

Wednesday Wowzers

Wednesday, March 7, 2001

Q: How can I put page numbers and file names at the bottom of each page in Microsoft Word?

A: On the **Insert** menu, click **Page Numbers**. In the **Position** box, specify whether to print page numbers in the header at the top of the page or in the footer at the bottom of the page. Select any other options you want.

Q: How can I make temporary business cards for my office?

A: You can use the Envelopes and Labels command to print the same address on a single label, or on an entire sheet of labels. You can also use this feature to create other types of labels and cards, such as file folder labels, name badges, **business cards**, rotary cards, and postcards. After you create the labels, you can print them right away. Or you can save the labels in a new document for later editing and printing.

First, open Microsoft Word and create one business card. Format it the way you want it to look to your customers. You can use WordArt or graphics if you wish. I have found that the Text Box in the Draw Toolbar works best. The font formatting is not lost. Just remember that business cards measure 2" x 3 1/2" and all information needs to fit into that space with margins. You can select View|Print Layout to show horizontal and vertical rulers to help you in your spacing. It may be a good idea to shrink your margins down to 3 1/2" wide and 2" high to show you where your margins lie. When finished creating your design, select Edit|Select All to select the entire business card. It may not show highlighting for everything. This is OK. Next, select Tools|Envelopes and Labels... Click on the Labels tab at the top of the dialogue box. Now, select Options to select the style of label stock you are using, or click on New... to design a label size of your own. Follow the diagram to measure and fit to the size of labels you need. Finally, select Print from the options on the dialogue box and check your work. (Hint: test your new business cards on regular paper before printing on cardstock to save money. It may take a few printouts to get your design right!)

Q: How can I incorporate a special design for a background in PowerPoint?

A: Design templates contain color schemes, slide and title masters with custom formatting (see next section), and styled fonts, all designed to create a particular look. When you apply a design template to your presentation, the slide master, title master, and color scheme of the new template replace the slide master, title master, and color scheme of the original presentation. After you apply a design template, each slide you add has the same custom look.

PowerPoint comes with a wide variety of professionally designed templates. In addition, you can create your own templates. If you create a special look for one of your presentations, you can save it as a template.

1. Open an existing presentation, or use a design template to create a presentation as a basis for your new design template.
2. Click on View|Master|Slide Master.
3. Change the template or presentation to suit your needs.
4. Click on View|Normal.
5. On the **File** menu, click **Save As**.
6. In the **File name** box, type a name for your design template.
7. In the **Save as type** box, click **Design Template**.

You can save your new design template in one of your own folders, or you can save it with the other design templates in the **Presentation Designs** folder. For more PowerPoint templates, look in I:\4ALL\!General\GRAPHICS\PPT Templates.

Q: I would like to automatically save the time and date in an Excel worksheet's header or footer whenever a user closes or saves a document.

A: You can use a simple VBA macro to ensure that the date and time are saved in a worksheet's header or footer. To do this, we'll attach code to the workbook's BeforeClose and BeforeSave events. First, open the workbook and press [Alt][F11] to launch the Visual Basic Editor (VBE). Then, double-click on ThisWorkbook in the Project Explorer. Select Workbook from the Object dropdown list and then select BeforeClose from the Procedure dropdown list. At the insertion point, enter

```
ActiveSheet.PageSetup.RightHeader = Now
```

Then, select BeforeSave from the Procedure dropdown list and enter the same statement at the insertion point. Finally, save the module and close the VBE. From now on, each time a user closes or saves the workbook, the current date and time will be entered in the current worksheet's right header. If you want to apply the timestamp to all the sheets in the workbook, change the code between the Sub statements to

```
Dim wrk As Worksheet  
For Each wrk In ThisWorkbook.Sheets wrk.PageSetup.RightHeader = Now  
Next
```

Note that when a user closes the workbook, the addition of the timestamp automatically causes the workbook to have unsaved changes. So, even if the user hasn't made any changes, Excel displays a prompt asking if the workbook should be saved. Of course, if the user chooses not to save the changes, the timestamp will be lost. If you want to prevent the save prompt from appearing, or you simply want greater control over how the timestamps are saved, you might want to add the statement

```
ThisWorkbook.Save
```

to the code attached to the BeforeClose event to automatically save all changes and allow the workbook to close.