

Microsoft Office Productivity

Pinpoint the text you need with help from line numbering

Information Systems Protection

Get a grip on Vista changes to this essential IT pro tool

Business Skills

Tackle unfamiliar projects with confidence and ease

From the Editor

When you're reviewing a long document with a colleague, you don't want to tell him to check the "tenth page, third paragraph, second line." We'll show you how Word's line numbering can give you easy-to-follow line references.

Windows Vista comes with a learning curve for IT pros who are used to Windows XP. Learn how you can use Vista's new System window to make your work with a new operating system easier.

Finally, no one likes to step outside their comfort zone. But sometimes a new, challenging project can reap big rewards. We'll give you advice on tackling unfamiliar projects with the confidence you need to succeed.

MICROSOFT OFFICE PRODUCTIVITY

Pinpoint the text you need with help from line numbering

Lengthy documents can be a bear to manage, especially when you're trying to review them with other people. How do you direct a client's attention to a specific passage deep within a contract? Chapters, page numbers, section titles, and descriptive headings certainly come in handy; but Word offers an even better reference tool that few users are even aware of: *line numbers*, like those shown in **Figure A**.

Number your lines

Line numbers are easy to add, and once you know how to do it, you'll find them invaluable any time you're working with a text-heavy document. To follow along, switch to Print Layout view (View | Print Layout). Line numbers aren't visible in Normal view.

To add line numbers to a document:

1. Choose File | Page Setup from the menu bar and click on the Layout tab in the Page Setup dialog box.
2. In the Preview panel, select Whole Document from the Apply To dropdown list.
3. Click the Line Numbers Button to access the Line Numbers dialog box.

4. In the Line Numbers dialog box, select the Add Line Numbering check box, as shown in **Figure B**.
5. Customize the available numbering options as desired and click OK twice to close the dialog boxes.

A

Use temporary line numbers to help others navigate through a lengthy document.

1 Furthermore, [Company Name]'s employees will not be responsible for
2 another employee due to liabilities that may occur.
3
4 A physician's "return to work" notice may be required.
5
6 **3.18 BUILDING SECURITY**
7
8 (Visit www.workplacetoolbox.com to download a "Building Key
9 Find it in the Forms section once you become a member.)
10
11 All employees who are issued keys to the office are responsible for
12 These employees will sign a Building Key Disbursement form upon receipt.
13 The last employee, or a designated employee, who leaves the office at the
14 business day assumes the responsibility to ensure that all doors are locked, the
15 alarm system is armed, thermostats are set on appropriate evening
16 setting, and all appliances and lights are turned off with exception of those
17 left on for security purposes. Employees are not allowed on the premises
18 hours without prior authorization from the [Executive Staff].
19
20 **3.19 INSURANCE ON PERSONAL EFFECTS**
21
22 All employees should be sure that their own personal insurance policies

Related Courses

- Word 2000, 2002, 2003, 2007 & 2007 New Features
- 4008 Building Better Microsoft Office Word 2003 Documents in Less Time

Word adds printable line numbers in your document's left margin based on the settings you chose in the Line Numbers dialog box.

You can't number that! The Line Numbers feature doesn't number headers and footers, tables, footnotes and endnotes, text boxes, or frames.

Pick a number

As is, line numbering is a valuable tool, but you can tweak it by selecting specific text before you apply the Line Numbers option, as follows:

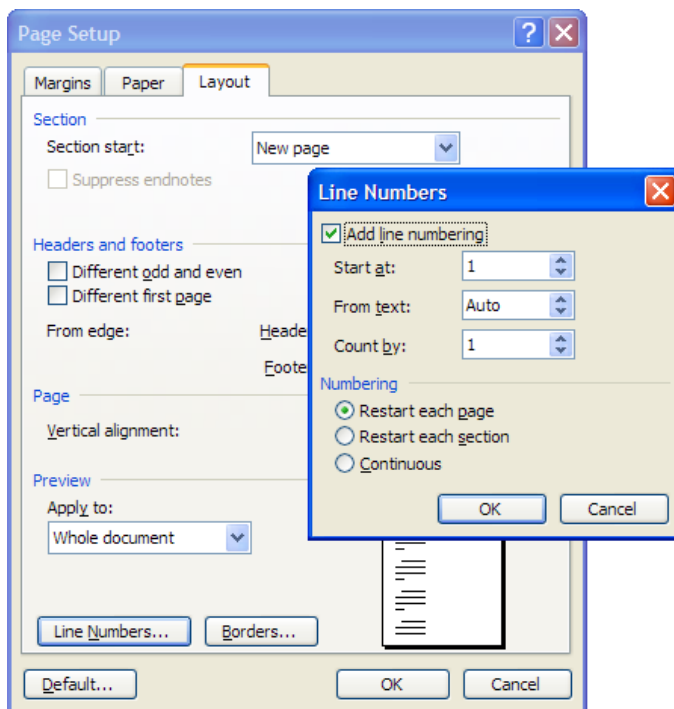
- To number just a portion of your text, select it before you apply numbering and choose Selected Text from the Apply To option. Keep in mind that when you use this method, Word automatically sandwiches your selected text between section breaks when it applies line numbers.
- To add line numbers to a specific section, place the insertion point anywhere within that section before applying the numbering. Again, Word adds breaks before and after the section you selected.
- To number your entire document except for a specific paragraph, first apply numbering to the whole document. Then, select the paragraph and choose Format | Paragraph. Select the Suppress Line Numbers check box on the Line And Page Breaks tab. Word numbers everything but the paragraphs you selected.

Remove the numbers

When you're ready to print your document but you don't want to print the line numbers, you can remove them.

The way you do so depends on how you've applied your numbering.

- Entire document:** Simply repeat the process you used to apply the numbering and deselect the Add Line Numbering option in the Line Numbers dialog box shown in **Figure B**.
- Portions of text:** Select the text and repeat the process you used to apply the numbering, but deselect the Add Line Numbering option. Then, manually delete the section breaks inserted by the Line Numbers feature (press [Ctrl][*] to view the breaks if necessary).



B

Customize line numbers to make them act the way you want.

Business skills for the new world of work

In business today, productivity is key to your success. Whether that means setting up projects for success, forecasting and analyzing trends, or managing critical business information, it is vital that you have the skills to work at peak performance. You already know how to use Microsoft® Office System applications. New Horizons offers Microsoft Business Skills Series Courses to teach you how to use those applications to more efficiently manage, work with, and prioritize information to make better decisions. Go to www.NewHorizons.com for information on courses that cover topics such as:

- 4001 Team Collaboration Using Microsoft SharePoint Services
- 4006 Time and Task Management Using Microsoft Office Outlook 2003
- 4009 Setting Up Projects for Success Using Microsoft Office Project 2003

Get a grip on Vista changes to this essential IT pro tool

As an IT pro, you spend significant amounts of time using the System Properties dialog box—to quickly determine the OS, Service Pack, and basic system specs as shown in **Figure A**, or to configure domain membership, Automatic Updates, and much more. Previously, you could open System Properties by right-clicking on My Computer, but in Windows Vista, your right-click trick opens Vista's new System window, as shown in **Figure B**. We'll show you what Vista's System window offers as well as everything you need to know about the System Properties dialog box—and how to get to it fast.

Dissect the System window

In general, the revamped windows that replace Windows XP dialog boxes in Vista are meant to help users navigate through their system by topic. For example, the Appearance and Personalization window take you to other windows to customize your desktop, taskbar, folder options and more.

Vista's System window is the same. As you can see in **Figure B**, the System window shows some of the same information available in the General tab of the System Properties dialog box in Windows 2000/XP. But the window also offers domain information upfront (formerly on the Computer Name tab) and Tasks that link you to other areas.

Unfortunately, the tendency to lead novice users by their noses leaves pros like you at a distinct disadvantage—the options

you use every day are no longer at your fingertips. And, despite the window being so different than the dialog box in 2000 and XP, Microsoft continues to call it *System Properties*. To add to the confusion, a System Properties dialog box exists in Vista, too. Let's take a closer look at how to navigate to the System window, and how and why to access the System Properties dialog box in Vista.

Get started in the System window

You'll first need to get to the System window. As with previous OSs, you can approach this in many different ways:

- **Right-click.** Right-click the Computer icon on the desktop (or from the Start menu) and choose Properties.

- **Keypress.** Press [Windows][Break].
- **Control Panel.** Select Start | Control Panel, and then click on the System And Maintenance Link, and then click on the System link.

The System window that opens will resemble the one we show in **Figure B**.

Jump in to the familiar with Tasks

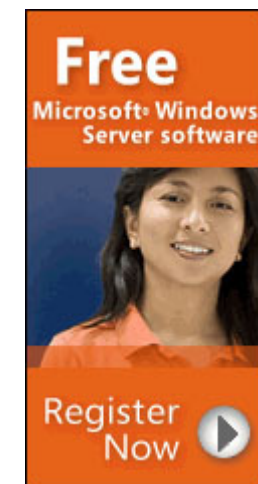
Once in the System window, you can launch tasks from the Tasks list on the left side. Clicking on any of these task links will launch a familiar—but not identical—dialog box or tab.

Access Device Manager

Device Manager is one essential tool that you can access more easily in Vista than in

Related Courses

- 5115 Installing and Configuring the Windows Vista™ Operating System
- 5116 Configuring Windows Vista Mobile Computing and Applications
- 5117 Installing, Configuring, Troubleshooting, and Maintaining Windows Vista®
- 5118 Maintaining and Troubleshooting Windows Vista Computers



previous OSs. Instead of heading to the Hardware tab first as you would in XP, simply click on the Device Manager link on the task bar. As you can see in **Figure C**, Device Manager looks much the same as previous OSs.

Don't forget the "continues"

To run any of the tasks in the Tasks list in the System window, you must agree to continue by answering the prompt in the User Account Control dialog box.

Target the System Properties dialog box

In case you're unsure of where in the System Properties dialog box you want to go, three tasks in the System window launch System Properties and take you right to the appropriate tab: the Remote tab, the System Protection tab (new to Vista), or the Advanced tab.

As you can see in **Figure D**, clicking on the Remote Settings link opens the System Properties dialog box to the Remote tab. The Remote

tab, the Computer Name tab, and the Advanced tab are virtually identical to those tabs in Windows XP.

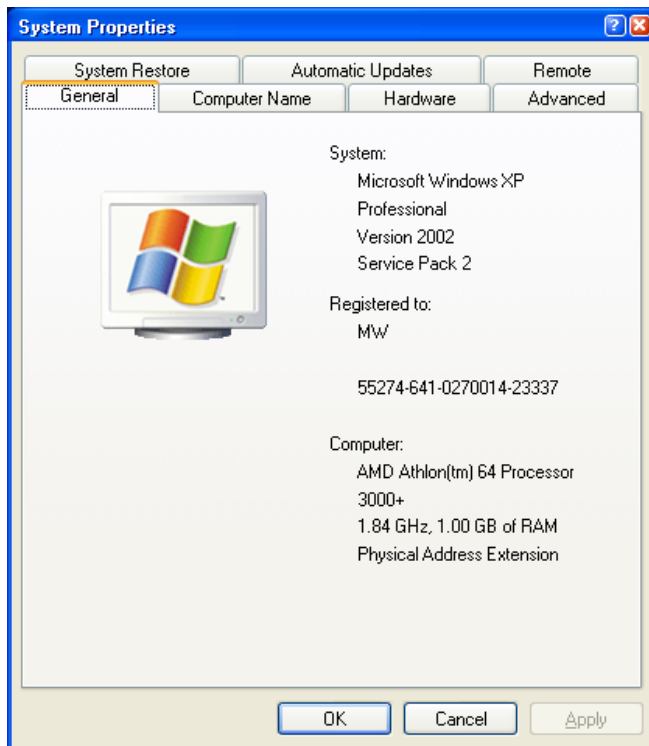
Understand the new in System Properties

From here, you can access the Hardware and System Protection tabs. On the Hardware tab you can still launch Device Manager and configure your Windows Update settings. Because of changes to the way Vista handles driver signing and

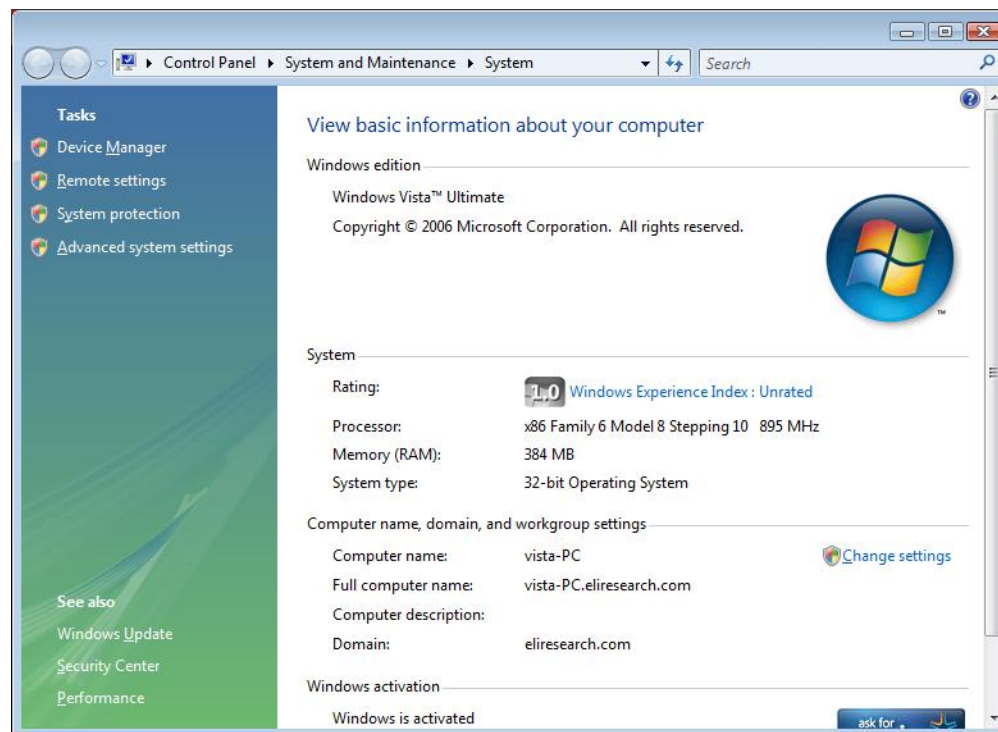
power management, however, the Driver Signing and Hardware Profiles button do not reside on the Hardware tab.

Use the new System Protection feature

The System Protection tab varies greatly from the System Restore tab of XP that it replaces. In both XP and Vista, you *apply* a restore point from the System Restore Wizard. Access the System Restore Wizard from Start | (All) Programs



A In Windows 2000 and XP, you can easily access the System Properties dialog box you need to do your job.



B Compared to XP's System Properties General tab, the System window displays the computer name and domain information without additional clicks.

| Accessories | System Tools | System Restore.

In Vista, you *create* a restore point using the System Protection tab of the System Properties dialog box—not the System Restore Wizard as in XP. You can also launch System Restore to apply a restore point from System Protection.

Say good-bye to XP's Automatic Updates tab

In Windows XP, you configure Automatic Updates via the Automatic Updates tab. As you've probably noticed, the tab

doesn't exist in Vista's System Properties dialog box. To configure similar settings in Vista, navigate to Control Panel | System And Maintenance | Windows Update | Change Settings.

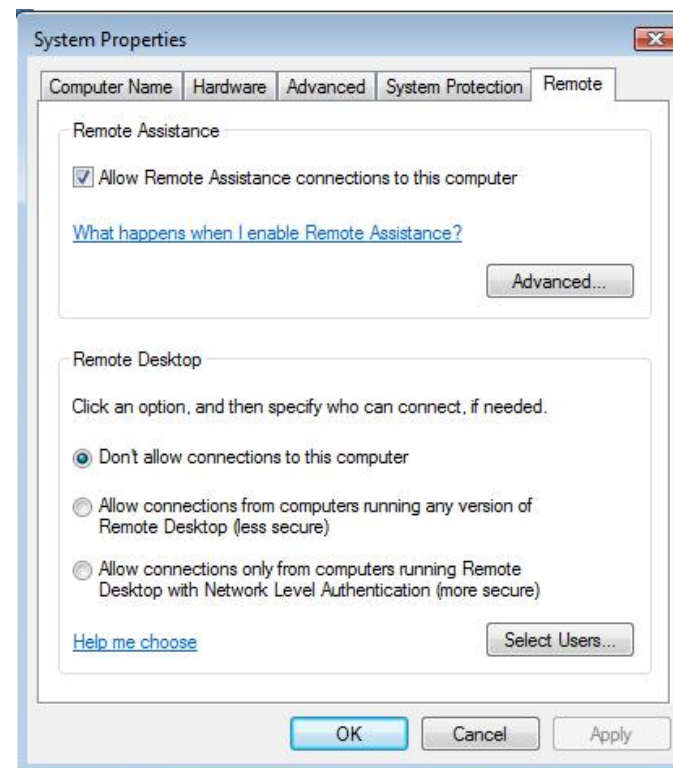
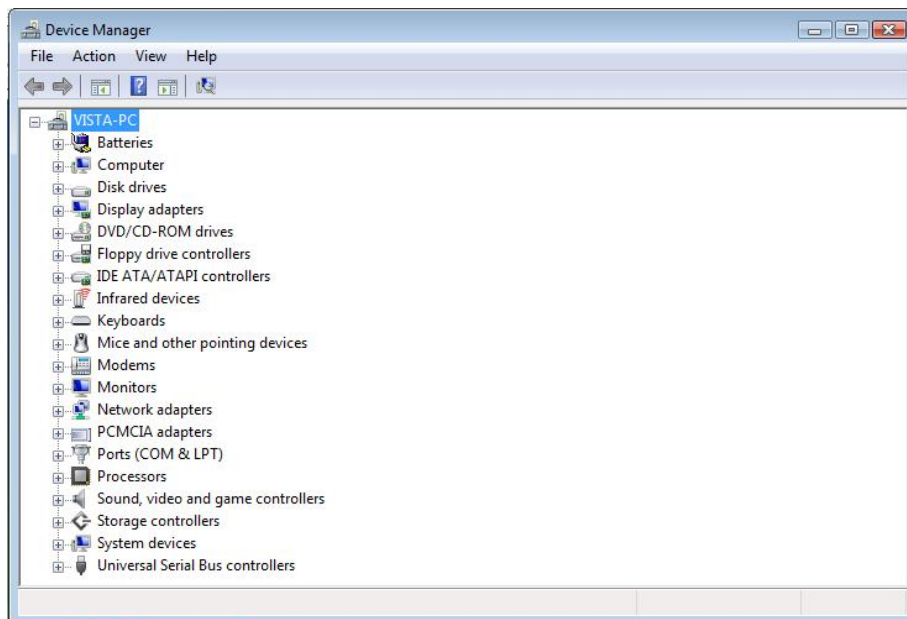
Get there faster with the command prompt

For quick access to change a Network ID, configure Performance settings, or configure Remote Desktop Assistance, for example, you can access the System Properties dialog box without the stop at the System window. To do so, you'll launch it using the Run dialog box.

To launch the System Properties dialog box from the Run dialog box:

1. Add the Run command to the Start Menu by customizing it in the Taskbar And Start Menu Properties dialog box, if necessary.
2. Select Start | Run.
3. To launch the System Properties dialog box to the System Protection tab, in the Open text box, type `systempropertiesprotection`. For other tabs, type the following instead:

- **Advanced:** `systempropertiesadvanced`
- **Remote:** `systempropertiesremote`
- **Computer Name:** `systempropertiescomputername`
- 4. Press [Enter] and then click Continue on the UAC dialog box, and you're in. 🌐



D Some System window tasks launch the familiar System Properties dialog box, but with a twist.

C Vista's Device Manager looks similar to 2000 and XP.

Tackle unfamiliar projects with confidence and ease

Have you ever felt a little lost at the start of a project, pushed outside your comfort zone by a new subject, tool, technology, or process? Maybe you juggle multiple projects. Perhaps you've started a different position that requires quick adaptation to the new environment. Diversifying your skills can improve your job security and enrich your professional offerings.

At the moment, however, your team is depending on you. How can you get up to speed in a hurry, while maintaining an attitude that inspires confidence? The good news is that you don't need to become an expert overnight.

Ease into the learning process

Before you dive into the work, you can take a few simple steps to boost your effectiveness. In this article, we'll review some tips for absorbing and applying new information quickly. First, we'll look

at the value of your transferable skills and then we'll explore how curiosity, research, and analysis can get you started.

Keep your head up and your eyes open

Before you start flipping through manuals or signing up for training classes, take a deep breath and consider your attitude. Are you feeling a little panicked? Remember, there's nothing inherently shameful about lack of experience. Be open. In Zen Buddhist terminology, the state of open attentiveness is known as *beginner's mind*. No stigma is attached to this state; in fact, even those with more experience consider it a good attitude to maintain.

That's because knowledge can't always replace simple observation.

When you find yourself in an unfamiliar situation, it's more important than ever to avoid making hasty assumptions based on what's worked in the past. Slow down and allow yourself to notice the unique expectations, opportunities, and challenges that now exist. Be honest with yourself and your team about any obstacles ahead. Develop a reasonable schedule for the project, allowing some extra time for a few glitches that you're not yet experienced enough to predict.

For example, let's look at the story of Kate, a recent hire at a small Web design firm. After years of specialized programming work at a large corporation, she suddenly became responsible for every stage of her projects' progress. The new position even included

Related Courses

- 4009 Setting Up Projects for Success Using Microsoft Office Project 2003
- 5927 Microsoft Office Project 2007 Managing Projects
- Project Management Skills for Non-Project Managers

Receive Tips & Tricks for the Business Professional

Sign up for the FREE New Horizons Office Worker eTips to receive timesaving techniques for the applications you use the most, including: Word, Excel, PowerPoint, Outlook, Access, Internet Explorer, Microsoft Office 2000, Microsoft Office XP, Microsoft Windows XP and more. Each concise and easy to understand eTip is expertly written by our editors and is delivered to your email box weekly. Sign up today to learn helpful hints and useful techniques that could increase your productivity and improve your work.



a lot of direct contact with clients, an exciting but intimidating prospect.

Kate sat quietly through the first team meetings, afraid to expose any ignorance. It was interesting, though, just to watch the group dynamics. As each colleague's areas of expertise became apparent, she learned where to find answers and began to ask more questions. Encouraged by her eagerness, teammates shared information and advice. The suggestions weren't always pleasant to hear. Over time, however, they almost always proved helpful.

Recognize your transferable skills

Even when you're faced with major changes on the job, your most

fundamental skills often remain relevant. We each have natural talents and preferences that we can apply to a variety of job-specific tasks.

Do you like to analyze conflicting information to develop an accurate picture of the whole? That single skill can assist you in a variety of roles, from analyzing technical data to resolving departmental conflicts over limited resources. Always seek out roles that showcase your strongest transferable skills.

In our example, Kate's patience and creativity had always served her well in her previous work. As **Table A** shows, she transferred those skills into her new roles, becoming a more visible and active team member.

Table A:

Each transferable skill has multiple applications.

Skill	Applications		
	Software development	Client meetings	Project management
Patience	Ensure accuracy and quality.	Explain complicated issues clearly.	Develop methodical plans and reasonable schedules.
Creativity	Streamline code by using common routines in innovative ways.	Satisfy conflicting parties by finding a solution none of them had considered.	Finish a task more quickly by developing a better process or tool.

Cultivate your curiosity

As a natural energy source, curiosity can become one of your greatest assets. Think back to your start in project management, when you didn't know the difference between GERT (Graphical Evaluation and Review Technique) and PERT (Program Evaluation and Review Technique). You've come a long way from where you started, but there's no reason to stop now. Think farther back to grade school, when it seemed natural to learn about a wide array of subjects in the course of a day. Chances are that you've always done better in the subjects that actually intrigue you.

Some work assignments are more attractive than others, of course. In every case, you should find some element that sparks your curiosity. Don't wait for one to present itself; seek it out. If nothing else, learn to enjoy the pleasant stretch of flexing new mental muscles. Imagine yourself as a detective solving a puzzle and uncovering the best solution for your company's needs.

In Kate's case, she made a point of becoming well informed about her clients' businesses. She made it a personal mission to offer constructive suggestions, not just passively respond to direct requests. The more time she invested in clear communication up front, the fewer technical headaches cropped up for her team later on.

Start with broad research and networking

When you're new to a subject, it's sometimes hard to develop questions focused beyond the initial "Where in the world do I begin?" It's a good idea to start with the broadest research that your timeline will allow. Broad research keeps you from relying on the accuracy of a single, limited viewpoint. You may discover facts you never even knew you ought to know. Make sure you take advantage of the following resources:

- **Publications.** Read relevant material in trade magazines, online, or at a library.
- **People.** Share with colleagues, suppliers, and even friends in other industries who might offer a different perspective. Join professional associations.
- **Training.** Attend workshops, seminars, and conferences. Don't wait until you have time for a longer course.
- **Project documents.** Look over any existing schedules, project plans, requirements, specifications, and status reports.

Find creative ways to document all information that might be useful. Take photos or sketch a quick diagram to show relationships between ideas. When you take notes, don't be timid about crossing out text and scribbling

in margins. This is the brainstorming stage of the learning process, where being thorough is the focus—not being neat.

Kate's company, pleased by her initiative, offered to help her pay for evening courses in project management at a local college. She found the

class discussions fascinating, since the students came from a variety of backgrounds.

Analyze and apply what you've learned

You've been fitting together a puzzle of new information. Now that the picture is

closer to completion, you can see more easily where pieces are still missing.

Does any of the information conflict or have confusing inconsistencies? Does a procedure have gaps in sequence? Are some expectations not realistic after all?

As your questions become more focused and informed, study the strategies others have used in similar situations. Benchmark your strategies with those of others you respect.

After each of Kate's classes, with new insights and questions still fresh in her mind, she typed her notes into a word processing program. Then, she cut and pasted the text into its most logical order, including any questions. When midterms came, she glanced at her notes and realized that she had already absorbed the information.

At work, Kate enlisted focus groups to test the software her team had developed. In the spirit of maintaining her *beginner's mind*, she observed the reality of how people interacted with the screens. Then, she used the new knowledge to go back and refine her creations.

Now, dig in—with confidence

You don't need to know everything related to the project; you just need to know where to find the information. Being prepared lowers your blood pressure, improves your credibility with the project team, and also buys you time to expand your skills and knowledge even more. 🌐

Get Advice from the Experts — Attend These FREE WEBINARS

- **Tips & Tricks for Creating Complex Documents with Microsoft Word**
Wednesday, July 23 at 10 am Pacific (12 pm Central, 1 pm Eastern)
- **Tips for SharePoint Products and Technologies (Level 100)**
Wednesday, August 6 at 10 am Pacific (12 pm Central, 1 pm Eastern)

To register for this session and view the Webinar archive, click on www.NewHorizons.com/Webinars.



Elevate is produced exclusively for New Horizons Computer Learning Centers, Inc.



Copyright

© 2008 Eli Journals. This work is an independently produced publication of Eli Research, the Content of which is the property of Eli Research or its affiliates or third-party licensors and which is protected by copyright law in the United States and elsewhere. The right to copy and publish the Content is reserved, even for Content made available for free such as sample articles, tips, and graphics, none of which may be copied in whole or in part or further distributed in any form or medium without the express written permission of Eli Research. Requests for permission to copy or republish any Content may be directed to Mark Lydard at (800) 508-1316.

Interested in a custom-content publication? Email us at customcontent@elijournals.com.