.

-- Angela Willingham, Training Manager