

# Wednesday Wowzers

Wednesday, March 28, 2001

## Word

### Quickly change line spacing in Word

The Format | Paragraph option allows you to change paragraph spacing. However, you don't have to leave the keyboard to do so. To change line spacing within paragraphs, simply place your cursor anywhere in the paragraph you wish to modify and press one of the following key combinations:

[Ctrl] 1 for single spacing

[Ctrl] 5 for 1 and 1/2 spacing

[Ctrl] 2 for double spacing

[Ctrl] 0 to add or remove one line space before the selected paragraph

### Use WordArt to create graphical text in Excel (97/98/2000)

Excel's WordArt feature is a perfect tool for the artistically challenged. It allows you to easily turn text into graphics that are suitable for custom logos or simply add a little eye-candy to a worksheet. To create a WordArt object, you need to display the WordArt or Drawing toolbar. To do so, choose View | Toolbars from the menu bar and select either WordArt or Drawing. Next, click on the Insert WordArt icon to display the WordArt Gallery. As you can see, there's quite a bit of variety between the different graphical formats you can apply. You can choose from 30 different graphical formats to apply to your text. Select the thumbnail graphic that represents the format you want to use and click OK. Then, set your font options and replace the placeholder phrase in the Text text box with the text you want to build the drawing object with. Finally, click OK to create the object. You can then manipulate the WordArt object as you would any other drawing object.

## PowerPoint

### Displaying PowerPoint's hotkey commands (97,98,2000)

There's an option in PowerPoint that lets you see the available hotkeys for menu commands. If you'd like hotkey commands to appear next to your menu commands, choose Tools | Customize and then click the Options tab in the Customize dialog box. Finally, select the Show Shortcut Keys In Screen Tips checkbox and click OK.

## **Insert a new slide in PowerPoint (Keyboard shortcut)**

To insert a slide into PowerPoint, press [Ctrl] and then press [Enter]. If you're working on a Mac, press [option][enter] to insert a blank slide.

## **A trick for reducing PowerPoint file size**

If your presentations include several graphics and/or embedded objects, you know how much disk space they require. One way to reduce the file size is to include a blank slide at the beginning of the presentation. Although it seems as though adding a blank slide at the beginning of a presentation would increase file size, the opposite is true. The blank slide serves as the preview image--the image PowerPoint displays when you select a file in the Open dialog box. Since a blank slide is far less complex than the "real" first slide, the preview image is much smaller, thereby reducing the size of the presentation file.

# **Excel**

## **Change Excel's default font (97/98/2000)**

By default, Excel uses a 10 point Arial font as its standard worksheet font. If you'd rather use a different setting, you can easily reconfigure Excel to use your preferred font. First, choose Tools | Options from the menu bar (Tools | Preferences on the Mac). Then, click on the general tab. Use the Standard Font dropdown lists to set the font and size you want to use and click OK when you've finished.

## **Automatically timestamp Excel worksheets**

Luis Fiore recently asked how to go about creating a timestamp for a worksheet that would automatically be created whenever a user saves that Excel file. You can accomplish this using Visual Basic for Applications (VBA). To do so, open the workbook you want to add the timestamp to and press [Alt][F11] to open the Visual Basic Editor (VBE). Then, double-click on ThisWorkbook in the Project Explorer. Select Workbook from the Object dropdown list and then select BeforeSave from the Procedure dropdown list. At the insertion point, enter:

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

Finally, save the module and close the VBE. From now on, each time a user saves the workbook, the current date and time is entered in the current worksheet's right header.

# Access

## Quickly rename an Access table field (97/2000)

When you need to rename an Access table field, you probably do so in Design view. If changing the field name is the only modification that you're making, there's a way to do so that you may find faster --change the name in Datasheet view. To do so, simply double-click on the field name while the table is opened in Datasheet view. Then, type the new name for the field and press [Enter].

# FrontPage

## Subwebs vs. folders in FrontPage 2000

When you create a Web in FrontPage 2000, you can stick all your HTML files, picture files, and other content in a single directory. Or you can create folders to organize your content. Or you can create subwebs.

So what's the difference between a folder and a subweb? Just like in Windows, a folder is simply a device for organizing content. The standard images folder FrontPage creates is a good example. You might also create a folder to hold downloadable files or back issues of your company's newsletter.

A subweb, on the other hand, is actually a complete separate Web that's nested within your root web. Subwebs can have their own themes, their own navigation structures, and their own passwords. If you want to create a special, password-protected section of your company's Web site that your sales force can access, a subweb is the way to go. The easiest way to create a subweb is to convert an existing folder into a subweb. Just right-click on the folder in Folders view and choose Convert To Web from the shortcut menu.

## Jumping to a specific line in FrontPage 2000's HTML mode

If you do much scripting in FrontPage 2000, you'll eventually encounter a scripting error. When you preview your page in the browser, a message box will alert you to the error and tell you on which line it occurs. When you return to FrontPage's HTML mode, you can then scroll down to that line and fix the error. An indicator in the lower-left corner of the FrontPage window tells you which line the cursor is on.

You can also jump directly to a specific line. To do so, right-click anywhere on the page and choose Go To from the shortcut menu. Type the line number and click OK. The window scrolls to that line number.

# Macintosh

## Slow arrival and departure

If you've installed Mac OS X, you've probably already played with the animated minimize/maximize trick. If not, please allow us to explain. When you minimize a window (by clicking the yellow button), it contracts and slides down into the Dock. Then, when you double-click on the item in the Dock, it pops back up, in what some are calling the "genie out of a bottle" effect. If you want to get the full effect of this graphic wonder you can slow the effect to a crawl. To do so, simply hold down the [shift] key as you minimize or maximize an item.

## Saving some space in Mac OS X

Operating System: Mac OS X

If you've installed Mac OS X and are looking for a little extra hard drive space, look no further than the OS itself. Unless you spend a lot of time switching between different languages, you can save quite a bit of space by deleting the extra language resources for the Classic.app. To delete them, [control]-click on the Classic application and choose Show Package Contents. A window will then open up showing all the various resources for the application. There you'll find eight language folders, most of which you can delete. Each language resource folder is 8.6 MB, so for each folder you delete, the more space you'll free up. Make sure, however, you don't delete them all though, since doing so could cause the system to crash once you reboot.