



# ICT NEWSLETTER

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## START OF THE NEW YEAR CHECKLIST

Welcome Back to you all on the start of this New Year 2010, hope you all have a wonderful holiday season. Now that we are all back to work, we want to give you guys a checklist to make sure the return transition back to work is smooth.

1. Plug in your UPS (remember we asked everyone to unplug the UPS from the wall to prevent failure) and turn on your wall power point. Make sure all of the cords are plugged into the UPS and into the computer and monitor. Turn on the computer. If it does not come on, give the ICT Unit a call.
2. On your Home-Drive (Z:) on the MESC server, all your backup from last year should be deleted and free up your Home-Drive for new data. We strongly advice all MESC users to backup your data weekly because we are backing up all Data on the MESC server weekly. We are still on the Wet season, just in case of Cyclone but you can assure that your data is safe on the MESC server.

## **Hint of the Month**

### **Word**

#### **Type anywhere on a page with Click And Type**

Word's Click And Type feature allows you to begin typing anywhere on a blank page. You must first enable this feature before you can use it.

Follow these steps:

1. Go to Tools | Options.
2. On the Edit tab, select the Enable Click And Type check box in the Click And Type section, and click OK.

To use this feature, switch to Print Layout view, and double-click anywhere on the blank page. For example, suppose you want to type a title in the middle of the first page. In Print Layout view, double-click the middle of the page where you want the title to appear, and type the title. Word automatically center-aligns the title.

You can also use the Click And Type feature to insert nontext items. For example, to place a clip art picture in the bottom right corner of your page, go to the Print Layout view, double-click where you want the picture to appear, and insert the picture. Word automatically right-aligns the picture at the bottom of the page

## **Excel**

**Hide formula cells from users** Excel's Protect Sheet capability can prevent users from changing cells, and it can hide formulas from view. For example, say you want to give users the ability to enter data in a worksheet for analysis, but you want to keep the proprietary formulas used in the analysis from being visible.

By default, the Protect Sheet feature locks all cells from data entry. To unlock cells for data input, follow these steps:

1. Select the cells for data input, and click Format | Cells.
2. On the Protection tab, deselect the Locked check box, and click OK.

To hide formulas from view, follow these steps:

1. Select the formula cells you want to hide, and go to Format | Cells.
2. On the Protection tab, select the Hidden check box, and click OK.
3. Go to Tools | Protection | Protect Sheet, and click OK. You can also set a password to prevent others from unprotecting the sheet.