

The PROTRAINER

Web Site Address: www.protrainsys.com Email Address: training@protrainsys.com



PROTRAIN

New Management Same Protrain

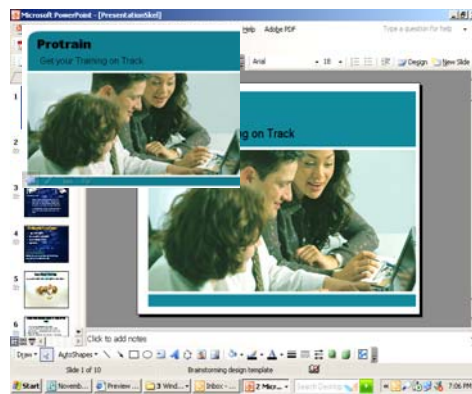
At the end of August 2005 word spread that Protrain was going to be open for one final month, and would then be closed on September 30 2005. Rather than see that happen I decided to purchase Protrain. We will continue to offer classes that help thousands of people use computers more efficiently at home school or work. Protrain is still located at 2345 Stevens Dr. in Richland, and the phone number, and email addresses are still the same. Through the course of this transition however Wendy Andres is no longer the Program Coordinator, Ann Coffiel will be taking over that position. Currently we have classes scheduled for November 2005, December 2005, and January 2006.

In addition to our traditional course offerings on weekdays from 8 am to 4pm, we will also offer 4 hour classes on evenings and weekends for students looking to improve their computer skills amidst their busy schedules. We will also continue to offer our facilities for rent. We have a 16 station computer lab with full unlimited internet access, whiteboard, multiple instructor monitors, break room with refrigerator, and light refreshments are all available.

The future of Protrain will revolve around offering hands on training in the latest software programs to the entire Tri-Cities community. Be on the look out for our Microsoft Windows Vista training. Windows Vista will be the 2006 version of the world's most popular operating system. There is also going to be an Microsoft Office Vista, and we will have classes for that product as well. Microsoft Windows Vista and Microsoft Office Vista are scheduled to be released in the fourth quarter of 2006.

Most importantly if there are any classes you would like to see us offer, please don't hesitate to send us an email or call. We highly value the input of our students, remember your success is our priority. I strongly believe that through training we can have a higher caliber workforce here in the Tri-Cities, and attract larger businesses to our area.

ProPoint#3: PowerPoint Combination View



In PowerPoint you can view your slide show while editing it. All you have to do is open a PowerPoint presentation, then go to the "Slide Show" menu. In the Slide Show menu you will see an option to "View Show", don't just click it instead hold the CTRL (control) key while clicking View Show. With this combination view you can edit your presentation, and see what the changes will look like in full screen mode at the same time. Also there are small translucent buttons in the lower left corner of the full screen preview window that you can use to move around in the presentation. You can also use

the buttons to draw on preview slides.

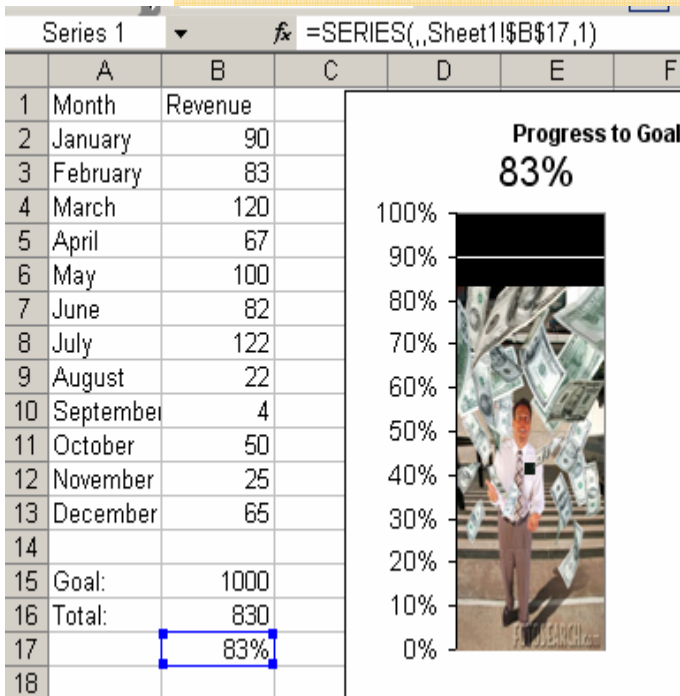
-Jeff Coffiel-Lead Instructor

Inside this issue:

New Management Same Protrain	1
ProPoint #3	1
Excel: Thermometer Style Chart	2
Calendar	3

Thermometer Style Charts In Excel

The chart below is an example of a thermometer style chart. This type of chart not only displays progress toward a goal, but it is also interactive. It can track progress as numbers are entered.



To create this type of chart is relatively simple. Most of the work involves formatting the single column of data, and that process can vary widely to include tons of incredible results.

The first step is create a list of labels and values. In this case the labels are months and the values are revenues for those months. Items do not have to be listed chronologically, but the sake of organization it is useful to arrange them this way.

The next step is to enter in the goal amount (B15 or 1000 in this case), and the total. The total should be a sum function (B16 or 805 in this case). For this example the sum function would be “=Sum(B2:B13)” (no quotes). To get the percentage you should divide your goal by the total in this case “=B15/B16” (no quotes). The percentage in cell B17 is the result of “=B15/B16”.

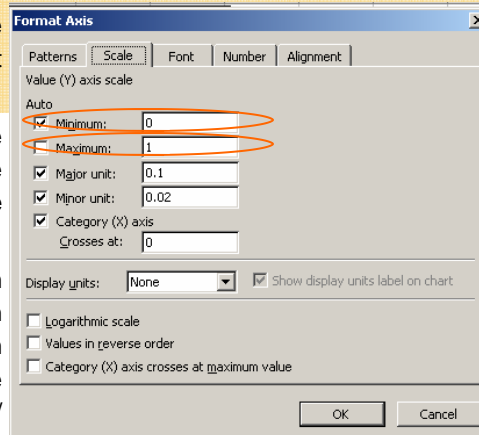
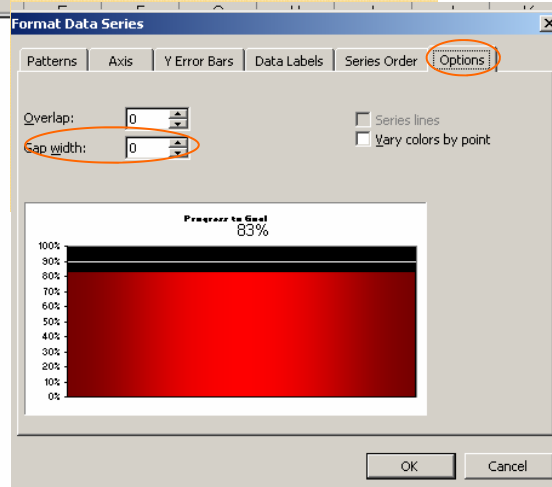
Once you have all the data entered in, you can then begin building the chart. To build the chart select the data in this case cell B17. B17 contains all the data necessary to complete the single column chart. With B17 selected click on the Chart wizard button. Step one of the wizard will ask you to choose a chart type, choose the default option (clustered column). The next step will ask you about the source data which you already specified as B17 if you clicked it before entering the wizard, so you can skip this step in the wizard all together. Step 3 of the wizard will ask you to specify some chart options. Here is where most of the formatting is done. Use the “Titles” tab to create a title for the chart. In the “Axes” tab uncheck the “Category X Axis option. This will remove any information that

would have listed underneath the single column. In the “Data Labels” tab choose the “Values” option.

Finally, in the “Legend” tab uncheck the “Show Legend” box to suppress the display of the legend.

Now that we have removed all the unnecessary elements, all we need to do is format the column and the axis. This is the

easy part. Double click on the column, this will get you to the “Format Data Series” box.



Choose the “Options” tab, and set the “Gap width” to 0. Gap width will make the column fill the plot area. While in this box you could also choose the “Patterns” tab (first tab on the left) and change the color of

your column to just about anything. For more advanced color effect (as shown here) you can go to the “Fill Effects” button. This button will allow you to choose gradient effects, textures, or even pictures! When you are finished formatting the column, the final step in this process is to set the vertical axis scale. Double click on the vertical axis.

Set the “Minimum” to 0 and the Maximum to 1 (this may cause it to uncheck the box, that is okay).

The chart you create can be saved and used anytime you need to display a thermometer style chart. You only need to create this once, and it will work for any single series of data.

-Jeff Coffiel-Lead Instructor

November 2005

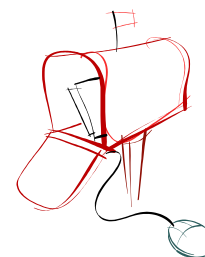
Beginning — Beg. Intermediate — Int. Advanced — Adv

Mon	Tue	Wed	Thu	Fri
	1 Excel 2003 Beg	2 Access 2003 Beg	3 Word 2003 Beg	4
7 Word 2003 Beg	8 Excel 2003 Int	9 Access 2003 Int	10 Word 2003 Int	11 Project 2003 Beg- Veteran's Day
14 Excel XP Beg	15 Project 2003 Int.	16 Access 2003 Adv	17	18
21 Excel XP Int	22 Adobe Acrobat 6.0 Standard	23 Photoshop 7 Beg	24 Thanksgiving Break	25 Thanksgiving Break
28 Excel XP Adv	29 Project 2003 Beg	30 Project 2003 Int		

[Enroll Now](#)
[375-0414](#)

Please check our on-line schedule for official class dates.

You can also register online by clicking the Mailbox below.



“Investing in employees skills brings improved employee morale, confidence, and productivity, while increasing your bottom line.”



For a complete list of all our scheduled courses for the next 3 months please click here ... [Full Course Schedule](#)