

# AJ's Tip o' the Month!



This information has been created and brought to you by [Angelo Jordan](#) with DAS HRSD.

## Cut PowerPoint Graphics Down to Size

Add a few images—a photo here, an illustration there—and the size of your PowerPoint presentation can become huge. You could compress images manually, but there's a simpler way: PowerPoint 2002 (XP) can do it for you.

1. On the **Picture** toolbar, click the **Compress Pictures** button. If you don't see the **Picture** toolbar, point to **Toolbars** on the **View** menu, and then click **Picture**.
2. To compress all pictures in the presentation, click **All pictures in document**.
3. Under **Change resolution**, select how you intend to use your presentation by clicking either **Web/Screen** or **Print**.
4. To further reduce file size, select the **Delete cropped areas of pictures** check box.
5. Click **OK**.

**Editor's Note:** If you compress pictures or delete the cropped areas, you won't be able to restore your pictures to their original resolution or size. This tip also works in Microsoft Word version 2002.

## Change the Default Style for Controls in Access XP

If you want to customize the text box labels you use when designing an Access form, this tip will show you how.

1. Open a form in Design view.
2. Click the **Text Box** tool on the **Toolbox** toolbar.
3. To open the property sheet for the text box, click **Properties** on the **Form Design** toolbar.
4. In the **AutoLabel** box, click **No**.

**Editor's Note:** You can use this same technique to change the default properties for any control.

## Quarantine E-Mail Messages from Unknown Sources For Outlook XP

Want to keep e-mail messages from people that you don't know out of your Inbox? You can set rules to move messages from unknown sources to a separate folder where you can sort through them at your leisure.

First, create a new folder in your Inbox to hold any mail sent by an unknown source:

1. In the Folder list, right-click **Inbox** and click **New Folder**. (If your Folder list is not visible, click **Folder List** on the **View** menu.)
2. Type a name for the folder, such as *Unknown Sender*, and click **OK**.

Next, create a new rule with the Rules Wizard:

1. On the **Tools** menu, click **Rules Wizard**.
2. Click **New**, and then click **Start from a blank rule**.
3. Click **Check messages when they arrive**, and click **Next**.
4. In the **Which condition(s) do you want to check?** box, select the **on this machine only** check box.
5. Click **Next**.
6. In the **What do you want to do with the message** box, click **move it to the specified folder**.
7. In the **Rule description** box, click **specified**, click the folder you created (such as *Unknown Sender*), and then click **OK**.
8. Click **Next**.
9. In the **Add any exceptions** box, select the **except if sender is in specified Address Book** checkbox.
10. In the **Rule description** box, click **specified**.
11. In the **Add Address List** dialog box, choose **Outlook Address Book**, click **Add**, and then click **Next**.
12. Type the name of your rule, click **Finish**, and then click **OK**.

## Keep Links to Source Workbooks Up-to-Date Excel XP

One of the great things about Excel is that you can create formulas in one workbook that link to data stored in another (source) workbook. But, when your source workbook changes regularly (for example, if you update the source and save it under a new name each month), it can be very time-consuming to find and update links to the old source workbook. Fortunately, there's an easy way to do this:

1. Open the workbook that contains the link(s) .
2. On the **Edit** menu, click **Links**.
3. In the **Source** box, click the name of the link with the source you would like to change.
4. Click **Change Source**.
5. In the **Change Source** dialog box, click the source workbook you want to refer to.

**Editor's Note:** To successfully change source workbooks, the linked data must reside in the same cells (for example, A15, D24) in the new source workbook as they did in the old.

## Keep the Result; Lose the Formula (EXCEL XP)

I receive invoices from vendors containing formulas that calculate billing data. Before I can use the billing data, I need to convert the formula results to plain numbers. Fortunately, in Excel it's easy to copy and paste a result without the formula.

1. Select the cell containing data you want to copy.
2. Press **CTRL+C** to copy the cell data.
3. Press **CTRL+V** to paste the data in a new location.
4. Click the arrow next to the **Paste Options** smart tag, and then click **Values Only**.

## Modify Styles Consecutively in a Word Document (XP)

When I have numerous paragraph styles to modify, I like to modify them one after the other without closing the **Style** dialog box—something you can't do when using the **Styles and Formatting** task pane. Here's how you can access the **Style** dialog box to modify paragraph styles:

1. Make sure you are in normal view by choosing **Normal** from the **View** menu.
2. On the **Tools** menu, click **Options**, and then click the **View** tab.
3. In the **Style area width** box under **Outline and Normal options**, enter a measurement for the width of the style area, for example, 1.2" and click **OK**.
4. In the style area that appears on the left side of the screen, double-click the name of the first paragraph style you want to modify.
5. When the **Style** dialog box opens, make your adjustments and click **Apply**. Any changes you make to that style are applied throughout the document.

6. Now, without closing the **Style** dialog box, select and modify the next style. In this way, you can modify every style in the document, one after the other.

## **Save Time When Creating Hyperlinks in Office XP Documents**

Office programs enable you to create hyperlinks to external Web sites. Here's a quick way to insert a Web site address:

1. Highlight the text you want linked, and press CTRL+K.
2. In the **Insert Hyperlink** dialog box, make sure the insertion point is in the **Address** box.
3. Start your browser, and open the Web site you want to link to.
4. Switch back to the Office document. The Web site address will automatically appear in the **Insert Hyperlink** dialog box; there's no need to type it in or copy and paste from your browser.
5. Click **OK**.

**Editor's Note:** This tip works in all Office programs except Microsoft Publisher. Also, this tip works in Outlook only if you use Word as your e-mail editor.