

## Microsoft Office Productivity

Spice up your slide variety with 2007's new online content

## Information Systems Protection

Take control of your WLAN connections for a more secure Vista environment

## Business Skills

Keep important items at the forefront of your mind with Notes

## From the Editor

Microsoft Office 2007 boasts several new improvements — and PowerPoint is no exception. I'll show you how PowerPoint 2007 gives you a direct link to additional online content. Say goodbye to the same old presentation slides!

You can never be secure enough with your company's data, especially when you've recently upgraded to a new operating system like Windows Vista. I'll give you some tips on buffing up the security of your WLAN connections in a Vista environment.

Sticky notes are a thing of the past once you see how productive and easy Microsoft Outlook Notes can be. In this article, I'll make you a Notes believer.

## MICROSOFT OFFICE PRODUCTIVITY

# Spice up your slide variety with 2007's new online content

**As** you've no doubt heard by now, Microsoft overhauled its Office suite to create more helpful and easier-to-use applications in 2007, allowing you to create content faster than ever. But, the "wow" factor doesn't just apply to the interface—the resources behind the scenes have undergone a radical facelift as well.

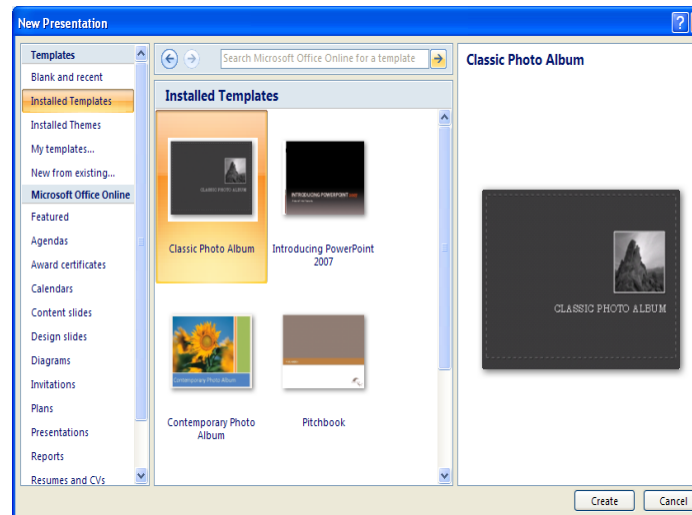
In fact, PowerPoint 2007's interface is so tightly integrated with Microsoft's online template resources that you never have to leave PowerPoint to access a variety of new and exciting pre-made slide designs and templates, including those submitted by users like you.

**What is Microsoft Office Online?** Microsoft Office Online, found at <http://office.microsoft.com>, is a section of Microsoft's website and it includes tons of categorized information and links to help on thousands of Office topics, online training, templates, clipart calendar sharing services, and more. Microsoft renamed this portion of its site to tie in more closely to its Office suite.

## Access the latest designs

PowerPoint 2007 comes with a few built-in templates, as shown in **Figure A**, and you can easily access them by clicking the Office button and selecting New.

When you do, the New Presentation dialog box appears. Click on Installed Templates in the Templates pane to see what's available on your hard drive. If you don't like what you find, you can try the online templates.



**A** You can use a built-in template, but if you can't find what you're looking for, your next stop should be Microsoft Office Online.

## See what's new at Microsoft Office Online

Now comes the fun part—finding a design you like from Microsoft's template warehouse. To find a new design, click on any topic under the Microsoft Office Online section. You'll find categorized groups of professional templates from which to choose. To use a template, click the Download button and follow any onscreen prompts.

## Take advantage of other people's hard work

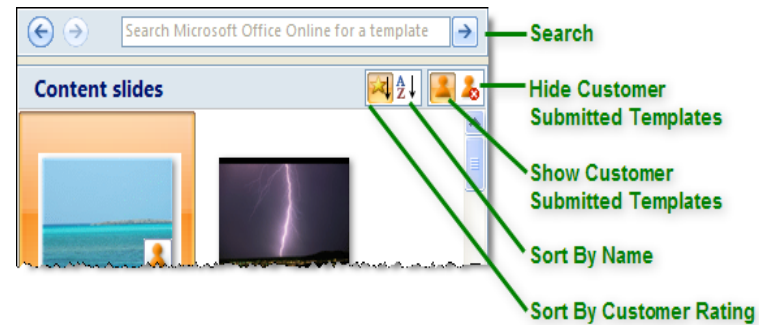
Although Microsoft's templates are plentiful, you don't want to overlook templates made by other PowerPoint users. These "community" templates are mixed in among Microsoft's and

are identified by an icon on the slide description, as shown in **Figure B**.

If you'd rather not use community templates, you can remove them from view by clicking the Hide Customer Submitted Templates icon at the top of the middle pane, as shown in **Figure C**. You can also sort the templates by customer rating or alphabetically by using the sort buttons found in the same area. Finally, you can enter keywords in the Search text box to quickly find templates related to a particular subject.

## Roll your own templates

If you've created a template you'd like to share with others, you can submit it to Microsoft's template gallery at <https://services.office.microsoft.com/en-us/templates/start.aspx>.

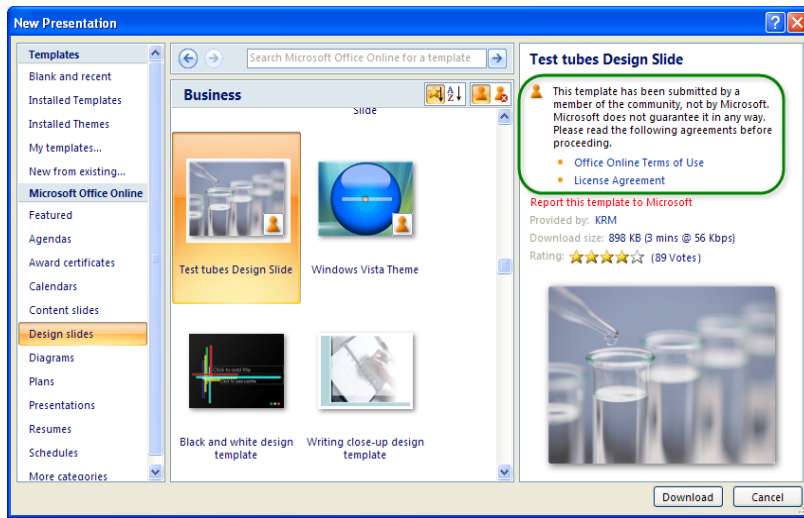


**C** The Templates toolbar provides plenty of options for customizing the way you search for new slides.

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**B** Templates submitted by other users are a great resource when Microsoft's pre-made content just won't do.



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# Take control of your WLAN connections for a more secure Vista environment

## Related Courses

- Security+ Certification
- Strategic Infrastructure Security
- Tactical Perimeter Defense

**The** Wireless Zero Configuration (WZC) service in Windows XP SP2 makes the process of connecting to a wireless network entirely transparent. In essence, whenever a wireless client is in the broadcast range of a wireless access point, WZC automatically adds the connection to the client's preferred network list. The downside of this, however, is that a wireless client can find itself connected to a WLAN other than the one it intends to. If the target WLAN doesn't require authentication or encryption, the client's entire communication link is at risk.

Windows Vista solves this problem by requiring users to manually set up its wireless connections. After the connections are set up, the client can manually manage its preferred network list. Collectively, these tasks significantly reduce a client's exposure to a potentially hostile network.

## Set up a wireless connection

You can set up a wireless connection from several different locations within Vista's interface. Arguably, the most direct approach (and the one your users will most likely use) is to use the Connect To A Network dialog box shown in **Figure A**. To use this method, follow these steps:

1. Select Start | Connect To.

2. Wait while Vista populates the dialog box with the available networks.
3. From the Show dropdown list, select All, Dialup And VPN, or Wireless to filter the list accordingly.

By default, all discovered networks appear in the list. With respect to wireless networks, only those that are configured to broadcast their Service Station Identifier (SSID) appear in the list. These are known as *broadcast networks*, as opposed to *non-broadcast networks*, which don't advertise their SSID.

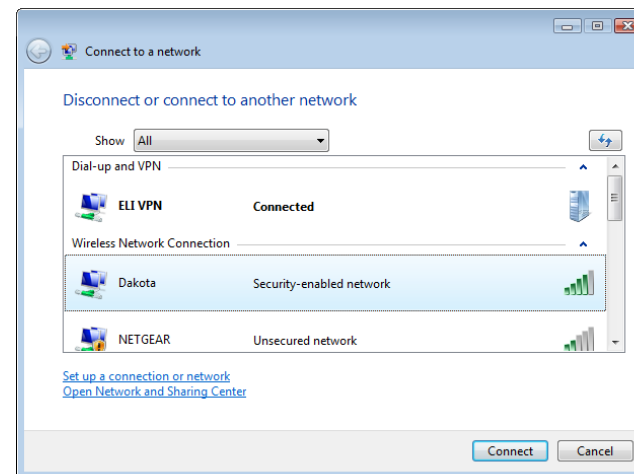
## Connect to a broadcast network

As noted earlier, a broadcast network advertises its SSID (or network

name). Because a broadcast network automatically appears in the list, it's a simple matter to set up a connection.

### To connect to a broadcast network:

1. In the list of wireless network connections, select the network you want to connect to.
2. Click the Connect button.
3. As shown in **Figure B**, enter the credentials required to establish a connection.
4. Follow the remaining prompts to save the connection and start it automatically, if desired.



# A

In this list, you can see the available wireless networks and their security level.

## Connect to a non-broadcast network

It's common practice to disable SSID broadcasting on wireless access points. While this isn't necessarily a bona fide security practice, it should still be considered a first line of defense because it limits the exposure of your WLAN to unauthorized access attempts.

### To connect to a non-broadcast network:

1. Open the Connect To A Network dialog box.
2. Click on the Set Up A Connection Or Network link.
3. As shown in **Figure C**, select Manually Connect To A Wireless Network.
4. Enter the credentials required to establish a connection, using **Table A** as a reference.

5. Follow the remaining prompts to complete the connection.

## Manage wireless connections

After you've set up your wireless connections, you can manage several different aspects of their operation. For example, you can create a preferred network list, add and remove networks, and define per-user or per-computer profiles. To get started, follow these steps:

1. Navigate to Control Panel | Network And Internet | Network And Sharing Center.
2. In the Tasks pane, click on the Manage Wireless Networks link to display the Manage Wireless Networks window.
3. In the Networks You Can View And Modify list, select a network to view its details.

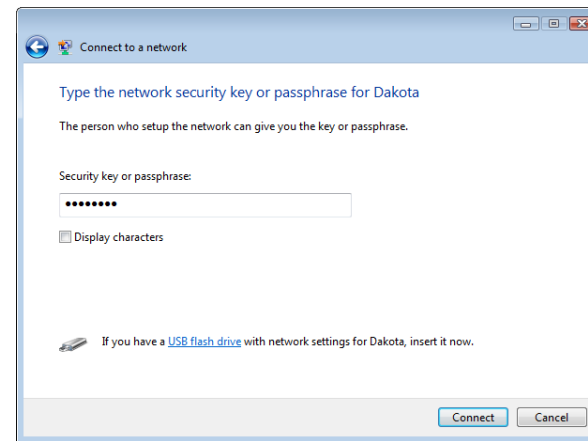
## Create a preferred network list

A preferred network list allows you to prioritize your connections. For example, you may have connections set up for work, home, and public hotspots. By specifying the order in which connection attempts are made, you can ensure that the proper connection is made when you

travel between locations. Vista attempts connections based on the order you define.

### To create a preferred network list:

1. In the Networks You Can View And Modify list, select the network whose priority you want to establish.



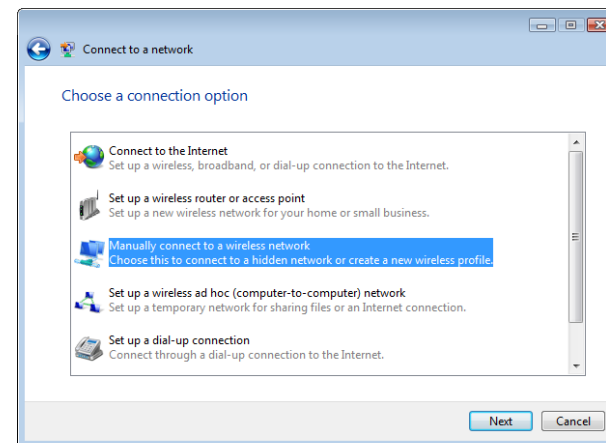
**B**

The credentials you provide here vary based on the target network's requirements.

**Table A:**  
Security types and their associated encryption types

Security Type	Encryption Type			
	None	WEP	TKIP	AES
No Authentication (Open)	√	√		
Shared	√	√		
WPA Personal			√	√
WPA Enterprise*			√	√
WPA2 Personal			√	√
WPA2 Enterprise*			√	√
802.1x*		√		

\*Selecting this security type also requires you to choose either Smart Card Or Other Certificate, or Protected EAP (PEAP)



**C**

Use the selection to connect to a wireless network that hides its SSID.

2. Click the Move Up or Move Down to change its position in the list; alternately you can drag the network entry to the appropriate position.

## Add and remove networks

Over time, you'll find that you need to add new wireless networks and remove existing ones. Rather than using the Connect To A Network dialog box described earlier, you can add and remove networks directly from within the Manage Wireless Networks page.

### To add a new wireless network:

1. On the Manage Wireless Networks page, click the Add button.

2. As shown in **Figure D**, click on the Manually Create A Network Profile link.
3. Follow the prompts that appear to complete the network addition.

### To remove an existing wireless network:

1. On the Manage Wireless Networks page, select the wireless network you want to remove.
2. Click the Remove button.
3. Respond to the confirmation dialog box that appears.

## Define wireless network profiles

When you set up a wireless network connection, any user with an account on

the machine can use the connection—this is known as the *all-user profile*. However, you can define *per-user profiles* to allow users to create their own wireless network connections. These connections are in addition to the connections available to all users, but are restricted to the user who creates them.

### To define wireless network profiles:

1. On the Manage Wireless Networks page, click the Profile Types button.
2. In the Wireless Network Profile Type dialog box, click the option button corresponding to the type of profile you want to use.
3. Click Save.

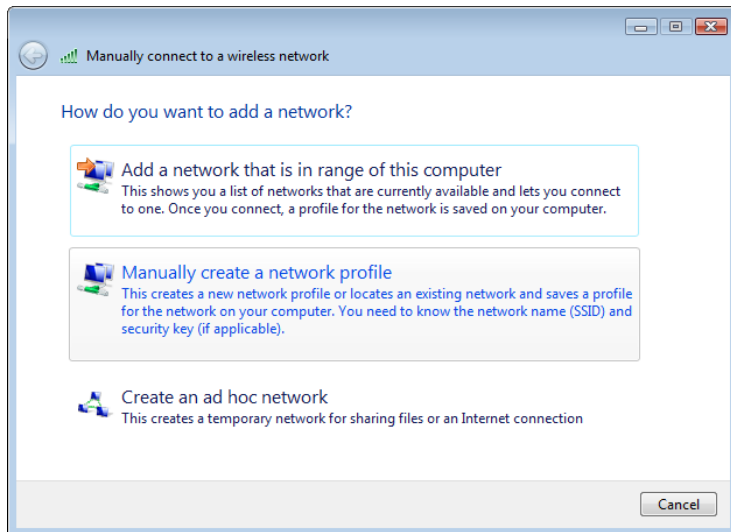
## Modify a wireless connection

The final management task we'll discuss is modifying wireless connections after

they've been set up. You may need to complete this tasks if the security settings on the wireless access point have changed since the initial connection was made, or if you've changed wireless adapters on the client machine.

### To modify a wireless connection:

1. On the Manage Wireless Networks page, select the wireless connection you want to modify.
2. On the Connection and Security tabs, make the desired changes to the wireless network.
3. Click OK to save your changes and close the Wireless Network Properties dialog box. 🌐



**D** Manually connecting to a wireless network is synonymous with creating a network profile.



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# Keep important items at the forefront of your mind with Notes

**Although** paper sticky notes are a great tool, what happens if you misplace one? You know what they say: Out of sight, out of mind! Not to mention the fact that the information isn't easily transferable if needed in an electronic format—you have to duplicate your efforts and re-create the information. Let Outlook's Notes feature put an end to this dilemma. You can create Notes in Outlook that permanently record information and display either in Outlook, on your desktop, or both.

## Create a Note in Outlook

The first step to using the Notes feature is to begin creating Notes. It's easy to do, and it gives you a permanent record of important items (if you want to keep them).

### To create a new Note from within Outlook:

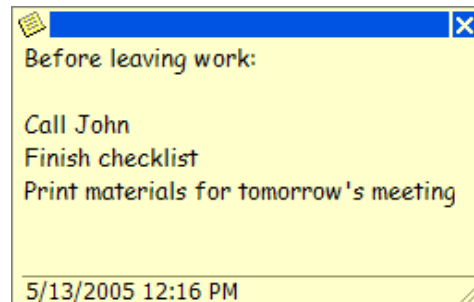
1. Click on the Notes icon in the Navigation Pane (click on the Notes folder in the Folder List in 2000 and 2002).
2. Click the New button on Outlook's Standard toolbar to launch a new Notes form.
3. Enter any text you'd like to show in the Note, as shown in **Figure A**.

If you choose not to close it, the note displays expanded even when Outlook is minimized. Active programs will, however, appear above it, just as with other programs.

### To create a new Note from text in another program:

1. Select the text in the other application.
2. Drag the text selection onto the Notes icon in Outlook's Navigation Pane (the Notes folder in the Folder List in 2000 and 2002).

A new Notes form launches with the text already filled in for you. With this method, there's no need to duplicate your efforts.



**A** Outlook's Notes can help you remember and record important items better than paper sticky notes can.

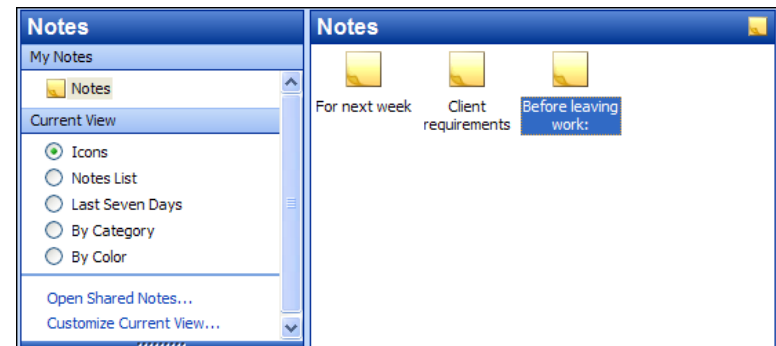
**Tip:** Use the same drag-and-drop technique to create a Note from an email message. Simply select the Message in the Message list, and then drag it to the Notes icon (or Notes folder).

### Related Courses

- Outlook 2000, 2002, 2003 & 2007
- 4006 Time and Task Management Using Microsoft Office Outlook 2003

## Email a Note in Outlook

You might want to email a detailed note to another person, or perhaps you want to send the note to yourself at home. Again, you can easily share the information without having to re-enter it.



**B** You can easily copy a note from Outlook to your desktop in order to view the note when Outlook isn't running.

**To email a Note:**

1. Make sure to first save the Note.
2. Left-click on the Note icon in the upper-left corner of the note.
3. Select Forward from the resulting shortcut menu. Outlook then launches a new form and creates an attachment that's actually a note itself (for other Outlook users).
4. Enter the recipient information in the To field, and then click Send on the Message form's Standard toolbar.

**Place a note on the Windows desktop**

Normally, when you close Outlook, the Note itself also closes. So, if you don't keep Outlook running, you won't have the advantage of seeing the Note. You can, however, copy the Note to your desktop. That way, even when Outlook isn't running, the Note still displays. This is also a great way to be notified of important items when you first launch your computer each day.

**To add a note to your desktop:**

1. Click on the Note in the Notes viewer, as shown in **Figure B**.
2. Drag the Note to your desktop.

**Alert:** If you make changes to the Note on either the desktop or in Outlook, the changes aren't reflected in the Note in the other location.

**To create a new Note from an existing Note on the desktop:**

1. Open the Note from the desktop.
2. Left-click on the Note icon in the upper-left corner of the note.
3. Select New Note from the resulting shortcut menu.

**Tip:** Highlight the text in a Note on your desktop and drag it to the Notes icon in the Navigation Pane (Notes folder in the Folder List in 2000 and 2002) to create an identical Note in Outlook.

**Create a Notes shortcut for your desktop**

You might not always have an existing sticky note from which to create a new one on your desktop. So, instead of having to launch Outlook to create one, you can add a shortcut directly to the desktop that opens a new, blank Notes form.

**To add a Notes shortcut to the desktop:**

1. Right-click on the desktop and choose New | Shortcut from the resulting shortcut menu.

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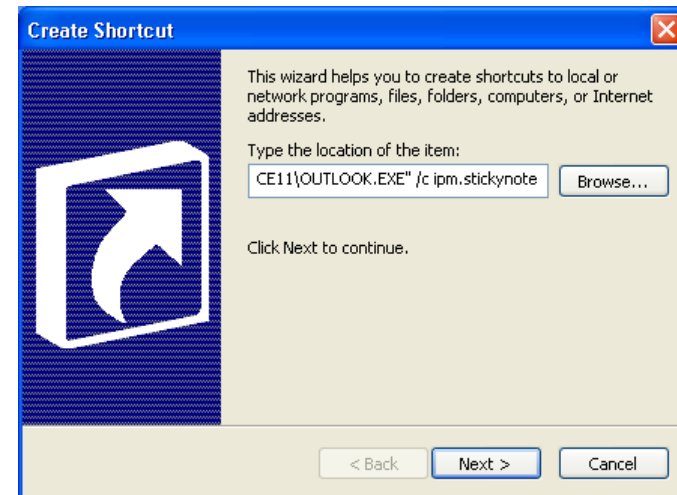
2. Click the Browse button in the Create Shortcut dialog box.
3. In the Browse For Folder dialog box (Browse in 2000), click the Browse button and navigate to Outlook, located at Program Files/Microsoft Office/Office 11/Outlook.
4. Click OK to close the Browse For Folder dialog box (click Open to close the Browse dialog box in 2000).
5. Place your insertion point at the end of the Type The Location Of The Item text box (Command Line in 2000).
6. Type /c ipm.stickynote, as shown in **Figure C**, and then click Next. (Make sure to include a blank space before the first slash.)
7. Enter a name for the shortcut in the Type A Name For This Shortcut

text box (Select A Name For The Shortcut in 2000). We entered Sticky Note.

8. Click Finish to place the shortcut on your desktop.

Now, when you double-click on the shortcut, a new, blank Notes form launches. 🍷

**Note:** In Office 2000, the Outlook file is located at Program Files/Microsoft Office/Office. In Office 2002, it's located at Program Files/Microsoft Office/Office 10/Outlook.



**C** Create a shortcut on the desktop to create new notes even when Outlook isn't running.

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