





NOW AVAILABLE!
Web Based Training

In our on-going effort to better serve our customers, PROTRAIN is pleased to introduce its new Web-Based *Office Professional Library*.

Our new *Online Training* is designed to *compliment*, not replace, the quality classroom training that you have experienced from us in the past.

We are sure that you will find added *value* in the *convenience, accessibility, and ease of use* this library offers.

Key benefits:

-  *Available 24/7*
-  *Accessible from any Web Connected PC or Workstation*
-  *Offers preview of classes you plan to take*
-  *Offers reference or review of classes you've already taken.*

Web-Based Office Professional Library

Access 2000:	Levels 1, 2 & Advanced
Excel 2000:	Levels 1, 2 & Advanced
FrontPage 2000:	Intro & Advanced
PowerPoint 2000:	Intro & Advanced
Word 2000:	Levels 1, 2 & Advanced
Microsoft Office 2000:	Web Components & Collaboration, New Features, Macro Programming using VBA, Document Integration

The complete library is available for only \$199 per user, per year.

(5 user minimum registration.)

REGISTER TODAY!!



Be sure to register **NOW** for future classes.

Prices will increase effective June 1.

Sign up today!

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Congratulations!

We at PROTRAIN have been privileged to work with **Michelle Reitz** for the past 8 months. She played an integral part in our recent move to 2345 Stevens Drive. Because of her numerous talents, Michelle has been "discovered" by one of our sister companies and will be leaving PROTRAIN to begin her new career with Nuvotec. We will miss Michelle's smile and positive personality but send with her our best wishes for a wonderful future with Nuvotec!

Excel

Eight Time-Saving Shortcuts

Excel has a lot of useful shortcut keys. The more you know, the more time you can save. Here are eight shortcuts we hope you find useful:

To enter the current date into the active cell, press [CTRL]+[;]



To enter the current time, press [CTRL]+[SHIFT]+[;]

To enter or edit a cell comment in the active cell, press [SHIFT]+[F2]

To quickly copy the contents of a cell to the cell directly to the right, select the cell that will receive the copy, then press [CTRL]+[R].

To quickly copy the contents of a cell to the cell directly below it, select the cell that will receive the copy, then press [Ctrl]+[D].

To copy the contents from a cell directly above the active cell, press [Ctrl]+[']. If the cell contains a formula, this shortcut makes an identical copy of that formula, rather than adjusting the cell reference relatively.

Pressing [Ctrl]+[Shift]+['] also copies the contents from the cell directly above the active cell. However, if the cell contains a formula, this shortcut copies the result of the formula only rather than the formula itself.

An easy way to view all formulas in a worksheet without having to select the cell containing it is to press [Ctrl]+[~]. Press the shortcut again to switch back to Normal View.

-- Jodi Eppard, Program Instructor

**Crystal Reports
Training & Consulting
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Plotting Excel Data

Excel data is not always plotted by column or row as the chart categories. It is the relation between the number of rows and columns of data you select that dictates how Excel plots the data. The row to column relationship is as follows:

- If the number of columns you select is greater than or equal to the number of rows, then Excel plots the data by rows. The column headings are used along the category axis and the row headings become the legend labels designating the data series.
- If the number of rows you select is greater than the number of columns, then Excel plots the data by columns. The row headings are used along the category axis and the column headings become the legend labels designating the data series.

The two data areas in the following Excel Sheet will yield the exact same chart. The chart generated by the first data area will focus on the rows, while the second data area focuses on the columns.

	A	B	C	D	E
1	rows	a	b	c	d
2	y		1	2	3
3	z		2	3	4
4					5
5					
6					
7	columns	y	z		
8	a		1	2	
9	b		2	3	
10	c		3	4	
11	d		4	5	
12					

You can change what series of data Excel plots. On the second step of the Chart Wizard you can select to plot Series In: Rows or Columns. If the chart has already been plotted, choose Chart from the Menu bar, Source Data to change whether the rows or columns are plotted as the chart series.

Data viewed with the series plotted by rows produces a chart with a different focus than one plotted by columns. You may copy the chart and display one with the data series by rows and the other with the data series by columns so that the people for whom the charts are being created see both perspectives.

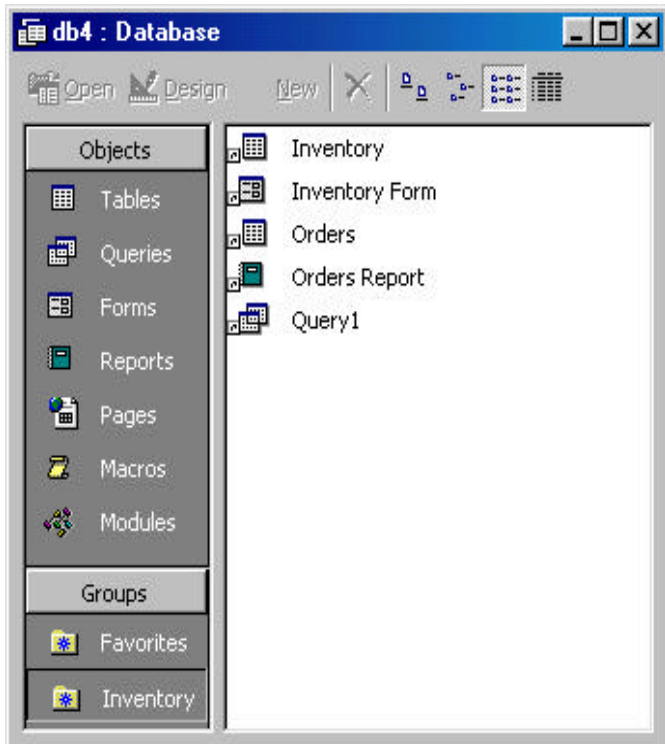
-- Mike Gallagher, Lead Instructor

Access 2000

Creating Object Groups

Access 2000 offers a new organizational feature called "Groups". Groups contain shortcuts to objects in Access that are related to one another in some way. You can create a group called Inventory and add shortcuts to all your database objects, such as; tables, queries, forms, and reports that pertain to your Inventory. When you want to access an inventory object, you need only click the Group icon to see them all.

To create a group, right-click in the dark gray Object bar area below the Groups header on the left side of the database window and choose New Group. Enter an appropriate name for your group of items such as Inventory or Customers and click OK. Access will display that group name under the Favorites group name. To add objects to the group, simply drag them from the white database window list to the appropriate group name on the Object bar.



You are not actually moving the objects; you're just creating a shortcut to the objects within a custom grouping. So all your tables, queries, forms, and reports are still in their respective object areas.

-- Mike Gallagher, Lead Instructor

Word 2000

Useful Shortcut Keys in Word 2000

Do you find that using the keyboard is sometimes quicker than using your mouse? Shortcut keys can help you bypass menus and carry out commands directly. You can use shortcut keys in many ways with Word, from accessing commands and toolbar buttons to repeating your last



action. Shortcut keys are sometimes listed next to the command name on Word menus. For example, on the Edit menu, the Find command lists the shortcut CTRL+F.

For a comprehensive list of shortcuts, ask the Office Assistant for help. In Word 2000 or any of the other Office 2000 applications, press F1 to display the Assistant, and then type shortcut keys in the text box.

Here are some of the most useful Word shortcut keys:

Activity	Shortcut Keys
Repeat your last action	F4 or CTRL+Y
Find and replace	CTRL+F
Go to page, section, line, etc.	CTRL+G
Delete a word	CTRL+BACKSPACE
Change case	SHIFT+F3
Bold	CTRL+B
Italicize	CTRL+I
Go to beginning of document	CTRL+HOME
Go to end of document	CTRL+END
Select to beginning of document	CTRL+SHIFT+HOME
Select to end of document	CTRL+SHIFT+END
Open the thesaurus	SHIFT+F7
Insert a hyperlink	CTRL+K
Select all	CTRL+A
Copy	CTRL+C
Paste	CTRL+V
Undo	CTRL+Z
Save	CTRL+S
Print	CTRL+P
Open	CTRL+O

--Jodi Eppard, Program Instructor

Access Query Shortcut

You can use the asterisk “ * ” character from a field list in a query to represent the entire query's underlying fields in the design grid. However, some functions won't work on the asterisk character in a query. Instead of using this character, you can enter all the fields by double-clicking the field list's title bar, then drag the selected block of all field names to a Field cell in the design grid at the bottom. Access automatically fills in the Field cells with all the field names.

-Mike Gallagher, Lead Instructor

Outlook 2000

Expand Outlook 2000's Capabilities with Microsoft Downloads

Have you wished for a new stationery template or software that enables you to create customized email to a group of contacts? Check out the Microsoft download catalog for Outlook 2000 at: [Outlook 2000 Microsoft Downloads](#). This site lets you download stationery templates or add-ins for Outlook that can make you more productive. For example, you can download software that enables you to **look up six people's calendars at one time** or create envelopes and labels using contact information.

-Jodi Eppard, Program Instructor

Use Notepad to remove Word Formatting

Have you ever started working with a Word document that was formatted improperly? You may have started to modify the formatting and it just isn't turning out the way you want. In this instance, you may want to remove the existing formatting and start from scratch with your own formatting. Here is a way you may want to try.

1. Highlight your text selection or the entire document [Ctrl-A].
2. Copy the selection to the Clipboard, Edit, and Copy.
3. Start Notepad, using Start button, Programs, Accessories.
4. Paste the Clipboard contents (your selection) into Notepad, Edit, and Paste.

Since Notepad only works with unformatted text, all formatting from your copied text selection is removed and only the content or words are pasted. You can then either save your Notepad document as a text file with no formatting, or copy it from Notepad back to the Clipboard and paste it back into Word, either to the existing document or to a new document.

The keystrokes in Word that remove most of the formatting from selected text are: [Ctrl-Spacebar] to remove manual character formatting and [Ctrl-Q] to remove paragraph formatting.

- Mike Gallagher, Lead Instructor

Kids Fun on the Internet!

Here are some web sites that may interest you and your kids:

<http://www.kidsdomain.com>

<http://www.bonus.com>

<http://kids.discovery.com>

<http://www.childslife.com>

<http://www.taipie.com>

<http://www.123kidzarea.com>

<http://www.uptoten.com>

<http://www.crayola.com/kids>

<http://www.kidscom.com>

<http://www.mamamedia.com>

<http://www.kidsedge.com>

<http://www.gamebrain.com>

<http://www.funschool.com>

<http://disney.go.com/park/bases/zeetherbase/today/fla sh/index.html>

<http://www.kiddonet.com>

<http://www.kindlepark.com>

<http://www.iknowthat.com/com>

<http://www.zeeks.com>

<http://www.rumpus.com>

<http://www.wiltiky.com>

<http://www.kidskorner.net>

<http://www.funology.com>

<http://www.headbone.com>

<http://www.boowakwala.com>

<http://www.bbc.co.uk/education/laac/menu.html>

<http://www.education.com/jumpstart/index.htm>

<http://www.cbc4kids.ca>

<http://www.sesamestreet.org>

<http://www.barney.com>

<http://www.enchantedlearning.com/Home.html>

<http://www.edbydesign.com/kidsact.html>

These are just a few! Have Fun!