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## From the Editor

Fractions aren't always what they seem, but Excel reduces them automatically. This month, we'll show you how to control your spreadsheet's fractions when you don't want them to reduce without your permission.

In the design realm, we'll open up a new connection between Illustrator and Photoshop. You can transform your Illustrator graphics and use them as custom shapes in Photoshop.

Finally, heighten your email security by adding your digital stamp to outgoing messages. We'll show you how easy it is to accomplish.

## MICROSOFT OFFICE PRODUCTIVITY

# Dictate the way Excel displays your fractions

**Often** we enter numbers in fraction format that aren't really fractions, and therefore shouldn't be treated as such. For example, let's say you're tracking your company's new-hire HR forms and you need to list how many of the employees have turned in each form. Using fractions is a great way to track this progress, as shown in **Figure A**, where cell J5 tells us that 4 of 8 employees have turned in their Dental Enrollment form. Because of special formatting, 4/8 didn't reduce to 1/2. Although it takes a bit more work to create non-reducing fractions in Excel, you can do so.

There are two options for including fractions in a cell:

- **Format the cell as a fraction.** Depending on the denominator of your fraction, creating a non-reducing fraction may only require a small adjustment to traditional fraction formatting.
- **Apply custom formatting.** If the fractions you're including don't fit the first method, you can create a custom format for them.

## A twist on typical fraction formatting

If your fraction's denominator is 2, 4, 8, 10, 16, or 100, you can apply standard fraction formatting

and adjust it to display your reducible fraction the way you enter it—in its non-reduced state. To follow along with our example:

1. Create a worksheet based on the one shown in **Figure A**, except leave column J empty for now.
2. Select Sheet1, if necessary.
3. Type 7/8 in cell J2 (7 of 8 employees have turned in their I-9 forms).
4. Press [Enter]. Notice that the fraction automatically switches to Date format.
5. Delete the contents of J2.

Because Excel recognizes the fraction as a date, we need to apply fraction formatting.

## Related Courses

- Excel 2000, 2002, 2003 and 2007 & 2007 New Features
- 4002 Forecasting And Trend Analysis Using Microsoft Office Excel 2003
- 4003 Summarizing Microsoft Office Excel 2003 Data To Make Better Business Decisions

## To apply fraction formatting to your cells:

1. Select column J, then select Format | Cells from the menu bar or right-click and select Format Cells from the shortcut menu.
2. In the resulting Format Cells dialog box, select the Number tab and select Fraction from the Category list box.
3. In the Type list box, select As Eighths (4/8). Click OK.
4. Type each fraction in cells J2:J8, as shown in **Figure A**.

## Custom fractions for every possible denominator

If your fraction doesn't fit the mold for formatting it as a fraction, you can apply custom

formatting. Say, for example, Rudy and Wendy are part-time employees and are ineligible for medical and dental benefits as well as 401(k). We'll remove them from our totals for these three benefits. This changes the denominator to 6, and since As Sixths isn't an option in the Fraction format, we'll create a custom format.

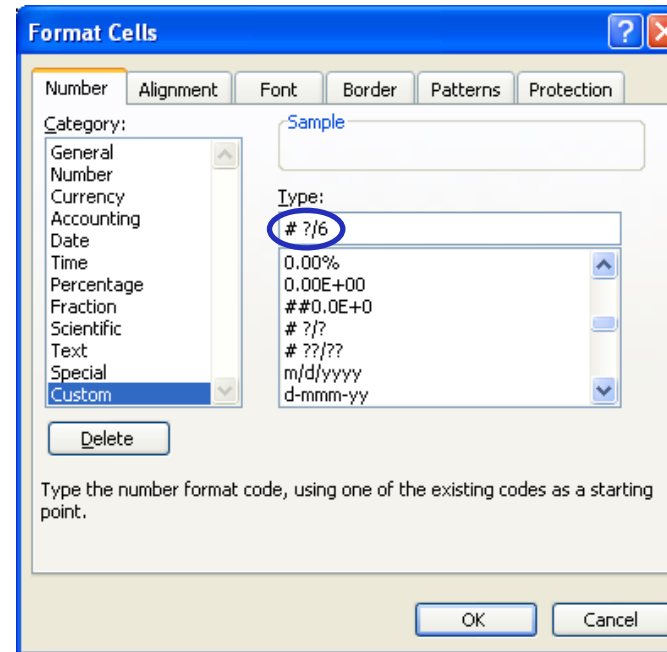
**Note:** We chose # ?/? because the denominator has just one digit. If your denominator had two digits, you'd select # ??/??, and if it had 3, you'd select # ???/???.

4. Type your fraction, 5/6, in J4.

As you repeat the above steps for cells J5 and J7, you'll notice that Excel has added # ?/?6 to the bottom of the Type list box. After you format cells J2, J3, J6, and J8 as eighths using the instructions in the section "A twist on typical fraction formatting" and type each fraction, your results should resemble **Figure A**.

**To create your custom fraction:**

1. Select cell J4, and then select Format | Cells from the menu bar.
2. Select the Number tab in the Format Cells dialog box. Select Custom from the Category list box.
3. In the Type list box, select # ?/??. In the Type text box, replace the second question mark with a 6, as shown in **Figure B**. Click OK.



**B** Create a custom format that forces your fraction to display a denominator of 6.

	A	B	C	D	E	F	G	H	I	J
1		Jennifer Struthers	Damian O'Lean	Brenda Wadsworth	Ilena Sanchez	Roger Newman	Omar Quinon	Rudy George	Wendy Crandon	Rec'd
2	1-9	x	x	x	x	x	x	x	x	7/8
3	Personal Information Sheet	x		x	x	x		x	x	6/8
4	Medical Enrollment	x	x	x	x		x	x		6/8
5	Dental Enrollment		x			x	x	x		4/8
6	HR Policies & Procedures	x	x	x	x		x		x	6/8
7	401(k) Enrollment	x	x	x		x			x	5/8
8	Direct Deposit		x			x				2/8

**A** Column J's figures display as non-reduced fractions because we applied a special format.

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- 4001 Team Collaboration Using Microsoft SharePoint Services
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# Reinvent your graphics as custom shapes for Photoshop

**You've** spent all this time perfecting your vector art in Illustrator, it's a shame you'll have to rebuild it as pixels in Photoshop. But you don't have to. There are many different ways you can use Illustrator to help you create great graphics in Photoshop. We chose the most efficient way of using Illustrator to create shapes that can then be stored and used with Photoshop's Custom Shape tool. In **Figure A**, you can see a custom shape that was used as a Shape layer in Photoshop. The big benefit of doing this is that you can store a graphic as a Photoshop file and it remains completely resolution independent, just as in Illustrator. This is because the graphics rely on shapes and effects, not pixels.

## What can you do with custom shapes?

Custom shapes can be used to create an unusual shape, as shown in **Figure A**. They can also serve as a vector mask as well as a shape layer, as shown in **Figure B**. As you can see, they're very useful in Photoshop because not only can you create graphics, but the graphics can also be resized with no loss of quality.

However, keep in mind that the resolution independence only applies to vector shapes and applied layer effects in Photoshop. Any images incorporated with shapes will suffer degradation if you resize them too much.

## Shaping up

Adding a shape to Photoshop's Custom Shape palette is as easy as copying and pasting.

### To add your shape in Photoshop:

1. Create a shape in Illustrator.
2. Copy and paste your shape into a Photoshop document.
3. Select Path in the Paste dialog box that gives you the option to place the shape as Pixels, a Path, or a Shape Layer.
4. Click OK.

**Tip:** If you don't see the Paste dialog box in Photoshop, then you don't have the right Clipboard settings in Illustrator. To change your settings, choose Edit > Preferences > File Handling & Clipboard. In the resulting dialog box, select the AICB option, and then click OK. Now, you'll get the right dialog box when pasting into Photoshop.

The Path option brings only the path information into Photoshop without any attributes. The path of your shape appears in the document, as shown in **Figure C**.

### To define the custom shape:

1. Choose Edit > Define Custom Shape.

## Related Courses

- Photoshop 7.0, CS, CS2 & CS3
- Illustrator 10, CS, CS2 & CS3

2. Name your shape in the resulting dialog box.
3. Click OK.

You can then delete the pasted path by selecting it in the Paths palette and dragging it to the Trash button.



# A

Combine the strengths of Illustrator and Photoshop to create custom shapes.

**To add the shape to the library:**

1. Choose the Custom Shape tool from the Line tool pop-up menu.
2. Select your shape from the Shape pop-up palette.

As you can see, the shape was automatically added to the current library. However, you can save your shape to its own library by selecting Save Shapes from the palette's pop-up menu.

**Changing shape**

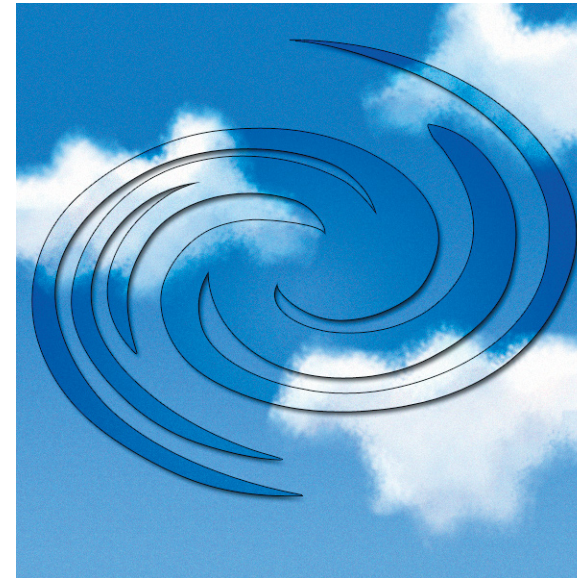
Once you have the vector shape in Photoshop you can manipulate it with the Free Transform command in much the same ways as in Illustrator.

**To transform your shape:**

1. Hold down the [shift] key while drawing the shape. Shapes can also be transformed and distorted with the Free Transform command.
2. Choose Edit > Free Transform Path while you have a shape selected.

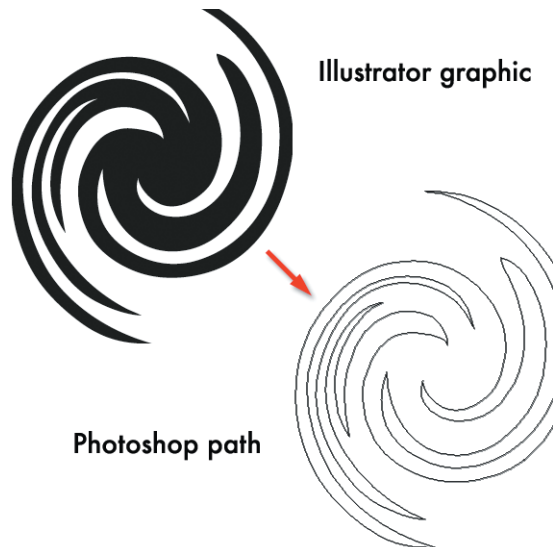
The Free Transform command allows you to scale, skew, and rotate the shape. **Figure D** is an example of the different ways you can distort shapes.

Photoshop also has a Path Selection tool, which functions like the Selection tool in Illustrator. There's also a Direct Selection tool and a set of Pen tools for editing path shapes. These all work the same in Photoshop as they do in Illustrator. ●



**B**

You can use custom shapes as a vector mask or as a shape layer.



**C** The path transfers to Photoshop—but not the shape's attributes.



Constrained



Unconstrained



Transformed

**D**

Alter your shapes with the Free Transform command.



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# Identify yourself: Secure your outgoing email with a digital ID and a digital signature

**I**t can be harmful to you in a variety of ways if the email you send finds its way into the wrong hands. Just as damaging are emails containing private (or inaccurate) information about you sent by someone who's impersonating you. However, if you use Outlook to manage your email, you can use a digital signature and ID to improve your security and privacy.

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

## Obtain the necessary digital ID

You use a *digital signature*, or digital ID, to prove your identity when sending an email message in Outlook. Fortunately, digital IDs are easy and inexpensive to obtain. Two components make up a digital ID:

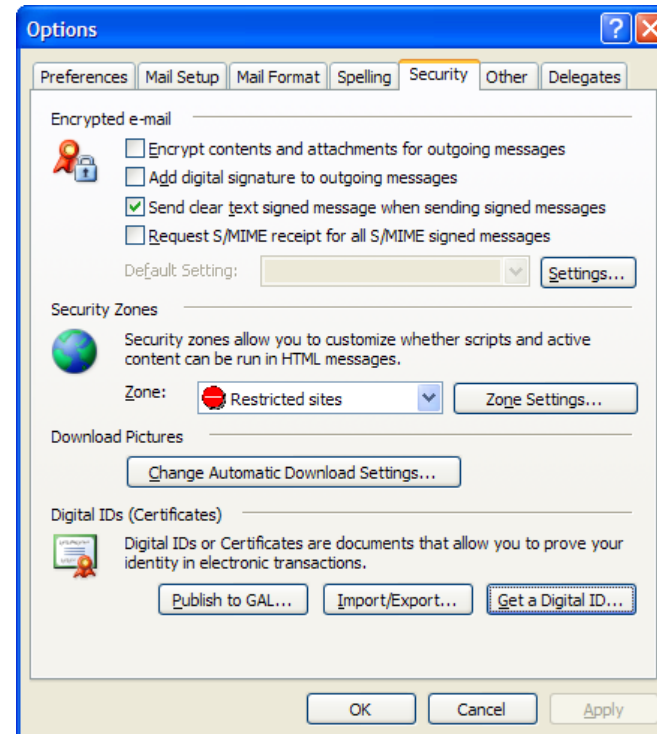
- Your private key, which is stored on your computer.
  - Your certificate, issued by a certification authority (CA), which establishes your identity. To check out your options for digital IDs, launch Outlook and do the following:
1. Choose Tools | Options to launch the Options dialog box.
  2. Click on the Security tab.
  3. Click the Get A Digital ID button

shown in **Figure A** to launch a Microsoft web page with details and ID options in your default browser, as shown in **Figure B**.

## Authenticate your correspondence

When you receive an email with a digital signature, rest assured that no one has altered the message in any way after the signature was attached to it. This doesn't prove that a third party didn't *read* the message on its way to your inbox, but at least you know it hasn't changed. Once you have a digital ID, it's simple to add a digital signature to one or all of your new emails in Outlook.

**Note:** If you don't have a digital ID, the options discussed in this article won't work for you.



**A**  
Click the **Get A Digital ID** button to begin the process of obtaining a certificate.

## Add a digital signature in Outlook

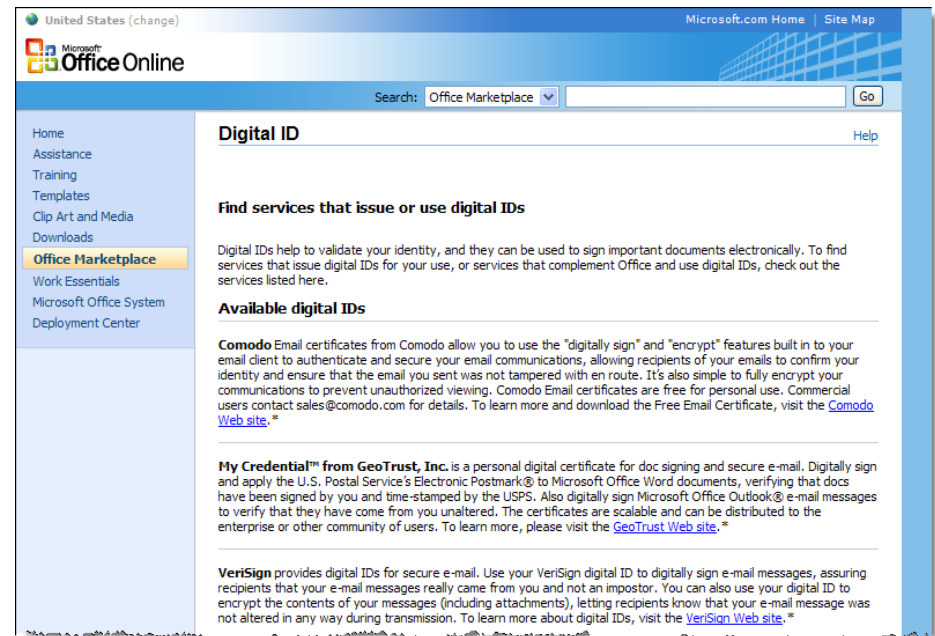
Outlook makes the process a breeze. In fact, your digital signature is already installed and ready to use as soon as you obtain it. You can add digital signatures automatically, or on a per-mail basis.

**Note:** The wording for menu choices, options, and settings varies slightly according to the version of Outlook you're using. We've included the exact wording used in Outlook 2003; however, users of earlier versions will find the technique identical.

### To add a digital signature to a single email:

1. In the message, click on the Options icon.

2. Click Security Settings.
3. Select the Add Digital Signature To This Message check box.
4. To verify that recipients validate your digital signature and to request confirmation that the message arrived unaltered, as well as notification of who opened the message and when, select the Request S/MIME Receipt For All S/MIME Signed Messages check box.
5. To change additional settings, such as the certificate to use, click Change Settings and change anything as desired.
6. Click OK three times, and then create and send your message as you normally would.



**B** Microsoft offers you a list of several certifying authorities from which you can obtain a digital ID.



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If you use Microsoft Word as your email editor, you can simply click the Digitally Sign button on the email toolbar, as shown in **Figure C**.

**Warning:** Depending on the security settings you chose when obtaining your digital ID, Outlook may prompt you for confirmation and/or a username and password when you digitally sign an email. If so, you'll need to supply the necessary information or click the confirmation button to send your email.

**To add a digital signature to all future emails:**

1. In the Outlook main window, choose Tools | Options to launch the Options dialog box.

2. Click on the Security tab.
3. Select the Add Digital Signature To Outgoing Messages check box and click OK.

**Make your email available to everyone**

If you want to ensure that everyone you send your message to can read it, there's an additional adjustment you need to make for the message.

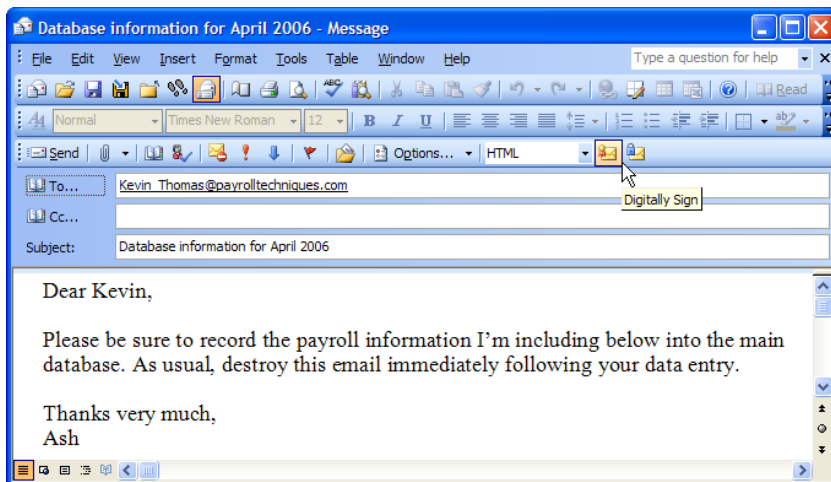
1. With the message open, click on the Options icon on the toolbar.
2. Click Security Settings, and then select the Send This Message as Clear Text Signed check box.
3. In the Security Settings panel, select My S/MIME Settings in the Security Setting dropdown list.



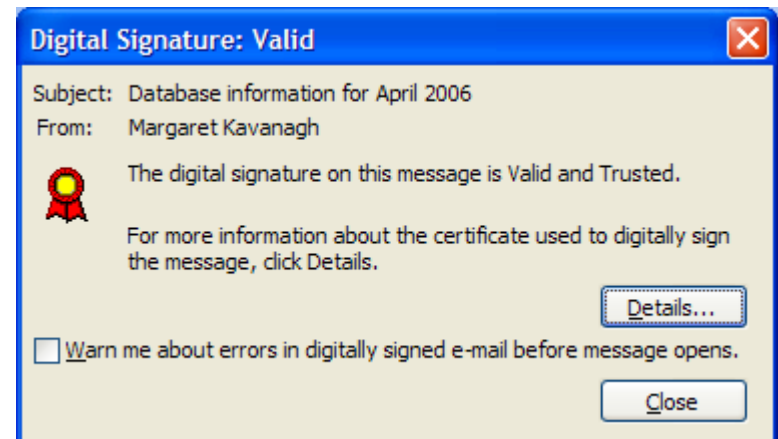
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**C** When you use Word as your email editor, digitally signing an email is as easy as clicking a button on the toolbar.



**D** It's easy to see whether a digital signature is valid just by clicking on the Signed icon in an email message.

This ensures that your email recipients who use systems that don't support your security settings are still able to read your message, although in these cases, the digital signature isn't included.

## View a digital ID

If you receive a digitally signed message, which has the Signed icon on it, you can view the signature and certificate by doing the following:

1. In the message, click on the Signed icon on the Signed By line.
2. Click Details in the Digital Signature dialog box shown in **Figure D**.
3. Click Signer, and then click View Details. A dialog box displays with general information about the certificate.
4. To see details about the certificate, click View Certificate. 🌐

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## Quick Tips

### Protect yourself by specifying your Security Zones

You know security is important, but when you're faced with setting your own security settings, do you wonder if you're being too secure or not secure enough?

Outlook's security settings are easy to customize, so you don't have to panic when you select them. To locate your security settings, choose Tools | Options and click on the Security tab. In the Security Zones panel, click the Zone Settings button. Outlook's four Security Zones let you control access provided to incoming email messages and web pages:

- The Local Intranet zone lets you specify websites on your intranet.
- The Trusted Sites zone lets you designate some sites as trusted.
- The Restricted Sites zone lets you designate sites that you don't trust.
- The Internet Zone contains websites not covered by other zones. These settings affect whether Outlook runs scripts and active content in incoming HTML format, and how active content is handled when you browse the Internet.

You can assign each security zone one of four default levels of security: High, Medium, Medium-Low, or Low. Each contains preset choices that reflect the label. Choose a level, and then click the Custom Level button to explore the settings for each level.

Click Cancel if you don't want to commit to a change. If you later want to change your selections, just go back to the Security dialog box and make your changes.

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