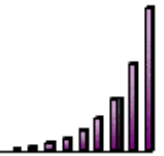




We're Moving!

# The PROTRAINER



COMPUTING NEWS YOU CAN USE

March 2001

Web – [www.protrainsys.com](http://www.protrainsys.com)

E-mail – [training@protrainsys.com](mailto:training@protrainsys.com)

Vol. 4, No. 3

## A New PROTRAIN!

In case you haven't heard, things are happening at PROTRAIN! Good things that will ensure our customers have the best of service and training!

On February 2, 2001, we became a division of Vivid Learning Systems. Vivid Learning Systems is owned by NUVOTEC and delivers HGET training to the Hanford site employees. They also have an extensive library of web-based training options that will enhance PROTRAIN's offerings especially in advanced technical training.

Some of you have already met with Kevin Smith, the President of Vivid Learning Systems, and Wayne Heaton, the new Sales Manager for PROTRAIN. They will be managing PROTRAIN and instrumental in the growth of the company.

Their plans include expanding the hours of PROTRAIN into the evenings and weekends. They will be adding new courses to our open enrollment schedule and making their web-based training available to better meet the needs of our technical customers. They are keeping our two excellent instructors, so you will continue to receive the best of care and training! ☺

If you have any suggestions regarding courses, schedule, etc., please feel free to contact Kevin at [Kevin@learnatvid.com](mailto:Kevin@learnatvid.com) or Wayne at [wayne@learnatvid.com](mailto:wayne@learnatvid.com).

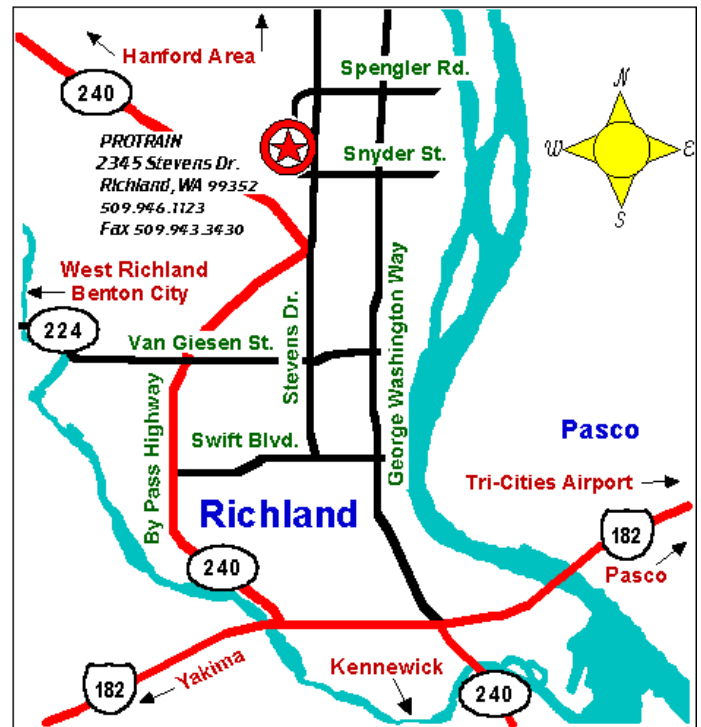
This weekend PROTRAIN will be moving to a new location—the 1163 building on Stevens Drive. The address is 2345 Stevens Drive. See map in second column. It is a large building that is partially occupied by NUVOTEC—you'll see their sign on the left half of the building. PROTRAIN will be situated on the second floor. Participants in our training courses will enter at the left end of the building and take the elevator or stairs up to the second floor. It is a nicer facility than we are currently in and we think you will like the change.

My plans are to continue for a few months as a consultant assisting with the transition and developing new courses for PROTRAIN. I can still be contacted at [sheila@protrainsys.com](mailto:sheila@protrainsys.com) for now. Then on to bigger and better things like being full-time Mom for once. There is a lot about PROTRAIN that I will miss—most of all the people! It was a pleasure doing business with so many of you, and it was rewarding being a part of the significant process of personal growth and increased productivity for thousands of you in this community.

July 1, 2001, PROTRAIN will celebrate its 7<sup>th</sup> year anniversary. I am so thankful to each one of you who supported PROTRAIN and made us the training center we are today. Thank you!

## PROTRAIN's New Location

Beginning on Monday, March 5, all of PROTRAIN's courses will be at our new location—2345 Stevens Drive in Richland. See map below.



We will still have the same phone number—call us anytime if you have questions regarding these changes. We'll be happy to help in any way that we can to make this transition as smooth as possible. Thank you for your understanding and flexibility as we grow. We look forward to many more years of serving YOU!

-- Sheila Y. Schroeder, former Owner

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## Creating tables

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You can quickly create a simple table by using the **Insert Table** command, or you can use the **Draw Table** tool to quickly create a more complex table—for example, one that contains cells of different heights or a varying number of columns per row. Using **Draw Table** (the 'pencil' icon on the **Tables and Borders Toolbar**) is similar to drawing a rectangle on graph paper—first, draw a line from one corner of the table to the corner diagonally opposite in order to define the boundary of the entire table, and then draw the column and row lines inside.

### Creating tables inside other tables

You can also use **Draw Table** to create tables inside other tables, or nested tables. Nested tables are particularly useful when you use a table to lay out a page and then want to use a table to present information—for example, if you use a table to lay out the Web page for your company's sales department, you might want to insert in the layout a nested table illustrating the department's quarterly earnings.

### Creating tables from existing information

You can convert existing paragraphs of text to a table. You can also create a table from an existing data source, such as a database or worksheet.

1. Select (highlight) the text you want to convert.
2. On the **Table** menu, point to **Convert**, and then click **Text to Table**.
3. Under **Separate text at**, click the option for the separator character you want.
4. Select any other options you want.

### Formatting tables

You can enhance your table by adding borders and filling cells with colors, patterns, or shading. You can also use the **Table AutoFormat** command to quickly give your table a polished design.

Choose one of the following:

To add a border to a table, click anywhere in the table.

To add borders to specific cells, select the cells, including the end-of-cell mark.

1. On the **Format** menu, click **Borders and Shading**, and then click the **Borders** tab.
2. When you insert a table, it has a black ½-pt solid single-line border by default. Use the **Style**, **Color**, and **Width** options to add a different border.
3. Make sure the correct option—**Table** or **Cell**—is selected under **Apply to**. Select the other options you want.

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4. To specify that only particular sides get borders, click **Custom** under **Setting**. Under **Preview**, click the diagram's sides, or use the buttons to apply and remove borders.
  5. To specify the exact position of the border relative to the text, click **Paragraph** under **Apply to**, click **Options**, and then select the options you want.
- ### Changing the position of text in a table

By default, Microsoft Word aligns text horizontally in table cells, callouts, text boxes, or AutoShapes. You can change the text orientation so that the text is displayed vertically by following these steps:

1. Select table cell that contains the text you want to change.
2. On the **Format** menu, click **Text Direction**.
3. Click the orientation you want.

-- Jodi Eppard, Instructor

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## Word *TIP* of the Month

### Different Ways to View a Word Document

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**Print Layout View:** Work in print layout view to see how text, graphics, and other elements will be positioned on the printed page. This view is useful for editing headers and footers, for adjusting margins, and for working with columns and drawing objects.

**Web Layout View:** Work in Web layout view when you are creating a Web page or a document that is viewed on the screen. In Web layout view, you can see backgrounds, text is wrapped to fit the window, and graphics are positioned just as they are in a Web browser.

**Normal View:** Work in normal view for typing, editing, and formatting text. Normal view shows text formatting but simplifies the layout of the page so that you can type and edit quickly. In normal view, page boundaries, headers and footers, backgrounds, and drawing objects, do not appear.

**Outline View:** Work in outline view to look at the structure of a document and to move, copy, and reorganize text by dragging headings. In outline view, you can collapse a document to see only the main headings, or you can expand it to see all headings and even body text. Outline view also makes it easy to work with master documents. A master document makes it easier to organize and maintain a long document, such as a multipart report or a book with chapters. In outline view, page boundaries, headers and footers, graphics, and backgrounds do not appear.

**Print Preview:** In print preview, you can display multiple pages of a document in a reduced size. In this view, you can see page breaks, hidden text, and watermarks, and you can make editing or formatting changes before you print the document.

--Jodi Eppard, Instructor

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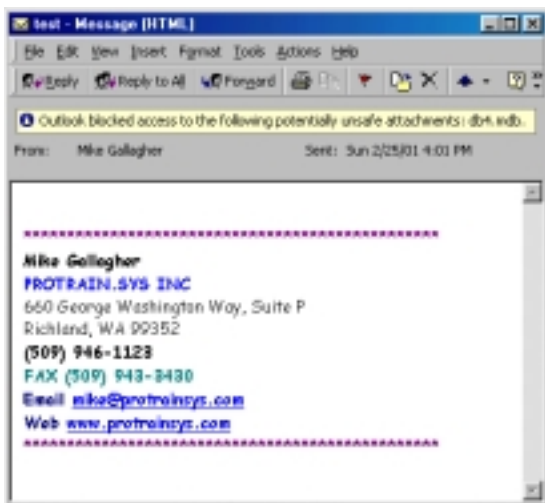
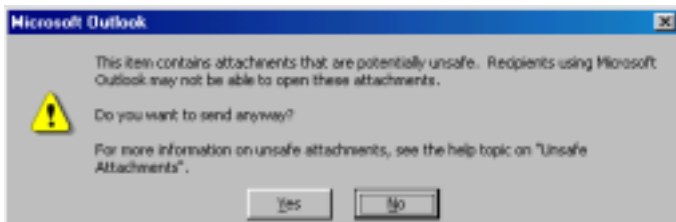
## Viruses and Outlook 2000

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Computer viruses are amazingly prolific. More so through the use of the Internet rather than by floppy disks as was the case in the early computer era. The Internet has made information both bad and good exponentially easier and faster to access.

Microsoft has taken extraordinary steps to help prevent users of its Outlook program from opening possible virus content. It has done so by preventing users who use Outlook 2000 from accessing an attachment that may be of the type that can execute on its own.

If you send an email with an Access database attached (.mdb extension), Outlook will not let the recipient access it. A warning is displayed when sending and the message banner indicates it is blocked when received.



If you have tried to send an Access database or another file type that Outlook 2000 blocks just change the extension to .txt. The recipient will need to save the attached Access database file to their file system and rename the file to the correct extension. Be sure and include directions in the email to save and change the extension back to .mdb once received. I recommend using your virus scanner on the saved attachment's folder before opening the file.

Home users should always save any attachments to a folder first and check the folder for viruses before opening any incoming e-mail's attached file. I would never try to open an attachment that has a .vbs extension without checking it out thoroughly. This is a Visual Basic Script file and the majority of them seem to be of the damaging flavor rather than of the informative.

-- Mike Gallagher, Lead Instructor and Technical Manager

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## ACCESS Tip of the Month

### Creating an Access Splash Screen

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Access will display a startup splash screen while Access and a database file is loading. This can add a more professional finished touch to your Access application. Create a Bitmap image with a .bmp extension. Save it to the same folder as the database file you want it to open up with. Give it the same name as the database file only with the .bmp extension rather than the .mdb extension. Access will display this image while the same-named database is loading.

-- Mike Gallagher, Lead Instructor and Technical Manager

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## New Terminology

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Clickstream -- [klik strè m ] (*plural* click-streams) *noun*  
path through World Wide Web: the path of mouse clicks that a computer user adopts to navigate the World Wide Web. Some Web sites trace and record their visitors' clickstreams as part of their marketing research.

-- Mike Gallagher, Lead Instructor and Technical Manager

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## Hyperlinks to Outlook Folders

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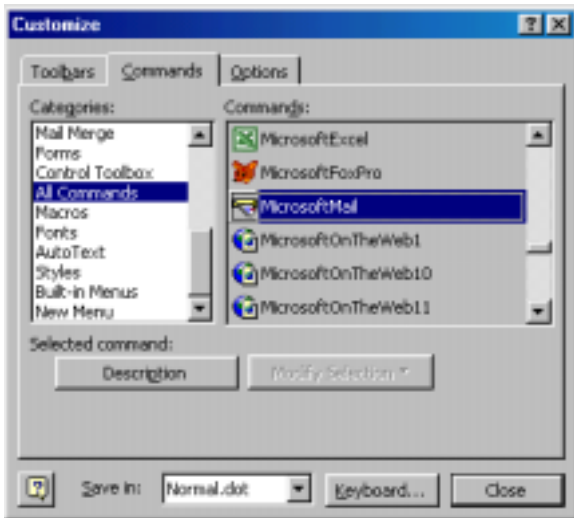
In Windows programs and Windows itself you can create hyperlinks. Hyperlinks allow users to navigate quickly with one mouse click to another location, page, program, file, etc. Creating hyperlinks to specific Outlook folders may be necessary to look something up while working on a letter in Word or other program file. You may need to look up when your appointment is with the person to whom you are writing the letter.

I like to place toolbar buttons in the office programs that will quickly open the calendar, inbox, contacts, tasks, notes and journal folders. The syntax for the hyperlink is "*program name:folder name*", such as *outlook:calendar*. You will need to add a custom toolbar button that has hyperlink capabilities. In Word I use the Microsoft Mail command from the All Commands category listing

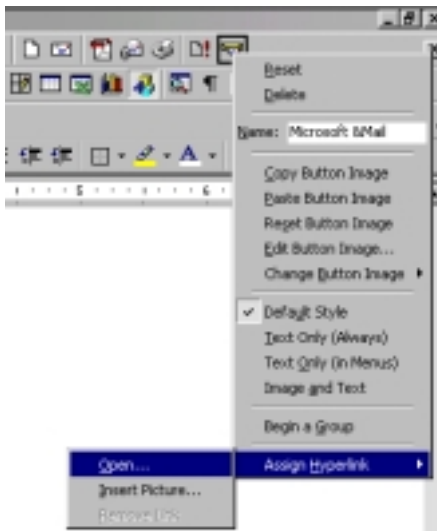
To create a hyperlink that opens the Outlook Calendar folder from Word,

1. Open the Toolbar Customize dialog box by clicking on **Tools**, and **Customize**.
2. Click on the **Commands** tab, and then scroll down the **Categories** list on the left to find and click **All Commands**.
3. Scroll down the **Commands** list on the right to find and drag **MicrosoftMail**.

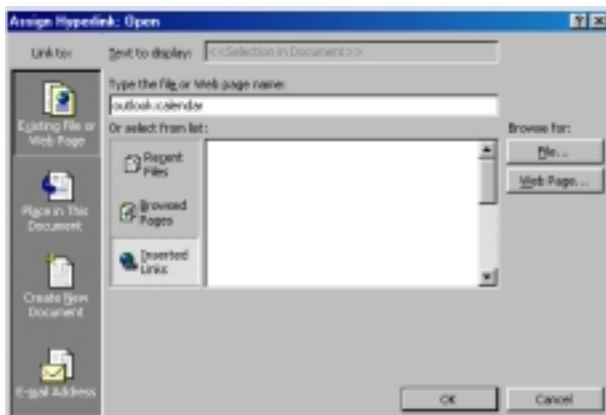
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4. Drag **MicrosoftMail** to a Toolbar or Menu bar.
5. Right-Click on the added **Microsoft Mail** toolbar button, point to **Assign Hyperlink**, and click on **Open....**



6. In the **Type the File or Web page name:** box enter *"outlook:calendar"*, with out the quotes.
7. Click **OK**, and then click **Close** to close the Customize dialog box.



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8. Try your new toolbar button; it should take you directly to Outlook and the Calendar folder with a single click.

**Note:** If Outlook is already open this will open a new window with the Calendar folder displayed.

In Excel use the Macros Category, Custom Button Command within the toolbar Customize dialog box to do the same thing as the above Word example. In Access use the File Category, Custom Command.

It is possible to go directly to a subject or name of an item in an Outlook folder by adding a /~subject or name to open, such as *"outlook:calendar/~budget mtg"* or *"outlook:contacts/~Mike Gallagher"*. This could be useful from Access or Excel where you may keep a list of the contacts collaborating on a particular project and want quick access to their Contact folder entries from within the project file.

-- Mike Gallagher, Lead Instructor and Technical Manager

## Have you been missing out?

Check out these GREAT courses . . .

- ◆ **FrontPage I**ntermediate training now available!
 

FrontPage 00 Beginning	March 8
FrontPage 00 Intermediate	March 9
- ◆ **Publisher 2000** training available!
 

Publisher 2000	March 6
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- ◆ **QuickBooks Pro 2000** training is here!
 

QuickBooks Pro 00 Beginning	March 12
QuickBooks Pro 00 Interm.	March 13
- ◆ **Crystal Reports** training!
 

Crystal Reports Intro.	March 22
Crystal Reports Advanced	March 23
- ◆ **Visio 2000 Flow/O**rganization Charting!
 

Visio 2000 Charting	March 5
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Call 946-1123 to register today!