

Creating a Navigation Toolbar using Microsoft Project

Why should you modify the formatting toolbar?



If you are a new user of Microsoft Project, it is easy to become overwhelmed by the number of different ways you can look at your project's data. Microsoft Project does nothing in its native form to tell you what view and what table you are looking at. On top of that, most of the buttons in the formatting toolbar (the lower of the two default toolbars) are not used very often during the process of creating and managing the project itself.

Fortunately, Microsoft gave us exactly what we need to improve the situation. We can get rid of the infrequently used formatting buttons and replace them with list boxes of views and tables that will tell us what information we are looking at and help us to change the view and/or table.

Here is how to modify the toolbar:

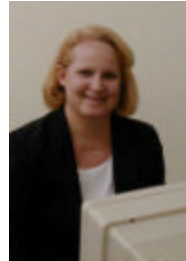
1. Place the mouse pointer over the toolbar buttons (not the menu or the list boxes) and click the right mouse button. Select **Customize**. If necessary, use the Customize title bar to drag the dialog box away from the toolbars. Then remove all of the buttons to the right of the filter list box (it probably says "All Tasks") by dragging each one slightly below the toolbar and letting go of the mouse button.
2. In the **Customize** dialog box, select the **View** category. **Drag** the Views box and the Tables box into the toolbar. Make sure that you place the mouse pointer within the toolbar (to the left of the toolbar end line). You can add more buttons. Although there are no tooltips while you are in the Customize dialog box, you can click on any button and see a description. I suggest that you go to the Tracking category and add the **Project Statistics** button.
3. When you are done, **close** the **Customize** dialog box.
4. If you want to change the toolbar back to its original buttons, go to **View, Toolbars**, select **Formatting**, and then the **Reset** button.

--Todd Samuel, Instructor

Todd is a Project Manager at Battelle Northwest and has been managing science and engineering projects for over 12 years. He is a project management instructor at City University's Tri-Cities Site and PROTRAIN.SYS INC.

Welcome Angela Willingham!

PROTRAIN welcomes Angela Willingham to our company. She will be serving as the Training Manager, working closely with our team and customers. She will manage the office and staff, marketing projects, new program development, special requests, and customized training. Her primary focus will be to make sure you, our valued customers, receive the assistance and training you need when you need it!



Angela comes from DynCorp Tri-Cities Services, Inc., and has 10 years of experience in working with the Hanford Training Organizations. She is a

Washington State Notary Public, a Washington State Certified Occupational/ Vocational Instructor, and she has a Department of Energy Instructors Certificate.

Angela is ambitious, self-motivated, and enthusiastic. You will enjoy talking with her—she is professional and efficient. We are delighted to have her on our team—she will be a welcomed addition!

— Sheila Schroeder, Owner

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PowerPoint 2000 plays Animated GIF's

PowerPoint 97 and earlier versions would view only the first image in an imported GIF animation file. The animation would not play. PowerPoint 2000 will play animated GIFs in all their eye-catching glory.

There are a few caveats. Like other PowerPoint animations, animated GIFs play only when you look at your presentation in Slide Show view. You will not see any animation effects in Normal, Slide, Slide Sorter, or any other PowerPoint view.

Animated GIFs animate only in PowerPoint 2000 itself, not the PowerPoint Viewer. The Viewer supports the features of PowerPoint 97, but not features that are specific to PowerPoint 2000. If the computer that will be playing your slide show does not have the PowerPoint 2000 program installed, your audience will not see your GIF's animating.

-- Mike Gallagher, Primary Instructor
Technical Manager and Consultant

Outlook *TIP* of the Month

Outlook is not only great for scheduling meetings – it is also great for scheduling appointments. If you have an appointment with a co-worker or have an assistant who keeps track of your appointments, you can keep everyone informed with the click of a button.

1. Make your appointment in your usual way.
2. Instead of using the meeting planner tab, go directly to the **"invite attendees"** button on your standard tool bar. This will bring up an e-mail message with all the appointment information.
3. Address the message to the person you are meeting with and/or your assistant and send.


This will place the appointment automatically on all participants' calendars. The requested attendee(s) can either accept or decline the meeting by **right clicking** on the message. If you need to change information about the meeting, open your appointment, make changes and save. Outlook will ask you if you want to send the update to all invitees. Click on **yes** and Outlook will automatically update the appointment on all requested attendee(s) calendars.

You can also use this feature when you are out or busy so assistants or co-workers can make appointments for you. Utilizing this Outlook feature will allow you to never miss an opportunity to meet with customers or colleagues.

-- Suzanne Lee, Instructor
Tri-Cities/Yakima Site Director, City University

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Leading Excel Zeros

Excel automatically trims off insignificant leading and trailing zeros from a number. Excel defaults to display and print only calculated or directly entered significant digits. To display trailing zeros involves increasing the number of decimal places. Excel provides a simple to use increase decimal toolbar button  for this purpose.

There may be some numbers you want to display leading zeros for, such as zip codes or invoice numbers. Numbers such as 00352 will display as 352 automatically. The zeros are insignificant to the value of the number; therefore, Excel trims the zeros off and does not display or print them. There are several ways to get Excel to display leading zeros. The simplest involves using custom format codes.

To use custom format codes to display leading zeros; perform the following:

1. Select the cell(s) that will contain the leading zero number(s).
2. From the **Menu Bar** select **Format** then **Cells...** or right click on the selected cell(s) and choose **Format Cells...** from the shortcut menu.
3. On the **Number** tab select **Custom** from the **Category:** list.
4. In the single line, **Type:** text box; enter zeros from the keyboard, equivalent to the number of digits you want to display. For example 00000 to display a minimum of five digits.

A 0 (zero) displays insignificant zeros if a number has fewer digits than there are zeros in the format.

5. Click the **OK** command button.

-- Mike Gallagher, Primary Instructor
Technical Manager and Consultant

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Text Box Links in Word

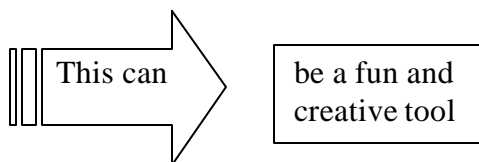
You can link text boxes to create a flow of text from one box to another. This option allows you to create a sense of continuity when using text boxes to annotate text, diagrams, or charts in a Word document. One quick example is an article that would continue elsewhere in a magazine or newsletter.

1. Begin by creating two or more drawing objects, such as banners, diamonds, Autoshape's or a text box.
2. Select the first drawing object or text box you want to link. Do this by moving the pointer over the object until the pointer becomes a four-headed arrow and click your left mouse button. Once your object is selected, click the right mouse button and select the **Add Text** command from the shortcut menu. Add some brief text, then click outside of the object to deselect it.
3. To create the link, select the first drawing object or text box. Click the right mouse button and select **Create Text Box Link** command from the shortcut menu. (Your cursor changes into a pouring pitcher.)
4. Move the cursor inside the text box you want to link to and left click your mouse button. To link additional shapes, select the shape you created the link to, and then repeat steps 3 and 4.

In the first text box, type the text that you want. As the text box fills, the text will flow to the other text boxes that you have linked. The text boxes can be adjusted in size and moved about on your document. You cannot add text to shapes created with straight or freeform lines. If you click **Create Text Box Link** and then decide you do not want to link to another text box, press ESC to cancel the linking process.

To restore the Text Box toolbar, select a text box in your document, point to toolbars on the View menu and select **Text Box**. (You must select a text box in your document for this toolbar to be available on the list.)

5. To remove a link from a text box. Select the previous text box from the text box you want to remove the link. (Example: 3 text boxes exist, to remove the last text boxes link, the second text box needs to be selected). Once the text box has been selected, right click your mouse button and select "**Break Forward Link.**"



--Liz Houston, Instructor
and Word Consultant

Set Personal Reminders in Outlook 2000

In today's Corporate America, professionals are under pressure to maximize the use of every moment in their busy day. Outlook 2000 has made it easier for workers to not only keep track of their appointments, but also utilize the program to make notes of up coming personal events without affecting their professional work schedules.

Individuals can now set personal reminder notes in their Outlook Calendars. If they do not want the reminder to reflect on their schedule as an appointment and they do not want the time to appear to others as busy time on their calendars, there are two options available. The first technique is to create an event (*An event is usually an activity that lasts 24 hours or longer, such as a trade show or a seminar*). Events will appear in banners at the top of the Outlook Calendar.

The second method is to create an appointment of zero time duration. Appointments will appear on their own calendar and usually appears as busy time when others view the calendar(s). Since the appointment does not have time duration, it will not be visible to others.

Once an individual has decided where they would like their personal reminder displayed on their calendar, use the following steps to create a personal reminder. Select the **File** menu, point to **New**, and click on **Appointment** In the **Subject** box, type the reminder text. To create an event, select the **All day event** check box. To create an appointment with a zero time duration, select the **starting** and **ending times to reflect the same**. Select the **Reminder** check box and enter the amount of time before the appointment when the reminder is to occur. Click **Save** and **Close**.

- Angela Willingham, Training Manager

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MS Project *TIP* of the Month

Tip #1 for new users – Stay away from the Start and Finish fields! Do not fill them in manually.

Instead of thinking from the standpoint of dates, learn to think about the logic of the project. Use task relationships (Finish-to-Start, Start-to-Start, Finish-to-Finish) to build your project and let Project calculate the dates for you. If you find that you really must attach a task to a date, use the **Constraint** fields on the **Advanced** tab of the **Task Information** dialog box.

--Todd Samuel, Instructor

Todd is a Project Manager at Battelle Northwest and has been managing science and engineering projects for over 12 years. He is a project management instructor at City University's Tri-Cities Site and PROTRAIN.SYS INC

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Creating Email Hyperlinks in Excel

Make it easier for users to request information or send feedback regarding a workbook by creating a hyperlink that generates a pre-addressed email.

In Excel 97

1. Select **Insert/Hyperlink** from the menu bar.
2. In the **Link To File or URL** text box type <mailto:youremailaddress>. Click OK.

In Excel 2000

1. Select **Insert/Hyperlink** from the menu bar
2. Click **E-Mail Address** on the **Link To bar**.
3. Fill in the E-Mail Address and Subject text boxes as if you were addressing a regular email. Click OK.

You have just made someone's workload a little easier. To learn more about creating email hyperlinks in Excel, register for PROTRAIN's Excel 97 Advanced Customizing & Using Macros.

--Caren Johnson, Registrar

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