

IT Training News

JULY 2008 ISSUE 11

2008/2009 Programme

The IT training programme that takes effect from August 2008 has been published on the website.

You can browse through the programme using the **course list** or the **calendar**.

If you are planning to improve your IT skills in a particular application I suggest that you

- go to the course list
- find the application you want to work on
- check out the workshops and tutorials that are scheduled
- book in on the courses

If you know that you have a quieter period in a particular month, check out the calendar to see what IT Training is on offer that month and sign up for anything that sounds interesting.

There are also several IT certification opportunities—from beginner to advanced user level—so why not update your CV with a new qualification?

If you have any specific IT training requirements that are not met by the programme please get in touch to discuss—we will help if we can!

Drop In Sessions

Each week the training room is “open access” for a few hours so you can come along and

- Get help on a problem area
- Practice your IT skills away from interruptions
- Work through training materials
- Do mock tests



We'll even provide a cuppa!

Inside this issue:

2008/2009 Programme	1
Out of Office message	1
Excel Charts —Series function	2
Candidate for a Pullet Surprise	3
Excel vs Lotus 1-2-3 issues	3
Mail Merge Toolbar	4
Office 2007	4
IT User Tips	4
ECDL test date	4
Contact details	4

See the 2008/09 IT Training Programme at

<http://www.hw.ac.uk/uics/Training/ittraining.html>

Remember to switch it off again!



Out of Office message

As you depart for the summer holidays, don't forget to activate your Out of Office message so that students and customers know when they can expect you to be back. You could also give details of who they can contact in your absence.

To activate/edit your message—

1. Open the **Tools** menu and choose **Out of Office Assistant...**
2. Select **I am currently Out of the Office**
3. Update your message and click **OK**.

Then lock the windows, put out the lights, lock the door—and have a happy holiday!

UICS
University Information &
Computing Services



ECDL
European Computer
Driving Licence

Excel Charts—Series Function

If you need to edit the data range displayed in a chart, understanding the **series** function might make things a bit easier.

Each data series in an Excel chart is represented using the **=SERIES** function.

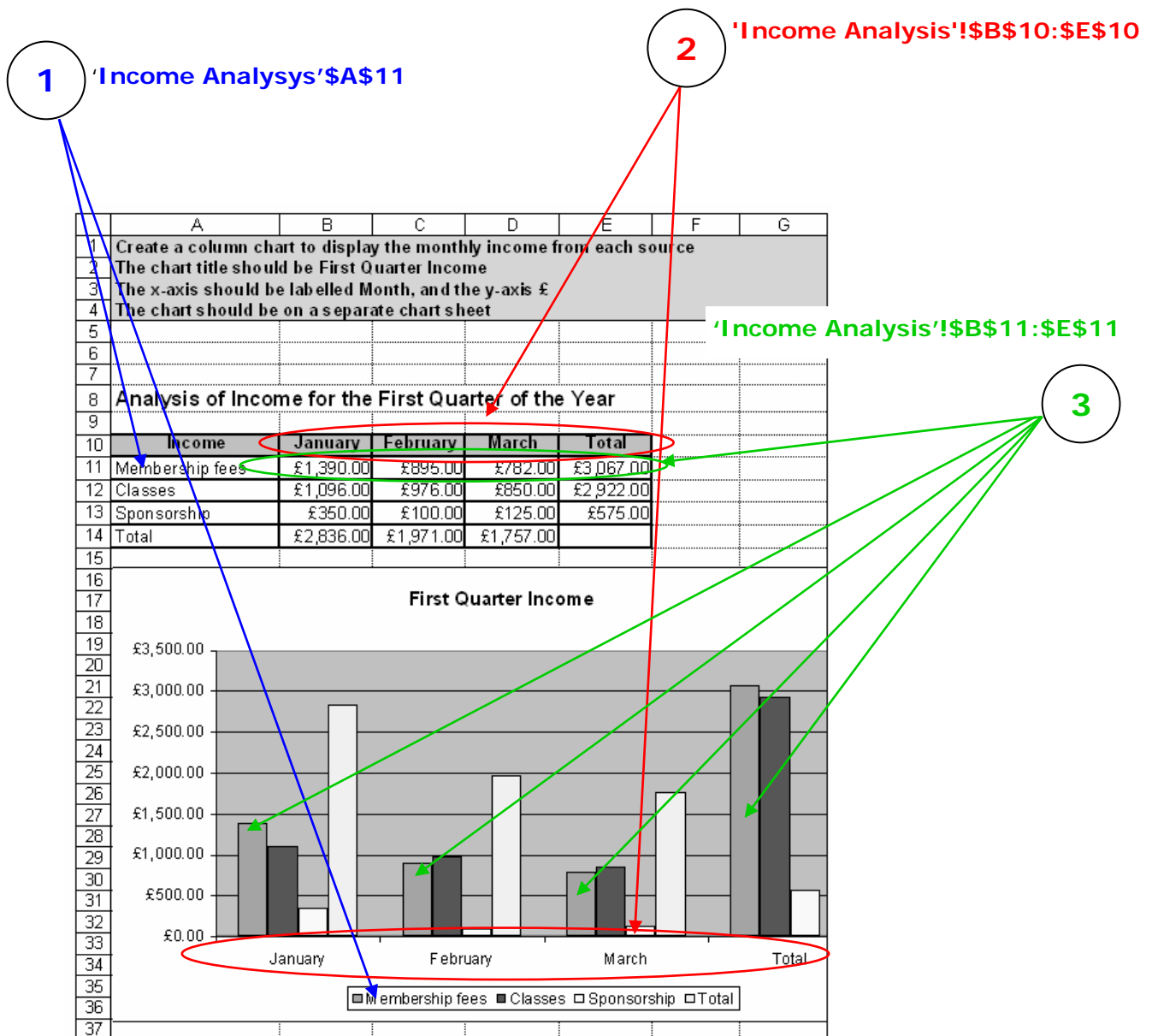
```
fx =SERIES('Income Analysis'!$A$11,'Income Analysis'!$B$10:$E$10,'Income Analysis'!$B$11:$E$11,1)
```

e.g. Using the data in a worksheet called Income Analysis

```
=SERIES('Income Analysis'!$A$11,'Income Analysis'!$B$10:$E$10,'Income Analysis'!$B$11:$E$11,1)
```

If you analyse the function you will see that it consists of **4 arguments**: -

'Income Analysis'!\$A\$11,	worksheet name: series name e.g. Membership fees
'Income Analysis'!\$B\$10:\$E\$10,	worksheet name: series labels e.g. Jan—Total
'Income Analysis'!\$B\$11:\$E\$11,	worksheet name: series data e.g. the actual figures
1	plot order e.g. 1st series, 2nd series etc



You can edit the data displayed on your chart, or the order in which the series are plotted, by editing the cell addresses or the plot order indicator in the SERIES function.

Candidate for a Pullet Surprise



The following poem, originally written by Jerry Zar, Northern Illinois University Graduate School in 1992, has been published several times and variations of it can be found on many websites.

By the author's count, 123 of the 225 words are incorrect (although all words are correctly spelled). And the spell checker didn't flinch!

I have a spelling checker.
It came with my PC.
It plane lee marks four my revue
Miss steaks aye can knot sea.

Eye ran this poem threw it,
Your sure reel glad two no.
Its vary polished inn it's weigh.
My checker tolled me sew.

A checker is a bless sing,
It freeze yew lodes of thyme.
It helps me right awl stiles two reed,
And aides me when aye rime.

Each frays come posed up on my screen
Eye trussed too bee a joule.
The checker pours o'er every word
To cheque sum spelling rule.

Bee fore a veiling checkers
Hour spelling mite decline,
And if we're lacks oar have a laps,
We wood bee maid too wine.

Butt now bee cause my spelling
Is checked with such grate flare,
Their are know faults with in my cite,
Of nun eye am a wear.

Now spelling does knot phase me,
It does knot bring a tier.
My pay purrs awl due glad den
With wrapped words fare as hear.

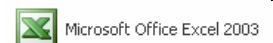
To rite with care is quite a feet
Of witch won should bee proud,
And wee mused dew the best wee can,
Sew flaws are knot aloud.

Sow ewe can sea why aye dew prays
Such soft wear four pea seas,
And why eye brake in two averse
Buy righting want too pleas.

Sourced from

<http://www.bios.niu.edu/zar/zar.shtml>

Excel vs Lotus 1-2-3 issues



Lotus 1-2-3 users that move onto Excel should note that there are some important differences in the way that you enter formulas and functions and the order of precedence given to operators.

For more information visit

<http://support.microsoft.com/kb/132686> and
<http://support.microsoft.com/kb/25189/EN-US/>

Order of precedence

The operator order of precedence varies slightly between Excel and Lotus 1-2-3, so if you get an unexpected value in Excel, ensure that you are using parentheses correctly to force the evaluation order. For example in Excel negation has a higher precedence than exponentiation, so

$=-2^2$ is evaluated as $(-2)^2$ which returns a positive value 4

$=-(2^2)$ returns a negative value -4

Entering Formula

Excel

Start formula with an equals sign =

Uses a colon : to denote a cell range

Lotus

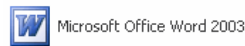
Start formula with a plus +

Uses two full stops .. To denote a cell range

Excel order of precedence

-	Negation
%	Percentage
^	Exponentiation
* or /	Multiplication or Division
+ or -	Addition or Subtraction
&	Text Operator
= < > <= >= <>	Comparison Operators






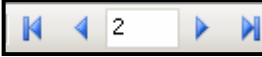

Mail Merge Toolbar



IT User tips...

The mail merge toolbar can be used as an alternative to working through the Mail Merge Wizard (Tools, Letters and Mailings, Mail Merge).



	<p>Main Document Setup—set your document type to Letter, E-mail, Labels, Directory (list), Envelope or Fax.</p> <p>You can also use this option to restore the document to a normal Word document.</p>
	<p>Open Data Source—specify the file that contains your merge data e.g. the your name and address list – usually an Access database, Excel workbook or Outlook Contact List</p>
	<p>Mail Merge Recipients—Specify and/or Sort specify recipients from the data source</p>
	<p>Inserts fields that link the Main Document to the Data Source information Address block, Greeting line or individual fields.</p>
	<p>View Merged Data—displays the results for the current record. Use the navigation buttons to the right to move through the records in your data source file.</p> 
	<p>Create result document—choose the destination for the result document— new document, printer, e-mail or fax.</p>

If you thought mail merge was just for letters and labels—think again—its great for e-mail and directories (lists) too.

It's all in the Main Document setup!!

Office 2007

Although Office 2003 continues to be the standard desktop across the university it is obvious that more and more of you have access to Office 2007 either at home or on your laptops.



We have therefore pulled together some links that you might find useful to help you become familiar with the new interface.

See [User Guides](#) on the website.

We will be offering training on Office 2007 in due course—so watch this space.

Excel

Change data series in a chart

1. Select the chart plot area
2. Click and drag the edge of the data series on the worksheet to redefine it

Or

Drag and drop the data series to move it

Outlook

When a reminder pops up for an appointment click **Snooze** and then enter the amount of time before the appointment that you want reminded again e.g. 10 m or 3 h

Word

Change the default font

1. Choose **Font...** from the **Format** menu
2. Set the font formatting options required
3. Click **Default**
4. Click **Yes** at the prompt

All new documents will be formatted using the new default font

Windows Explorer

 - [F1] opens Windows Help

ECDL Overview session

1st August, 11.15—12.15 pm
James Nasmyth 2.34

ECDL Test Date

Thursday 10th July
9.30—12.00 noon

Contact details



Send your IT User tips, tricks and best kept secrets to me at

m.stephen@hw.ac.uk

Or visit me in Room 30 in the Allen McTernan Building