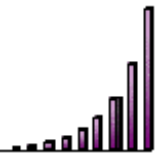




The PROTRAINER



COMPUTING NEWS YOU CAN USE

January 2000

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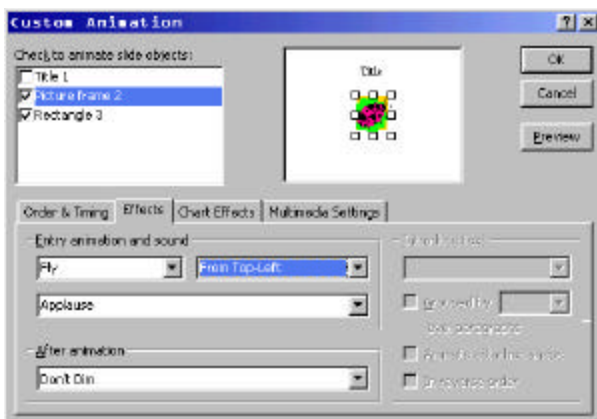
Creating Delayed Sounds in PowerPoint

Sounds can be associated with slide objects such as text, pictures, and movies, or added independently. Sounds associated with objects are played as the object is animated. Sounds that are independent objects can be played anytime. Independent sounds have a speaker graphic associated with them that will be seen by your audience unless they are sized small enough to not be noticed.

If you need a sound but not the graphic, simply create a drawing object, such as a rectangle. Associate the desired sound with it, and set the fill and line components to no fill and no line, respectively. Be sure and place the object where it is easily found because if you cannot see it, it can be difficult to modify.

First, add a Clip Art picture and animate the picture with sound.

1. Start PowerPoint and create a blank slide.
2. From the Menu Bar, select **Insert, Picture, and ClipArt**. Insert a picture of your choice.
3. Right-click the picture and select **Custom Animation**.
4. Select the **Effects** tab in the Custom Animation dialog box. Select an animation and sound from the **Entry Animation and Sound** drop-down lists.
5. Select the **Order & Timing** tab.
6. Select the **Automatically** radio button.
7. Click **OK** to close the dialog box.
8. Play the Slide Show.



Continued Next Page

Congratulations to our latest MOUS EXPERTS!

New PowerPoint EXPERTS:

Michael Batali, Cynthia Risk

New Word EXPERTS:

Michael Batali, Elaine Jones, Carrie Knabe, Candice Luchi, Larry Morrison, James Serles

New Access EXPERTS:

Michael Batali, Annette Bowden, Larry Morrison

New Excel EXPERTS:

Michael Batali, Cynthia Risk, James Serles

PROTRAIN is inspired by your success!

Crystal Reports 7.0

Beginning & Advanced Courses

Instructor: Mike Gallagher

Coming Feb. 17, 28 & 29, so register early!

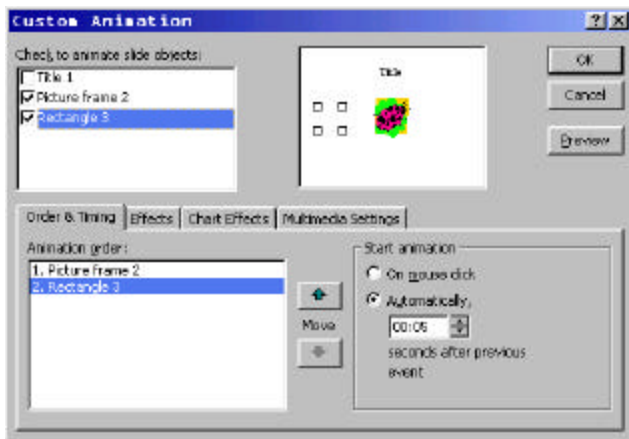
Call 946-1123

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Next, create a drawing object, associate sound with it, hide the object, and set the sound to play after the picture plays.

1. Select the **Rectangle** drawing tool and draw an object on the slide.
2. Right-click the new object and select **Custom Animation**.
3. Select the **Effects** tab in the Custom Animation dialog box. Select the **Appear** animation from the **Entry Animation and Sound**, animation drop-down list. (Since the object is going to be hidden from view, the first **Appear** animation is all that is needed to be able to select the desired sound.)
4. Select a sound from the **Entry Animation and Sound**, sound drop-down list.
5. Select the **Order & Timing** tab. Then the **Automatically** radio button. Set the time to whatever delay you want.
6. Click **OK** to close the dialog box.
7. Select the rectangle object. On the Drawing toolbar, select the **Fill Color** button's down arrow (its icon is a bucket of paint). Select **No Fill** from the pop-up menu.
8. On the Drawing toolbar, select the **Line Color** buttons down arrow. Select **No Line** from the pop-up menu.
9. Play the Slide Show.



Now your rectangle will not appear to the audience and you will get a delayed sound effect when the picture animates.

We offer hands-on instruction in the use of custom animations for different types of objects including charts in our PowerPoint Intermediate class.

-- Mike Gallagher

Controlling Financial Calculations in Excel

When performing financial calculation it is important to use two decimal place precision. Excel will use the actual number in a cell for calculations no matter how the number is formatted or displayed. This can create inaccuracies as far as finances are concerned. As an example, lets say you want to calculate the amount of Social Security and Medicare deductions from your payroll check then add them together to display a total amount deducted.

You can use calculations to multiply 6.2% and 1.45% by the gross amount of your check. Such that 6.2% times \$1,988.67 is \$123.29754 and 1.45% times \$1,988.67 is \$28.835715. When adding the withholdings together Excel adds the entire numbers for a result of \$152.133255 (column C below). Rounded values in Excel will appear to add \$123.30 and \$28.84 for a result of \$152.13, which is incorrect (column E below).

	A	B	C	D	E	F	G	H	I	J
1										
2	Payroll Gross		\$ 1,988.67							
3										
4										
5	SSN Withdrawal		123.297540		\$ 123.30		\$ 123.30		=ROUND(C5,2)	
6										
7	Medicare Withdrawal		28.835715		\$ 28.84		\$ 28.84		=ROUND(C7,2)	
8										
9										
10	Total		152.133255		\$ 152.13		\$ 152.14			

To get Excel to perform the addition correctly you can use one of the **ROUND** functions such as `=ROUND(123.29754,2)` will result in 123.30. This rounded value will be used in calculations rather than the 8-digit value. `=ROUND(28.835715,2)` will result in 28.84. When these values are added together, the result will be 152.14, which is the correct value (column G above).

Note: If you format the cells as currency, visually the numbers will be rounded to two decimal places but Excel still uses all digits in calculations.

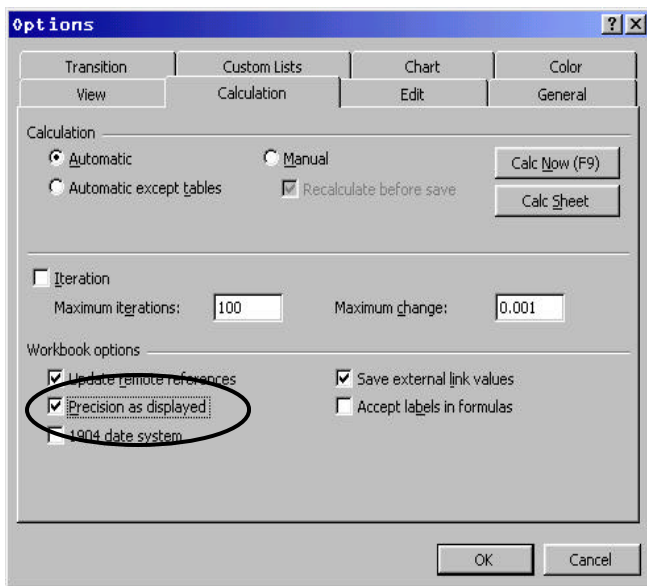
Another way to address the problem is to tell the Workbook to calculate based on displayed values rather than the more accurate full digit values.

1. Select **Tools, Options**.
2. Select the **Calculation** tab then under **Workbook Options**; select the check box labeled **Precision as Displayed**.
3. Click **OK** to close the dialog box.

Choosing this option reduces the overall accuracy of your calculations by using displayed values rather than full digit values. This option can correct inherent inaccuracies

**Improve your skills! Join our next
 PowerPoint Intermediate Class
 January 25, 2000**

in financial calculations. If you should need to use the workbook for anything that requires greater accuracy, you'll need to remove the check from the Precision as Displayed check box.



We provide hands-on practice with the ROUND function and other useful functions in our Excel Intermediate class.

-- Mike Gallagher

Graphic File Formats

There are many different types of graphic formats. Some types of formats are specifically designed for particular purposes, while others are designed for needs that are more global. JPEG graphic formatting is designed for high quality photographs and will efficiently compress content with millions of colors. GIF graphic formatting is designed for graphics that use large solid color areas such as drawn graphics. GIF files are capable of 256 colors with one color possibly being transparent.

The majority of graphic programs allow you to open many different types of graphic files. The same programs are capable of saving files in different formats. They usually will open more formats than they will save. If you're sent a graphic to modify and add to a document, you may not be able to save the file in the same format as the original. It then becomes a decision as to which format to save your changes in.

Several factors can affect which graphic format to use. The destination for your graphic will be a factor. If the graphic is going to be placed on a Web page, the two file format types most used are GIF or JPEG. The content of the graphic is another factor. If the graphic is a high quality photograph for a Web page, JPEG should be used over GIF. In contrast, if the content was more like a drawn company logo with larger areas of solid color, GIF should be used over JPEG. Finally, does the picture need to be

scaleable without loss of quality? If so, a vector type of graphic format should be used rather than a raster/bitmap format.

Meta and vector image formats can both contain vector data. Vector data is a collection of geometric shapes that combine to make an image, recorded as mathematical formulas. Vector data cannot reproduce photo-realistic images, however, has two advantages over raster/bitmap data: it is scaleable without distortion and it produces smaller files.

File Extension	Description	Format
CDR	CorelDraw	Vector
CGM	Computer Graphics Metafile	Vector
CMX	Corel Clipart	Vector
DRW	Micrografx Designer/Draw	Vector
DXF	AutoCAD Format 2-D	Vector
EMF	Enhanced Metafile	Vector
EPS	Encapsulated PostScript	Vector
PCT	Macintosh PICT	Vector
WMF	Windows Metafile (ClipArt)	Vector

A raster or bitmap format breaks an image into a grid of equally sized pieces, called pixels (picture elements), and records color information for each pixel. The number of colors that the file can contain is determined by the bits-per-pixel: the more information that is recorded for each pixel, the more shades and hues the file can contain.

File Extension	Description	Format
BMP	Windows Bitmap	Bitmap
FPX	Flashpix	Bitmap
GIF	Graphics Interchange Format	Bitmap
JPG	Joint Photographic Experts Group	Bitmap
MIC	Microsoft Image Composer	Bitmap
MIX	Microsoft PictureIt!	Bitmap
PCD	Kodak Photo CD	Bitmap
PCX	PC Paintbrush	Bitmap
PNG	Portable Network Graphics	Bitmap
PSD	Adobe Photoshop	Bitmap
TGA	Truevision Targa	Bitmap
TIF	Tagged Image File Format	Bitmap
WPG	WordPerfect Graphics	Bitmap

Raster or Bitmap graphic formats are made of a specific number of little dots. When you enlarge the picture, the dots get bigger and farther apart, making the picture quality deteriorate. Vector graphic formats are made up of groups of lines--much like a TrueType font. You can size these pictures without losing picture quality. When you need scalability while maintaining picture quality, use ClipArt (WMF) or a similar vector format whenever possible. The drawings you make yourself in PowerPoint are vector graphics. You can enlarge them as much as necessary with no apparent loss in resolution.

Photographs will typically be in raster/bitmap formats. Scanned photographs will do well, as long as you don't try to enlarge them too much. Drawn graphics will typically be in vector formats. Programs labeled as a Drawing program typically create vector graphics. Programs labeled as a Paint or Photo program typically create raster/bitmap graphics.

Our HTML/Web Page Design Beginning class provides information about graphic format limitations concerning Web page usage.

-- Mike Gallagher

TIP of the Month

Making E-mail Subject Lines More Helpful

Sometimes when you receive E-mail, the sender forgets to indicate a subject or the subject is so vague that you are not sure what the message is about.

Good News! You can change the subject line after you have received a message. Simply put your cursor in the subject line area and type a new description that more easily identifies the message. When you close the message, Outlook will prompt you to save the changes, and your message has a new title. Now when you are searching for a specific message, you can see what the message is about without opening it.

Just a little time-saver tip for those always looking for ways to save time!

-- Carrie Knabe

**Do you have a time-saver tip,
you would like to share with our
readers?**

E-mail your tips or suggestions to:
sheila@protrainsys.com

Thanks!

PROJECT MANAGEMENT AND PROJECT 98

3-Day Course

Instructor: Catapult

February 23-25, 2000

Hear Ye! Hear Ye!

Y2K Opening Thoughts

The beginning of the year 2000 was quite uneventful. This was very welcome considering all the attention to possible unwelcome events. Our equipment at PROTRAIN all successfully works in the New Year, although we did have a pen run out of ink. The ink must not have been Y2K compliant.☺ We can all breathe a sigh of relief at least for now.

As far as your computer and other electronic date/time keeping devices are concerned, there are a few milestones yet to get through. These dates to be aware of are changes in the number of digits the computer must use to keep track of the proper date and time.

- ⌚ Single digit month, double-digit day, 4-digit year: January 10, 2000
- ⌚ The extra day this year: February 29, 2000
- ⌚ Double-digit month, single and double-digit day, 4-digit year: October 1, 2000 and October 10, 2000

Also, within these dates are changes from single to double-digit times that could cause your computer to lose track of the proper date and/or time. The first date and time combination that requires the most digits is October 10, 2000, 10 hours, 10 minutes, and 10 seconds.

If your computer gets through these without fault, your computer should be ready for any date and time, up to the year 3000. ☺

-- Mike Gallagher