Tips and Tricks

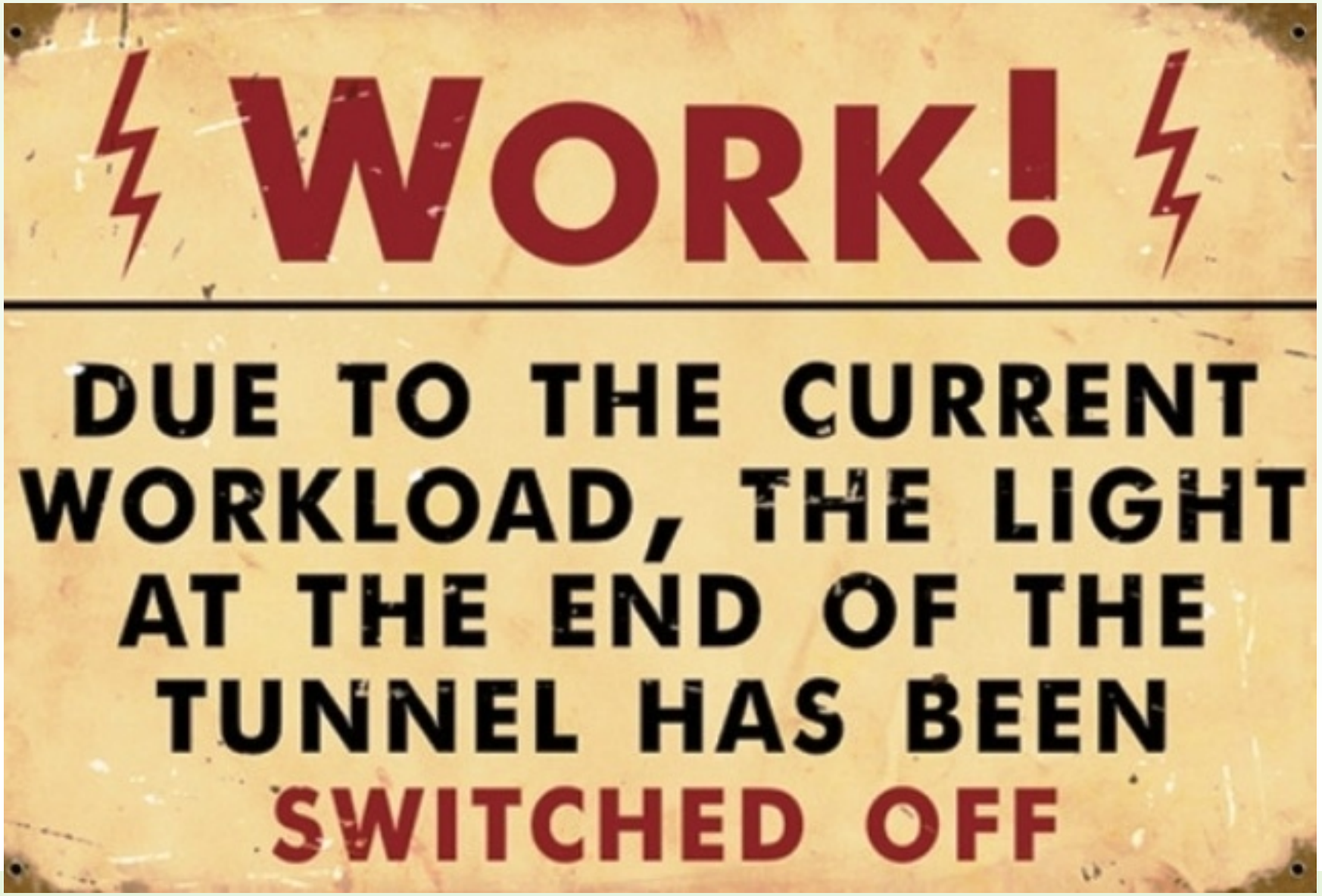
MAY 18, 2017

Annette Hughart, Treasurer
Barbour County Board of Education
(304) 457-3030
ahughart@k12.wv.us

Focus and Goal of Presentation

- This presentation is all about saving time
- Working more efficiently and effectively
- Most of us wear many hats and time is a precious commodity.
- Each year our workload gets heavier; requiring more and more time to get the job done.
- Every minute counts, every second counts.
  - Don't laugh; it all adds up.
- Over time, minutes add up to hours.
- None of us like working overtime.
- It is the old adage, work smarter instead of harder.
- You may know some of the items in this presentation but some people may not.

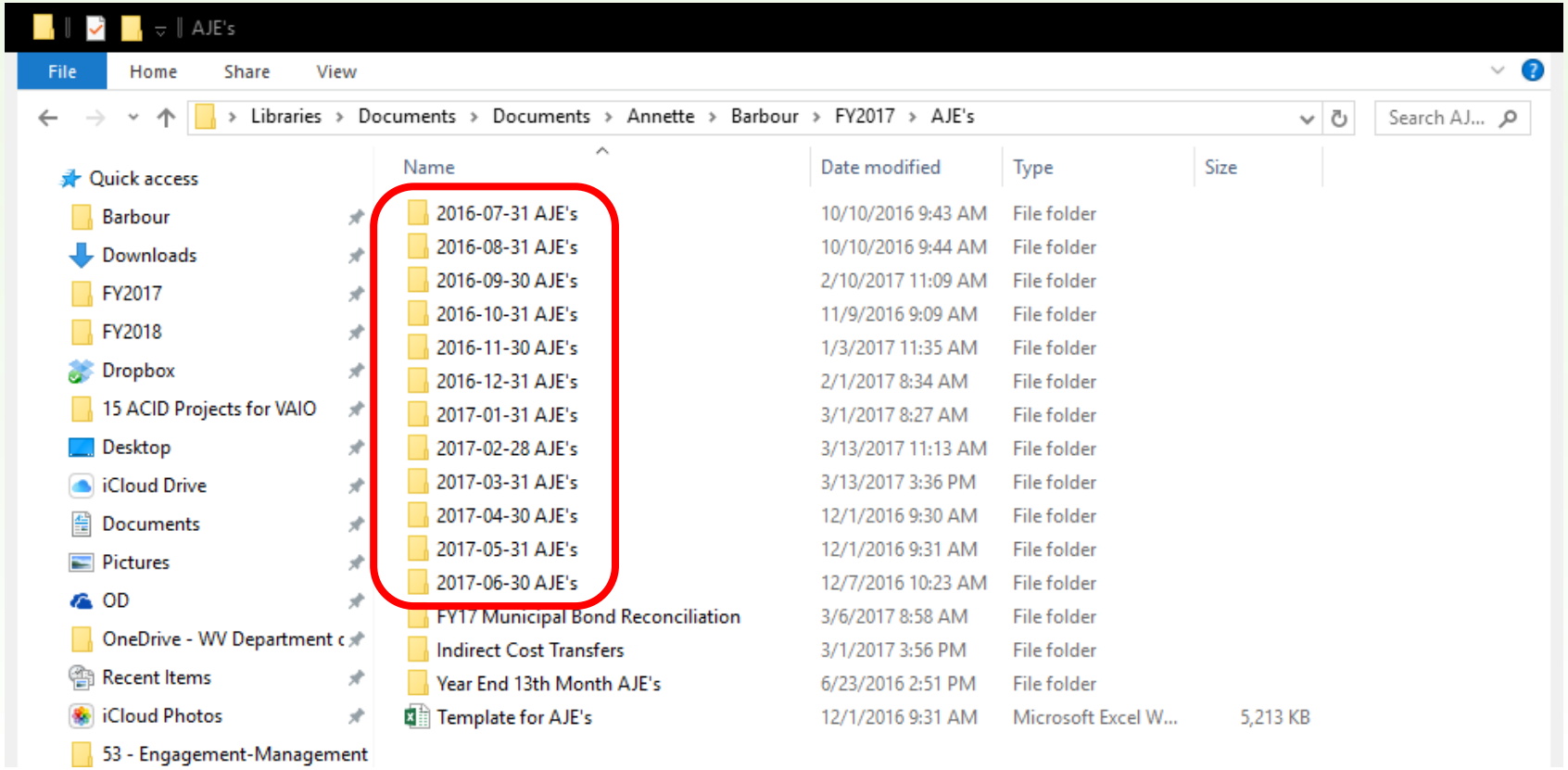
- I think sometimes we all feel like this!



"It's a big misconception. Everyone thinks hell is all fire. Actually, it's all paperwork."

Date Format at Beginning of File Name

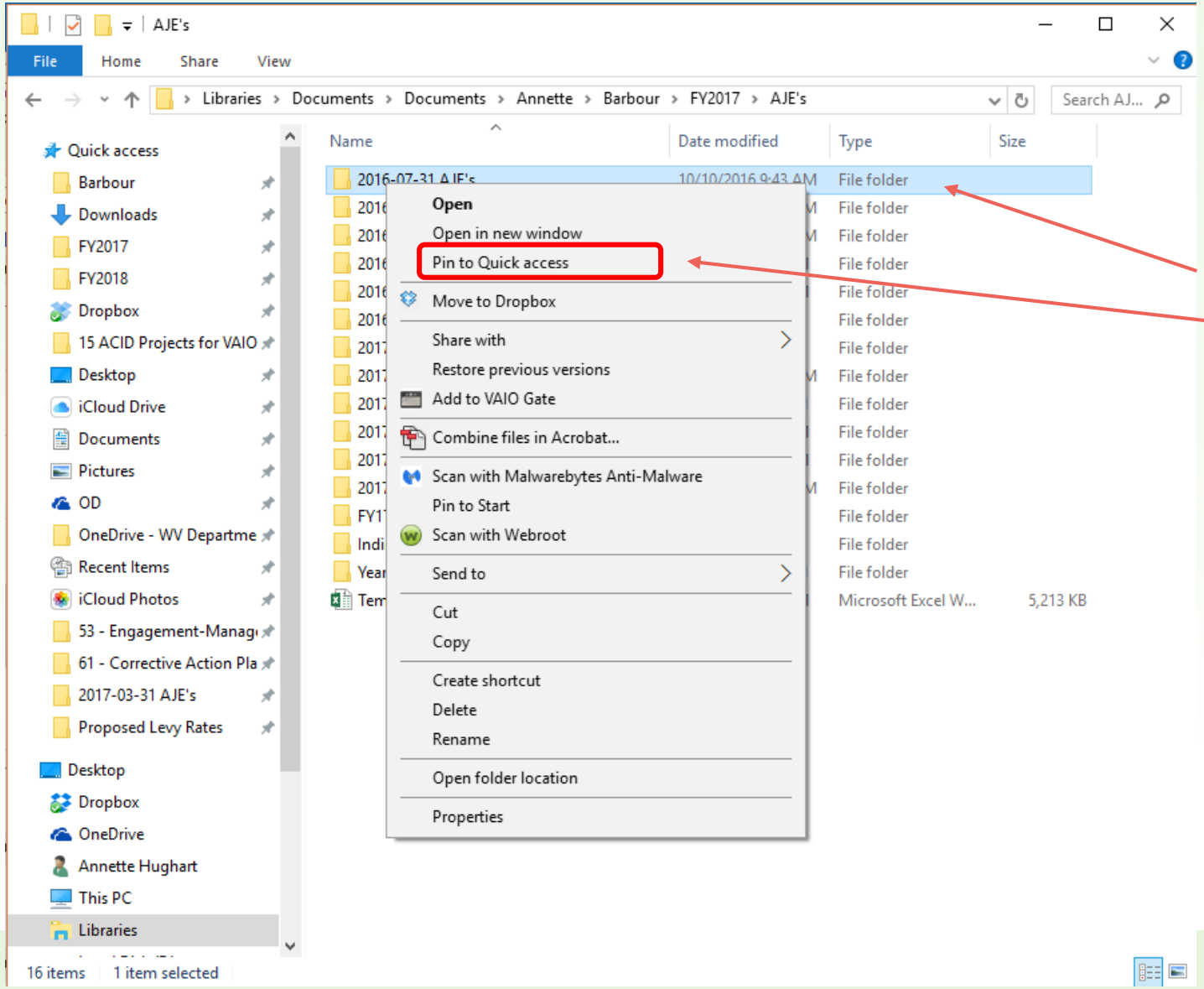
- To organize files and folders by date, use the date format at the beginning of the file name or folder as YYYY-MM-DD.



- This file format always keeps files and folders in date order.
- Be sure to use two digits for the month and day to ensure files stay in date order.

Windows Explorer Quick Access Folders

- Add folders to Windows Explorer window for quick access. This saves steps and mouse clicks.



Right click on any folder that you want to add to the "Quick Access" that is on the left side. Then click on "Pin to Quick access".

Organization of File Folders

- If you want to start saving things and stop printing, the key is ORGANIZATION of folders.
- To organize file folders think of them as you would for 3-ring binders and dividers or vendor file folders.
- Organize by fiscal year.
- Always set-up folders in the same order with the same descriptions each fiscal year to make it easy to find things.
  - Most of your file folders for each year will be the same as previous years.
  - To save time, set-up your folders for the year and then save these folders in another location to be used as a template for future years.
    - With these folders set-up you can just copy the folder listing into each new fiscal year.
    - Just check your current fiscal year folders for a few folder changes that may need made.

Organization of File Folders (contd.)

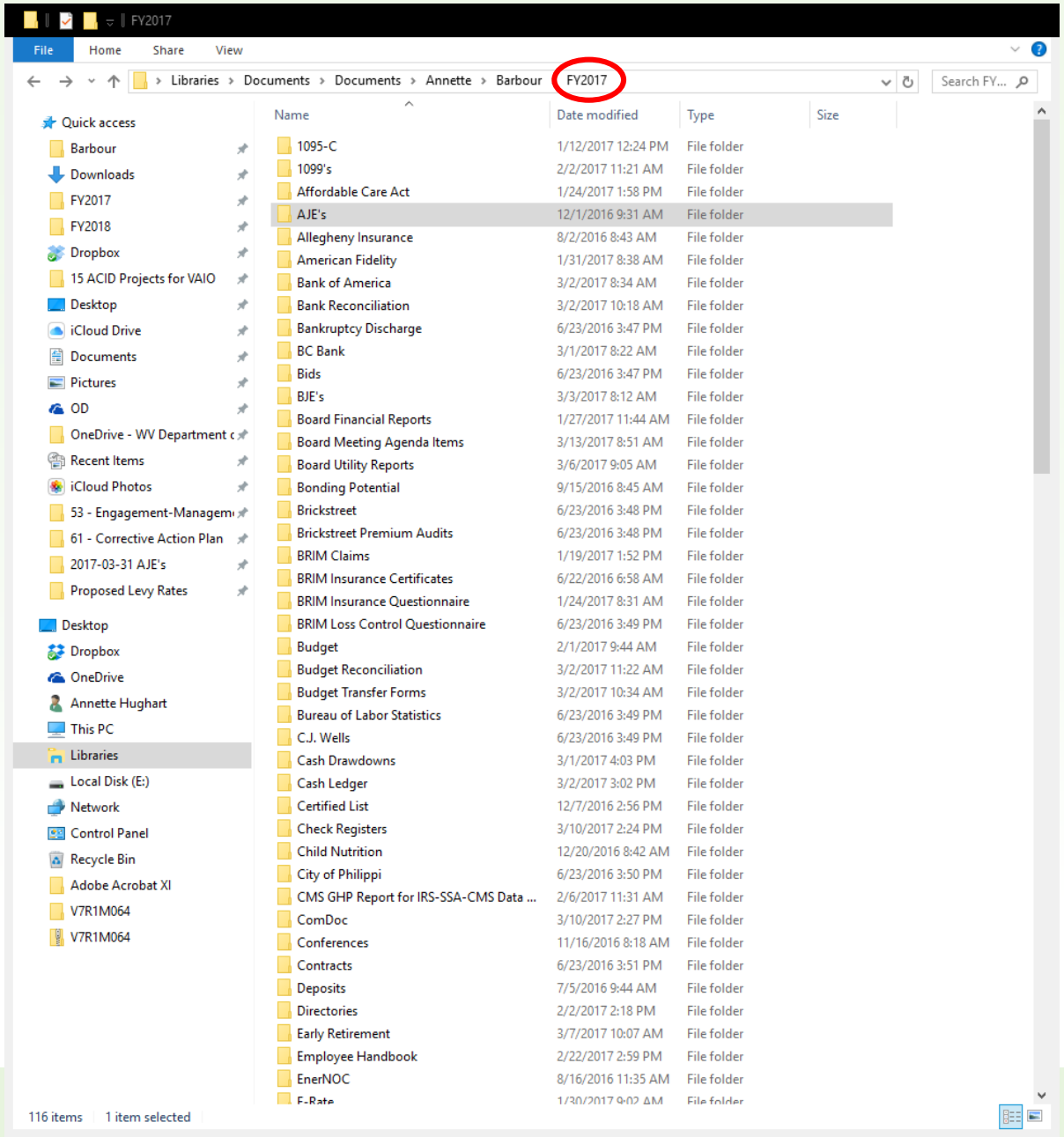
- Set-up file folders with dates in the YYYY-MM-DD format at the beginning of the folder name. This will keep folders in date order.
- All of my documents are on my hard drive that I back up to an external drive and keep at home so it is not in the same place as my computer most of the time.
- All of my documents are on the OneDrive except the current year since the OneDrive is too slow to work from and can't handle the complexity of our Excel files.

Organization of File Folders (contd.)

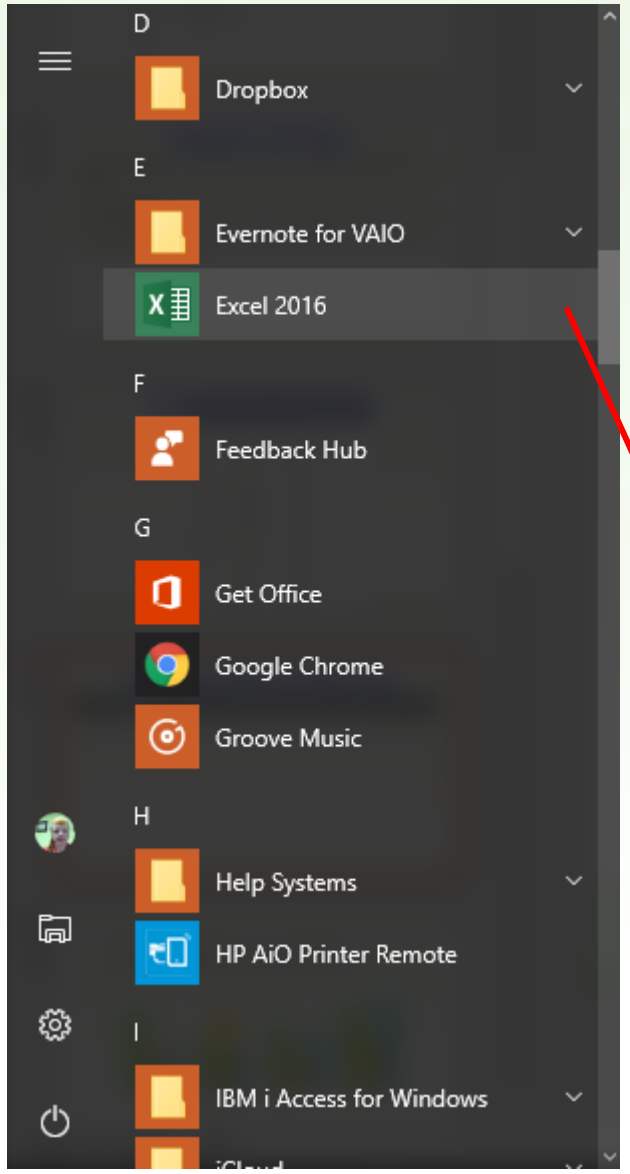
Most everything I save is under a fiscal year, however, there are some things that don't fit into a fiscal year category and saved under *(just a partial list)*:

- Deeds
- GPS Coordinates for all WV schools
- Manuals
- Templates
- Letterhead
- Maps
- Vehicle Registration Cards
- Property
- School Bank Accounts
- School Floor Plans
- WV State Code Sections
- VPN Set-Up
  - *Because, lol, you can't ever remember how to set it up again*.
- WVEIS Manuals
- WVEIS Settings, etc.

File Folder Organization Example



Pin Programs to Task Bar for Easy Access

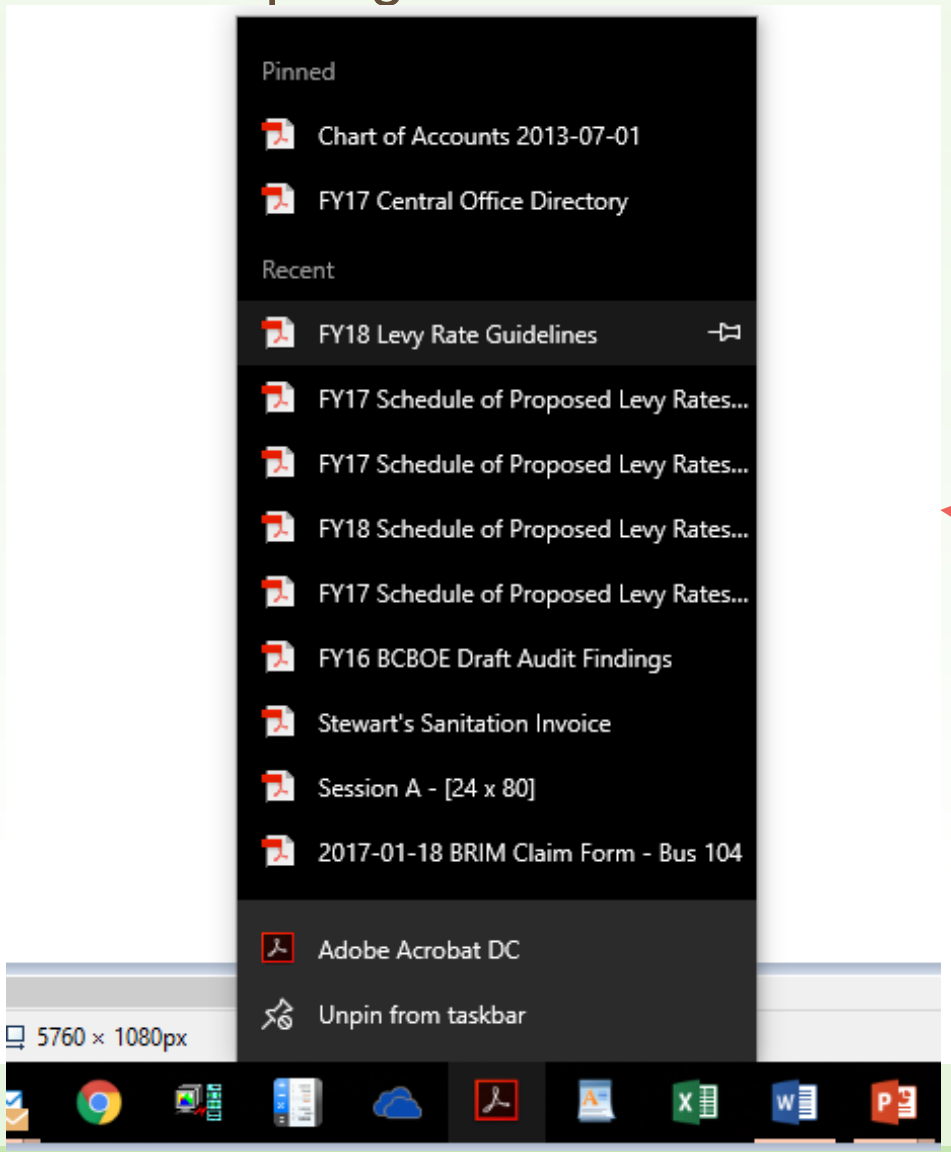


Left click on Windows icon in bottom left corner of screen.
Find the program to pin to task bar.
Left click on program and hold then drag to task bar.

You can also rearrange the programs on the task bar by left clicking on program and holding then drag left or right.

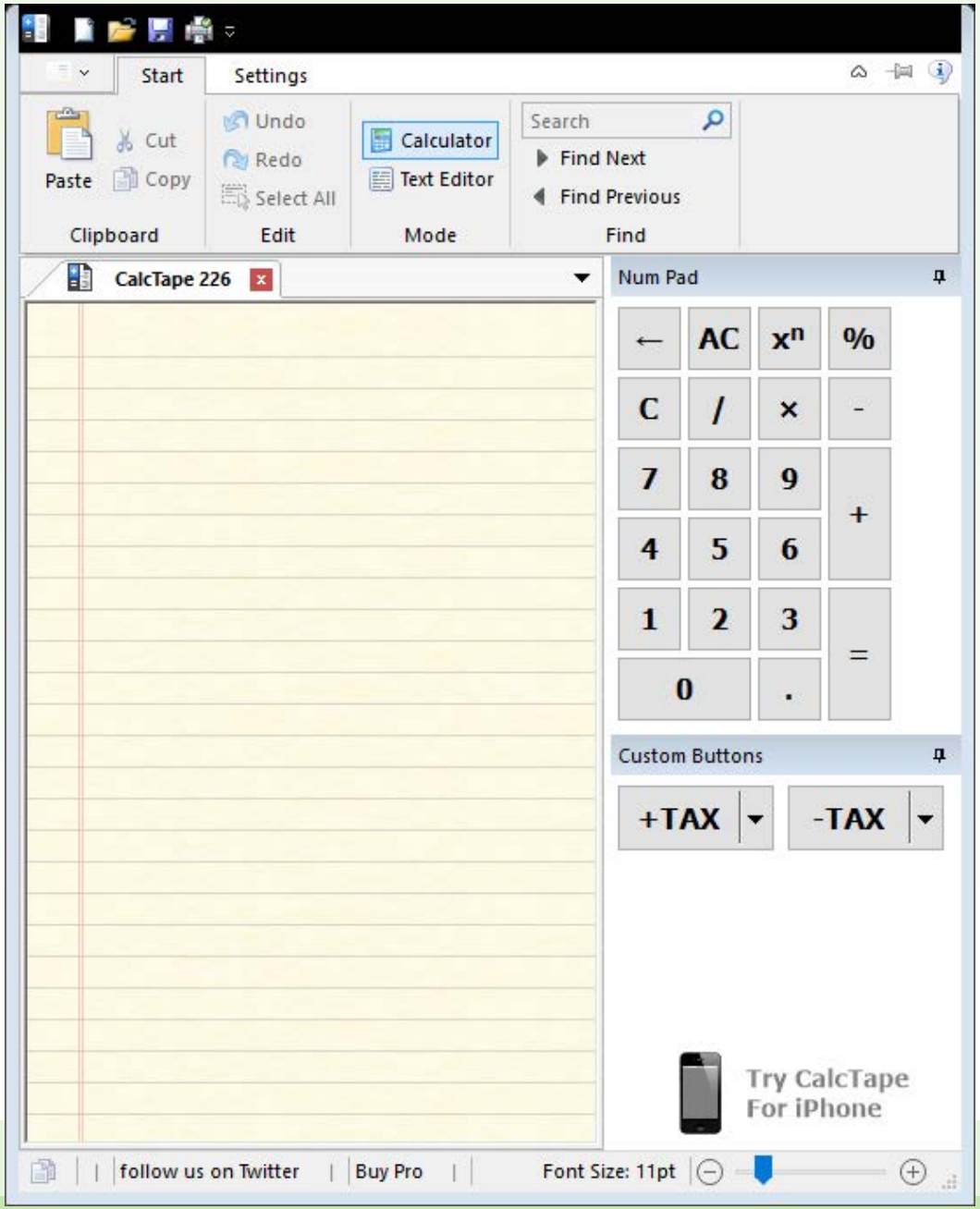
Pin Files to Task Bar Programs

- When you have programs pinned to the task bar you can right click on the program to see recently viewed files.



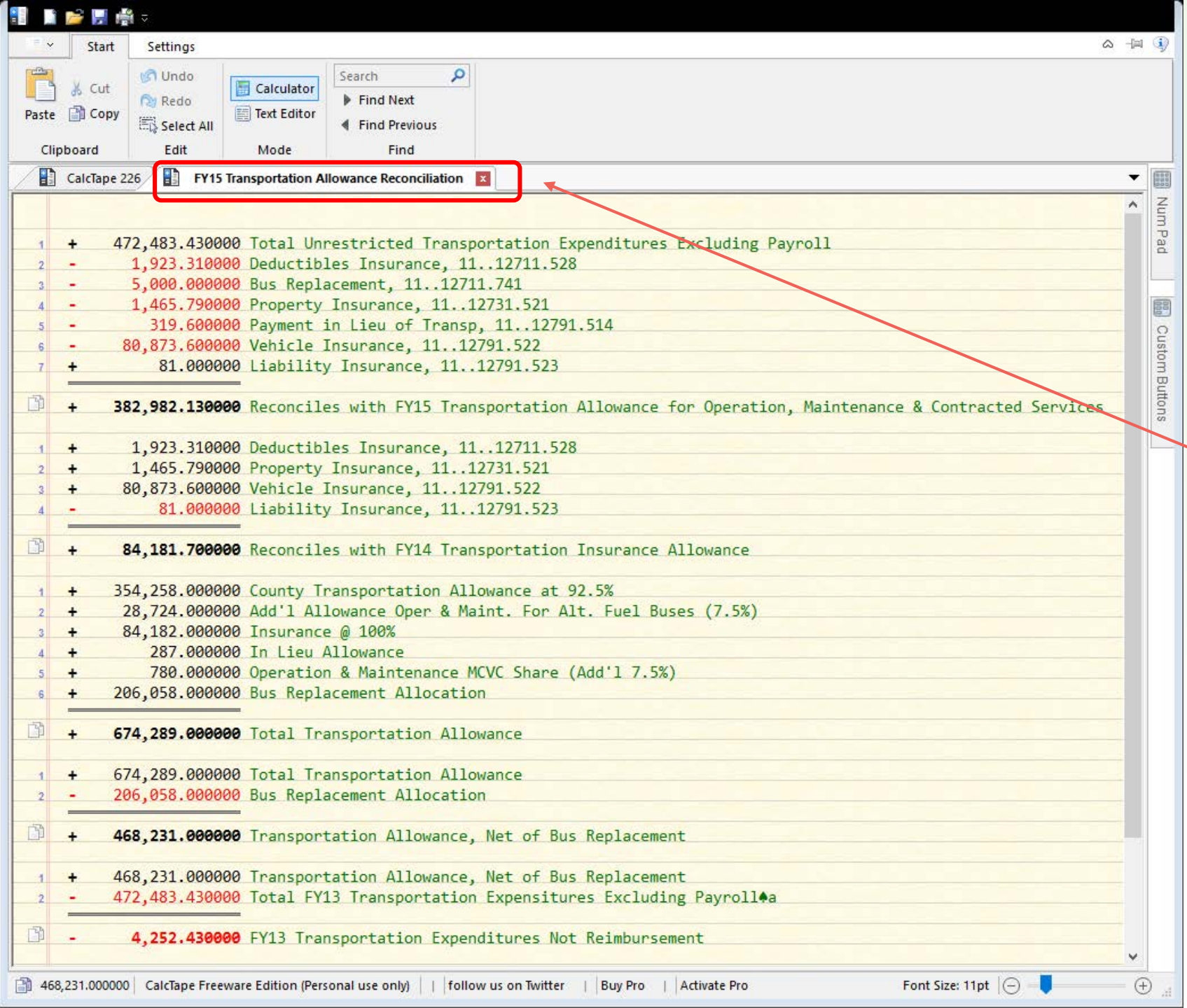
To pin files to the program, look under “Recent” for the files recently used, then click on the thumb tack to the right. This will pin the file to the program.

CalcTape – Free Program



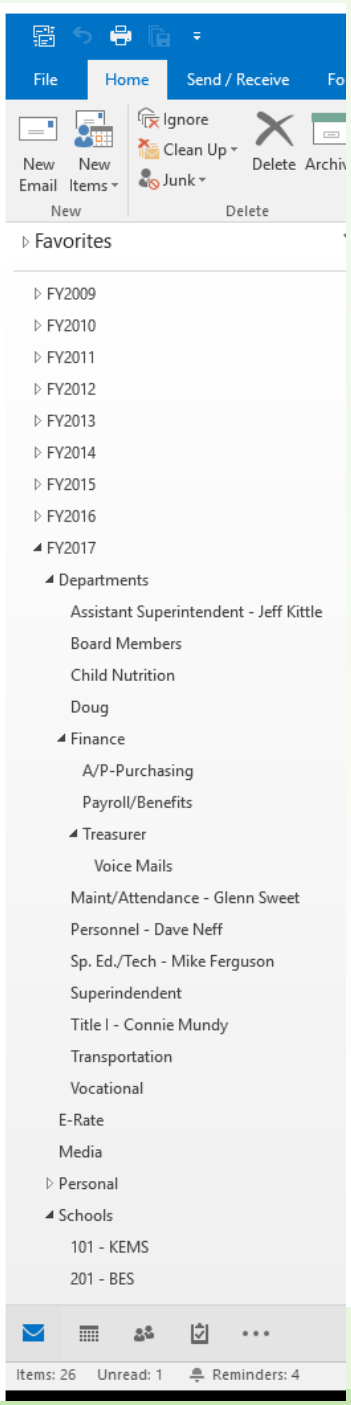
- A handy free program to use instead of an adding machine is **CalcTape**. I can't tell you the last time I used the adding machine on my desk.
- CalcTape can be used run a tape, can be printed and can even be saved. There is also the feature to add text descriptions, as well.
- It can be downloaded at http://download.cnet.com/CalcTape/3000-20417_4-90456.html

CalcTape Saved File with Text Descriptions



When you save the file, the file name becomes the tab name.

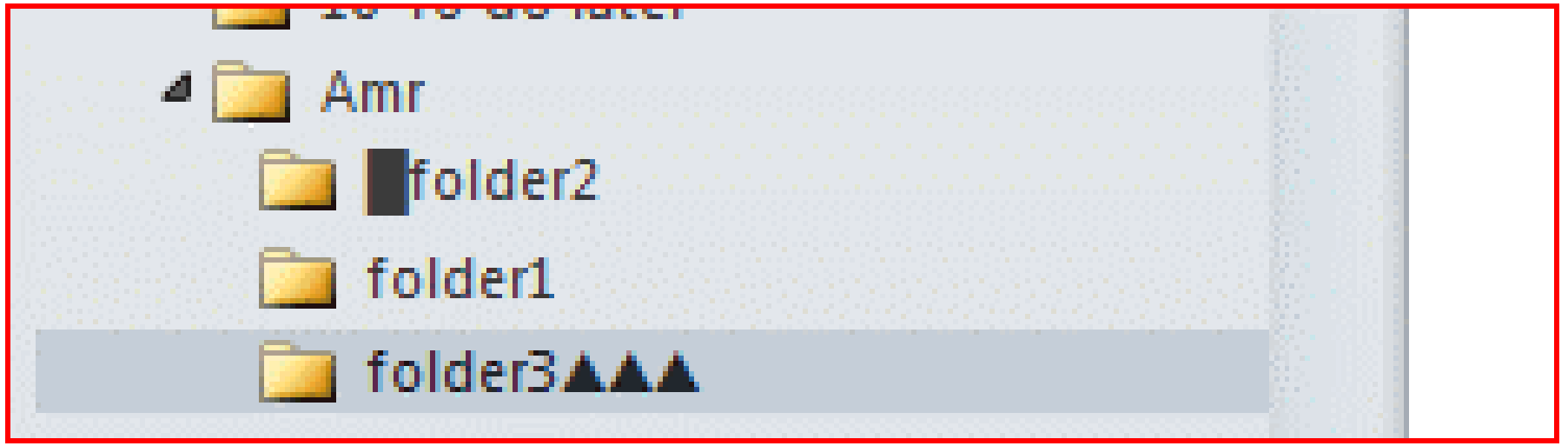
Email Organization



- Organize emails by fiscal year.
- Always set-up folders within each fiscal year the same.
  - This will make it easier to find an email when the search feature returns too many possibilities or you aren't searching on the correct wording.

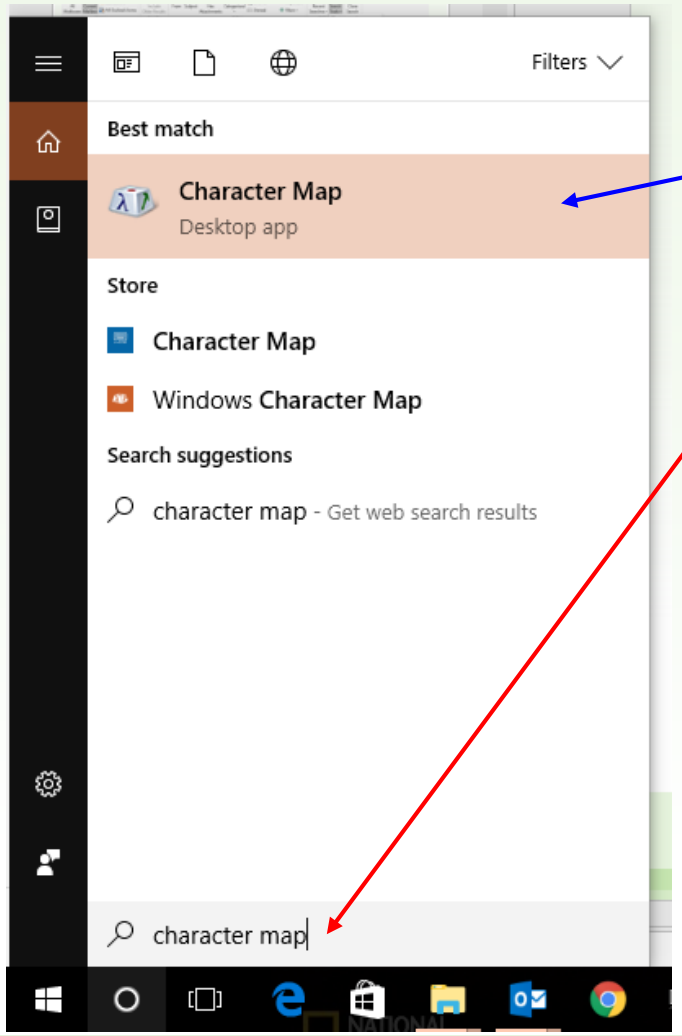
Quickly Spot Folders in Microsoft Outlook

- Microsoft Outlook still does not permit changing the color of a folder. A work around can be to use special characters in the built-in windows application "**Character Map**".



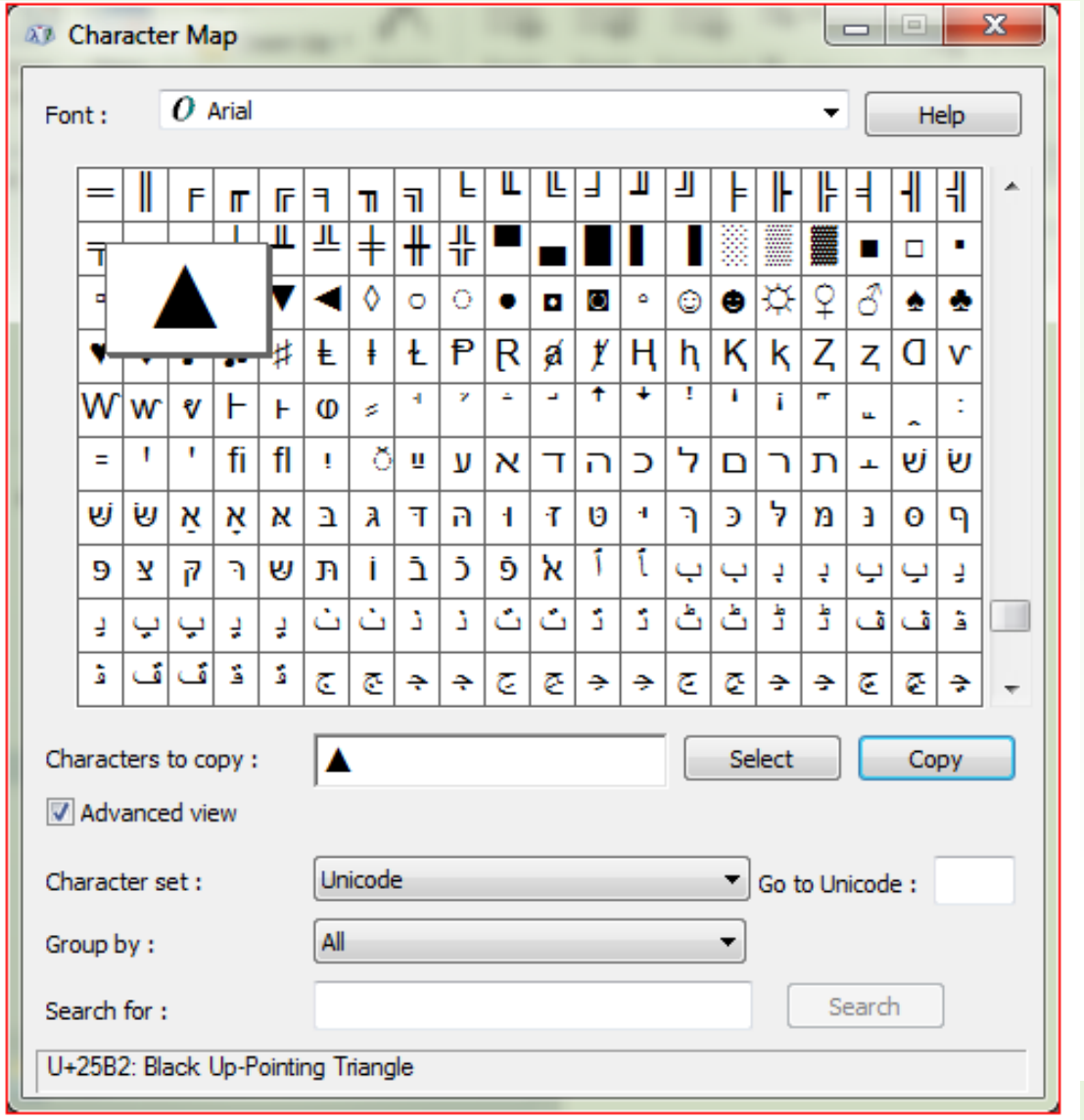
Quickly Spot Folders in Microsoft Outlook (contd.)

- In the Windows search box type, "**Character Map**" and choose **"Character Map" Desktop app**.



Quickly Spot Folders in Microsoft Outlook (contd.)

- With the Character Map window open, copy the character that you want to use.



Personnel - Dave Neff

Sp. Ed./Tech - Mike Ferguson

Superintendent▲▲▲

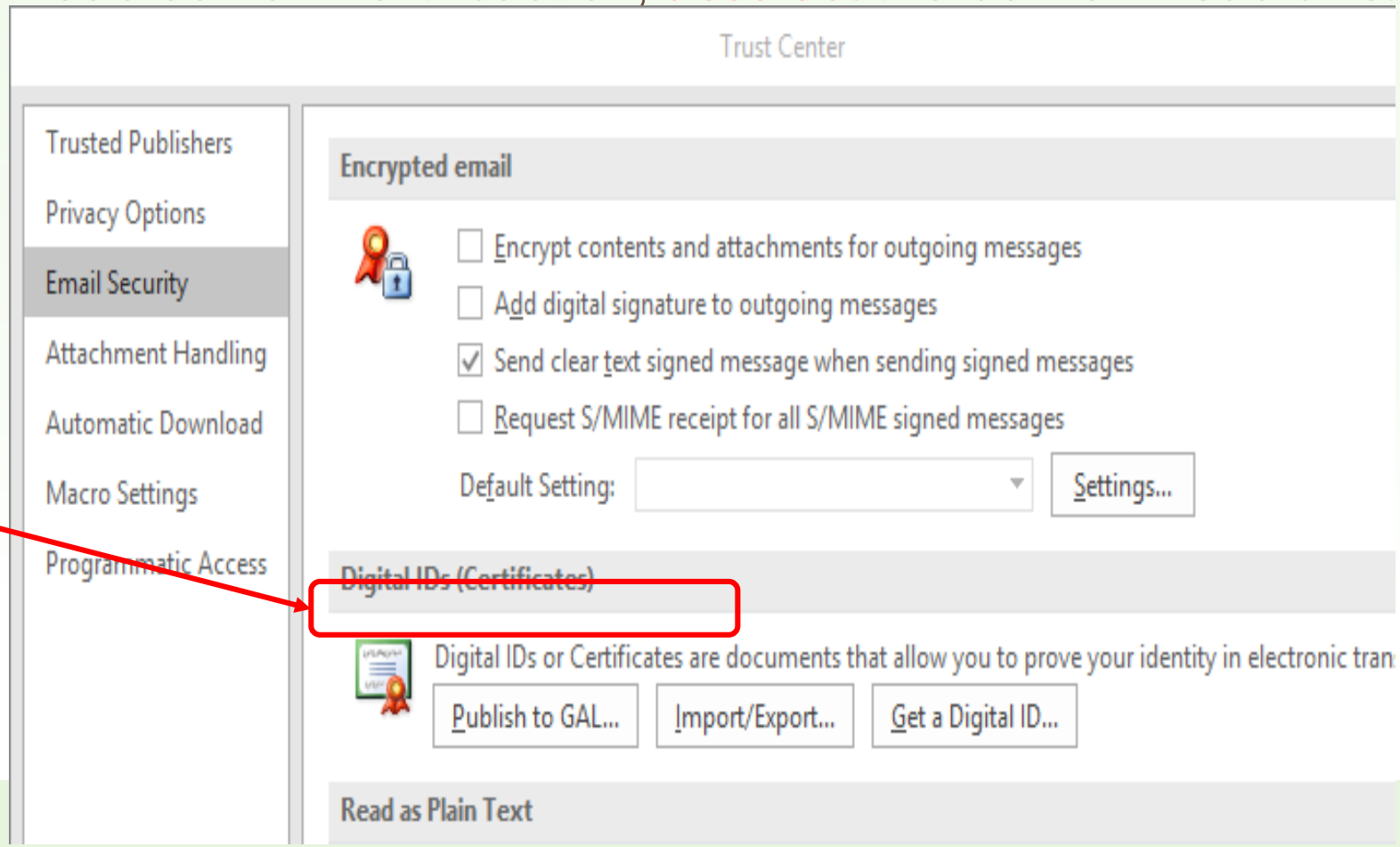
Title I - Connie Mundy

Transportation

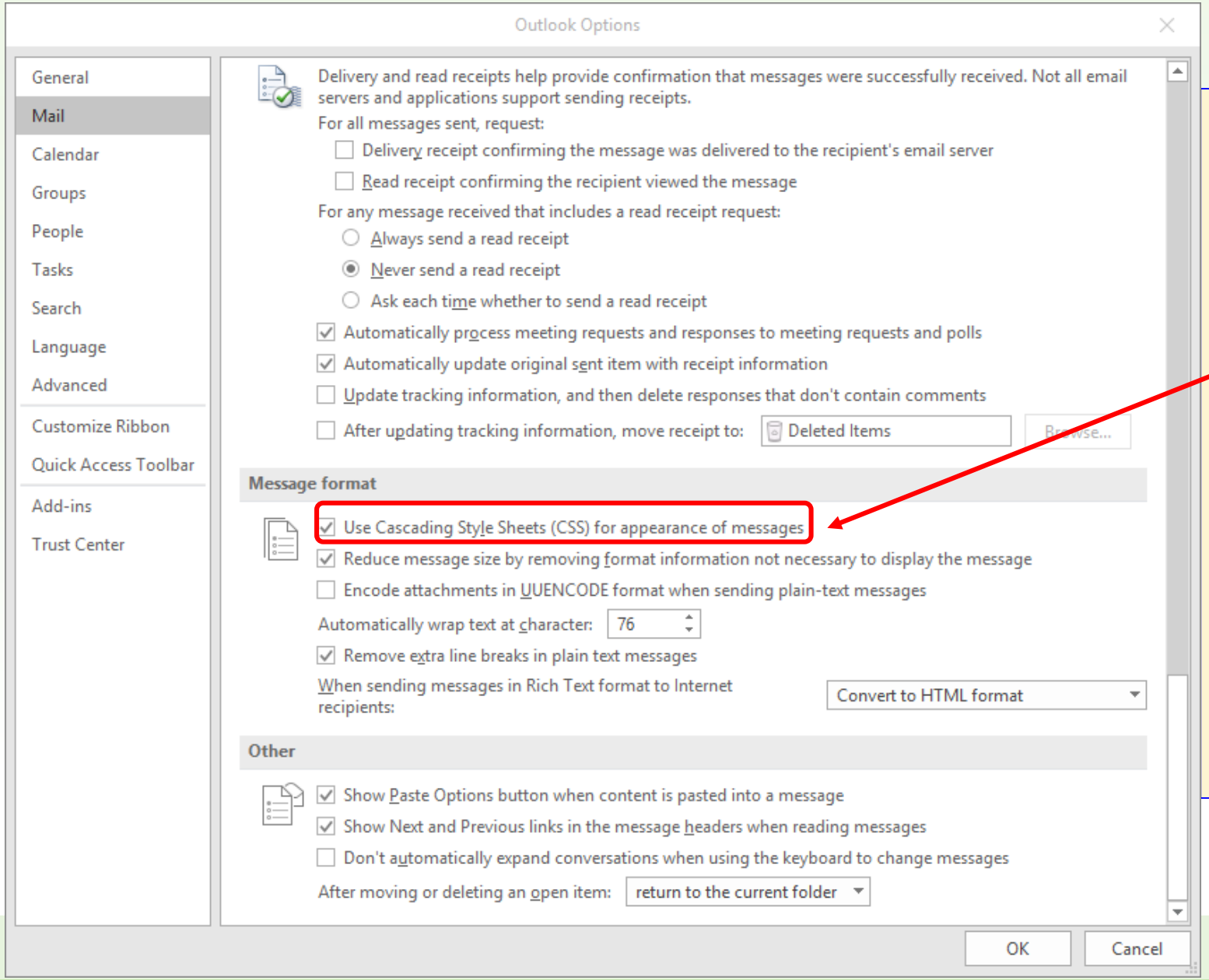
Vocational

Change File Type of Incoming Emails

- In Outlook, select "**File**", then "**Options**".
- Select "**Trust Center**" in the left pane.
- Select "**Trust Center Settings**", then "**Email Security**".
- In the "Read as Plain Text" section, **deselect** the box for "**Read all standard mail in plain text**".

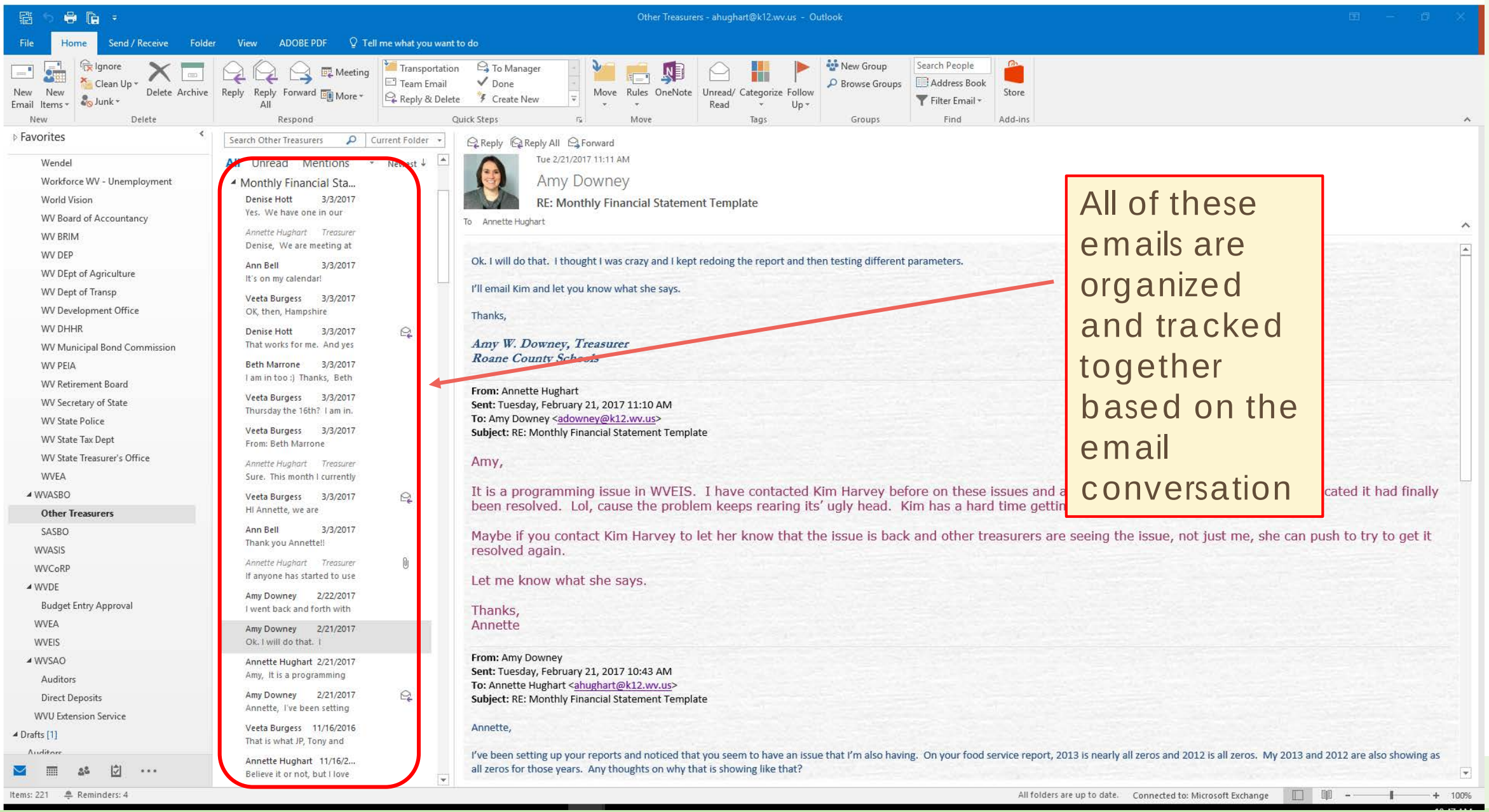


Cascading Emails

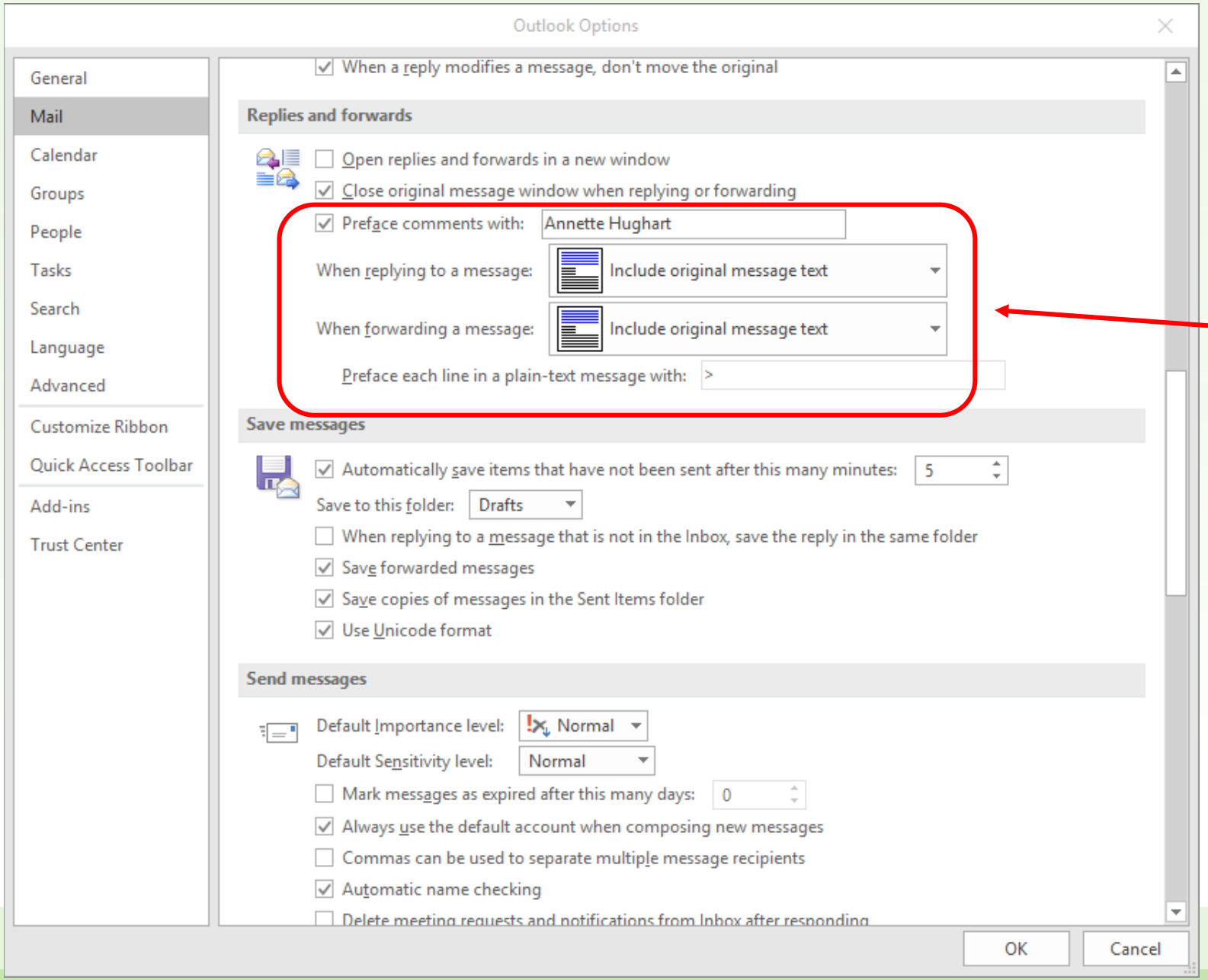


- Cascade emails to show all related emails in a string.
- In Outlook, go to **File**, then **Mail**, then under "**Message format**", check the "**Use Cascading Style Sheets (CSS) for appearance of messages**".

Cascading Email Example

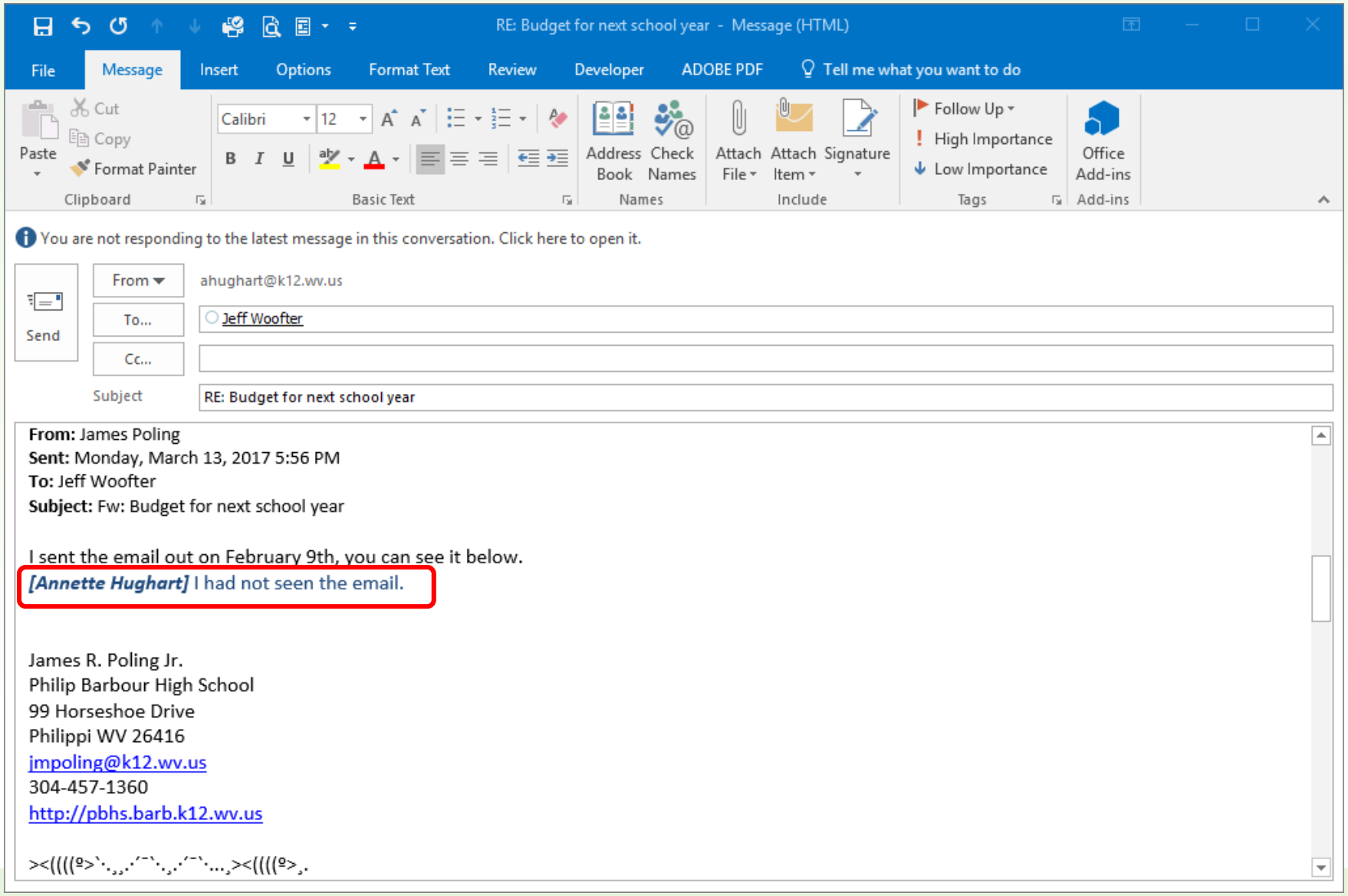


Preface Email Response Comments with Your Name



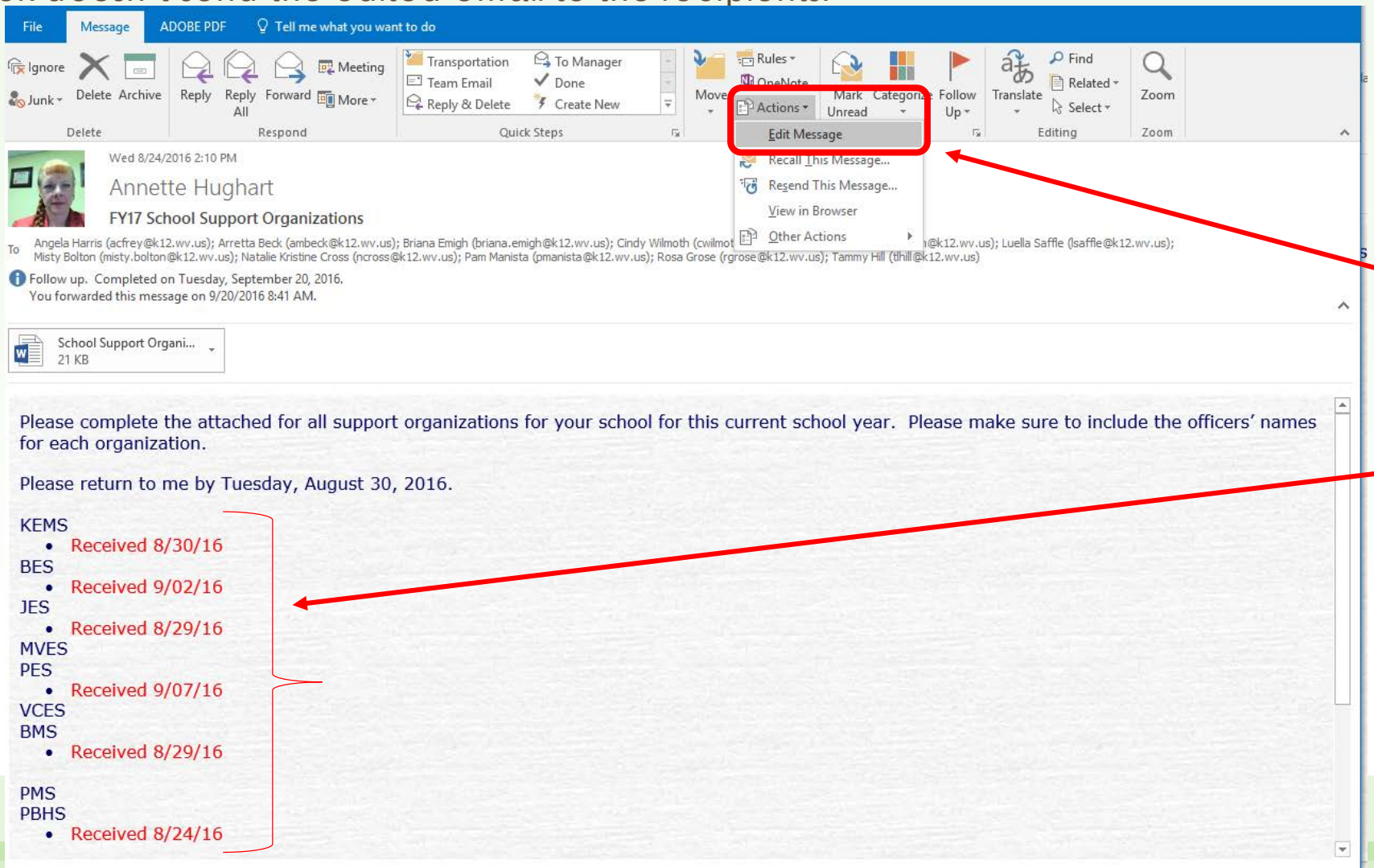
- In Outlook, go to **File**, then **Mail**, then under "**Replies and forwards**", check the "**Preface comments with:**" and **type your name in the blank field**.

Example of Preface Email Response



How to Edit/Make Notes on an Email Already Sent

- When you need information/responses from many people it can be cumbersome in tracking responses to ensure information has been provided by everyone.
- Open the already sent email in Outlook then click on the dropdown for "**Actions**", select "**Edit Message**". Then type anywhere in the email. You can also edit the font on anything in the email. The edited email is only seen by you; Outlook doesn't send the edited email to the recipients.

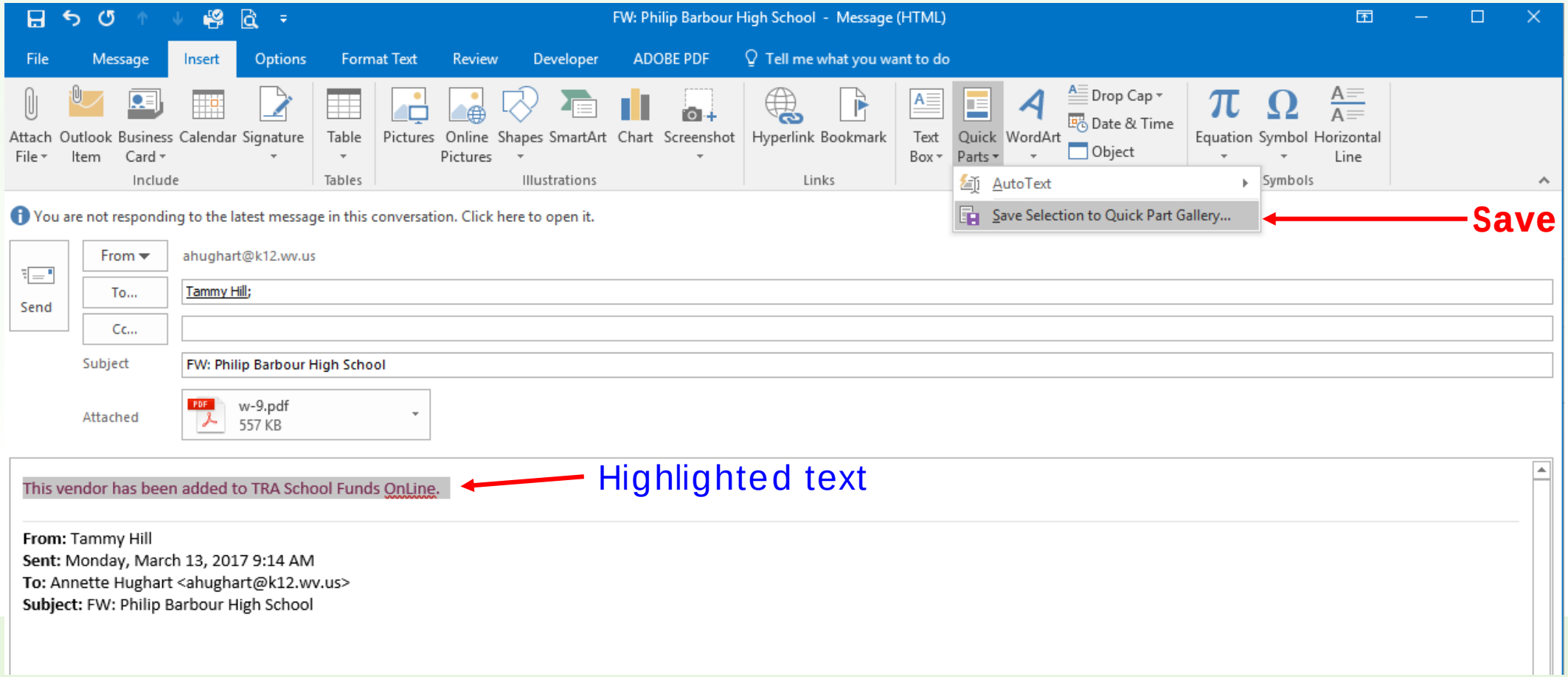


The red text is my edits to track responses

Editing emails is an easy way to document / track verbal responses from phone conversations as well.

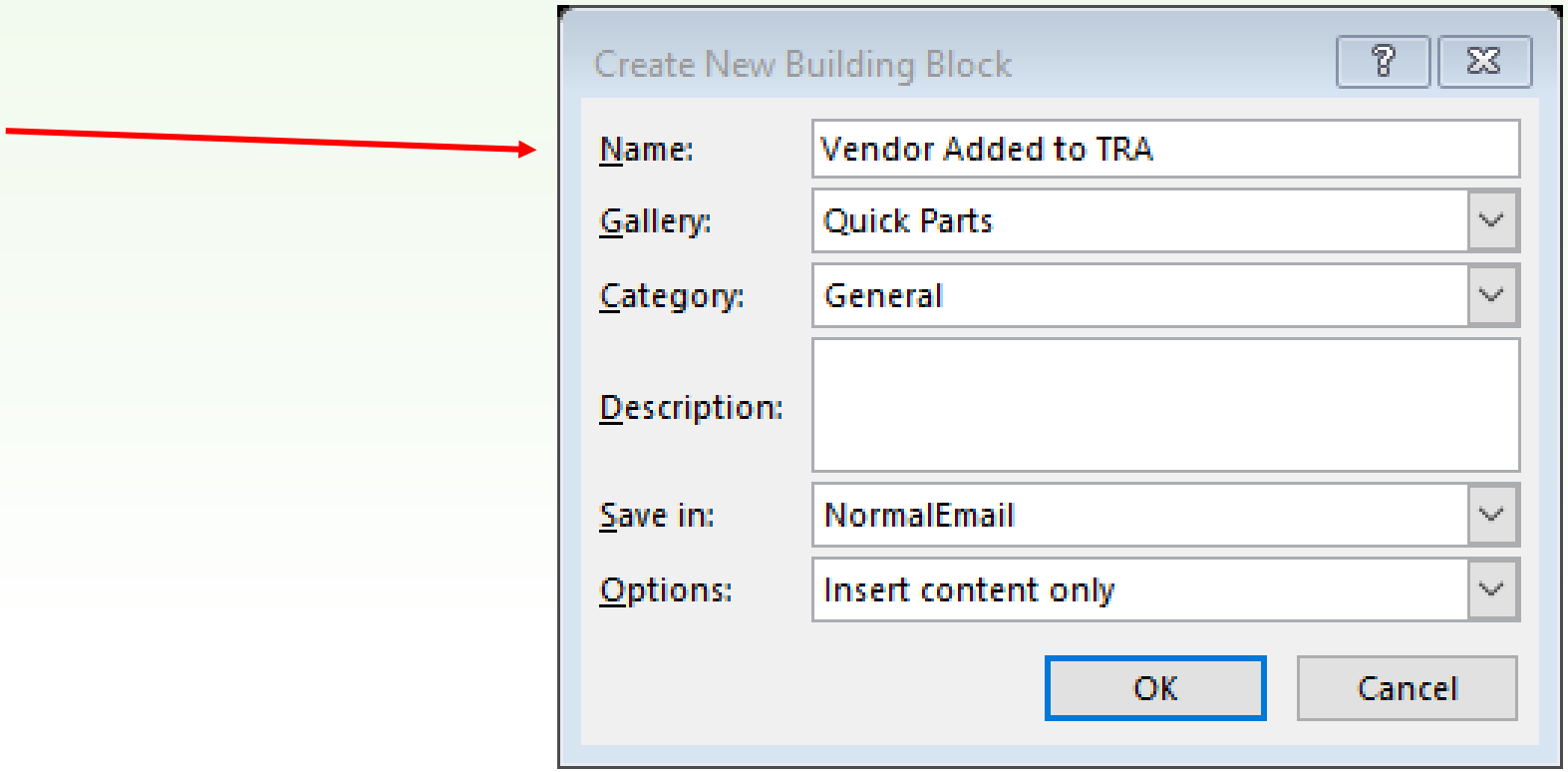
Outlook Quick Parts

- We often type the same or very similar responses when replying to emails.
- To save time, save these phrases to **Quick Parts**.
- Highlight the text that you want to add to Quick Parts, then click on Quick Parts, then Save Selection to Quick Part Gallery.



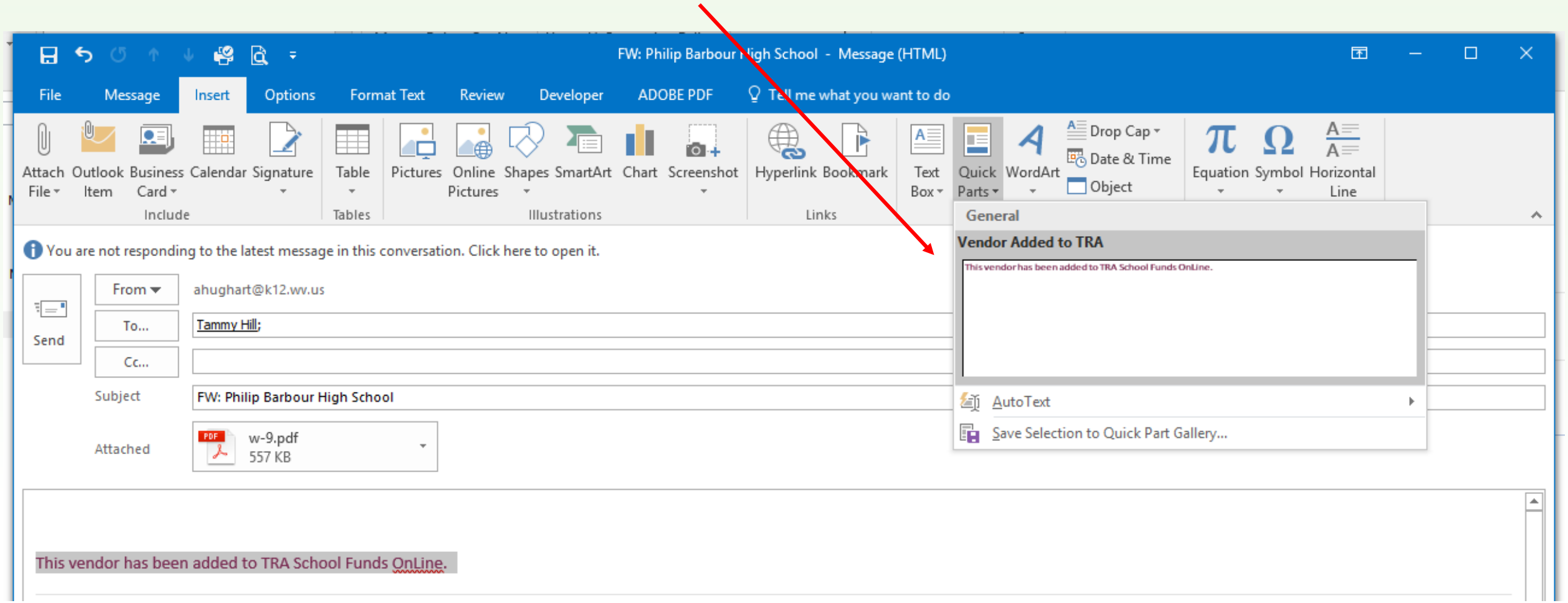
Outlook Quick Parts (contd.)

- This next screen comes up to save your phrase. In the top field "**Name**" give the phrase a description. Then click OK.



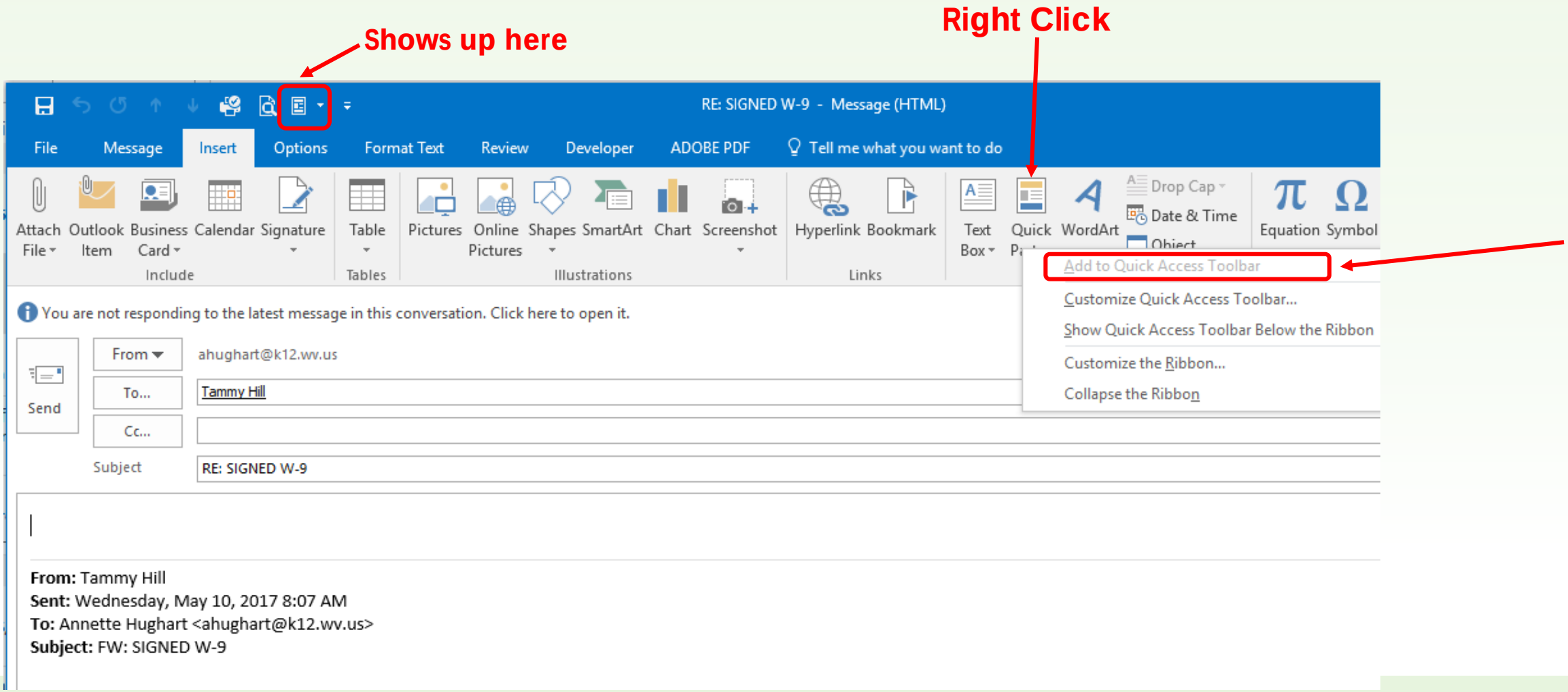
Outlook Quick Parts (contd.)

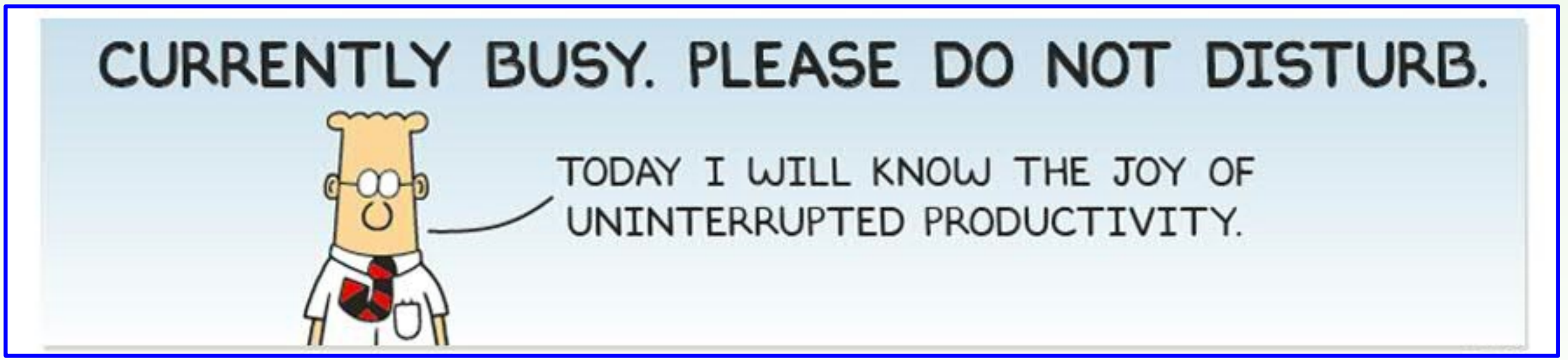
- To use a previously saved Quick Part, click On Quick Parts and a listing of saved Quick Parts appears, click on the phrase that you want to insert.



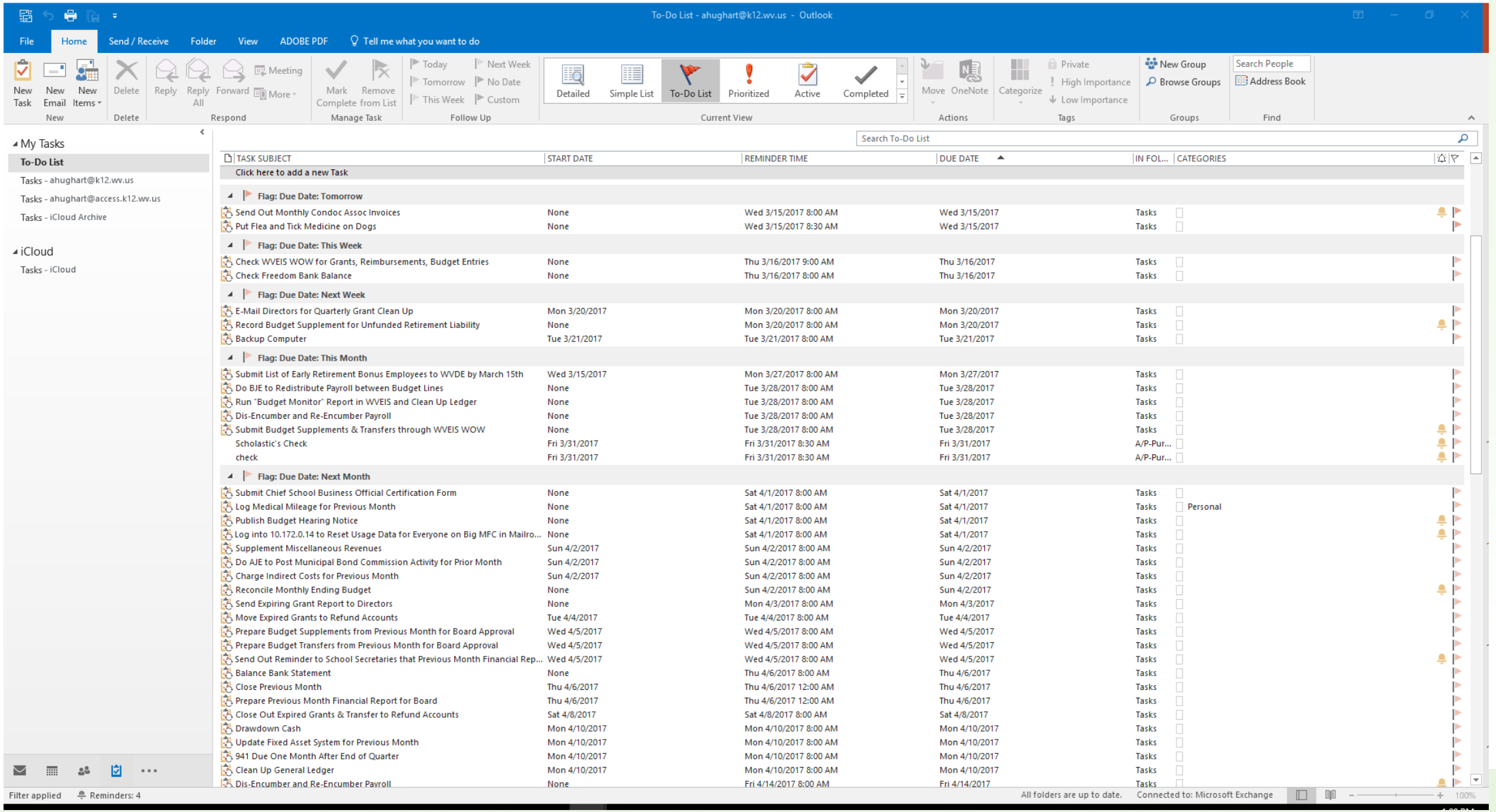
Outlook Quick Parts (contd.)

- Since getting to "Quick Parts" in the toolbar is cumbersome and too many steps, you can add "Quick Parts" to the Quick Access Tool Bar that is at the very top of emails. To add, **right click** on "**Quick Parts**" and choose "**Add to Quick Access Tool Bar**"



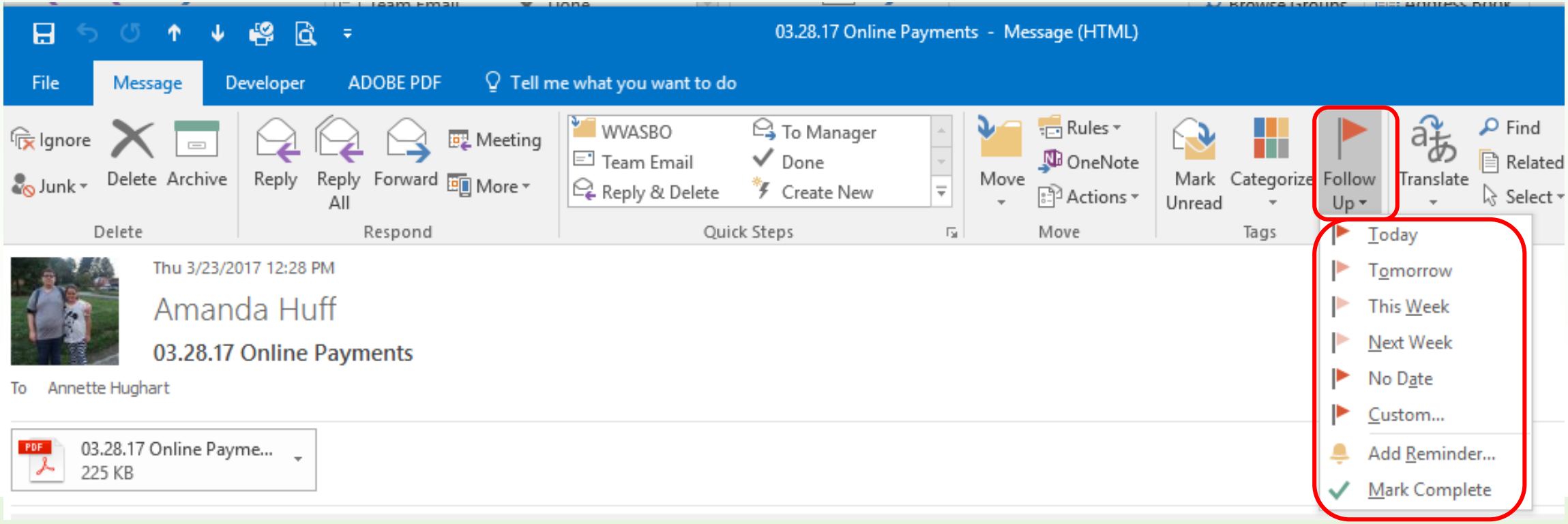

CURRENTLY BUSY. PLEASE DO NOT DISTURB.
TODAY I WILL KNOW THE JOY OF UNINTERRUPTED PRODUCTIVITY.

My Tasks Screenshot

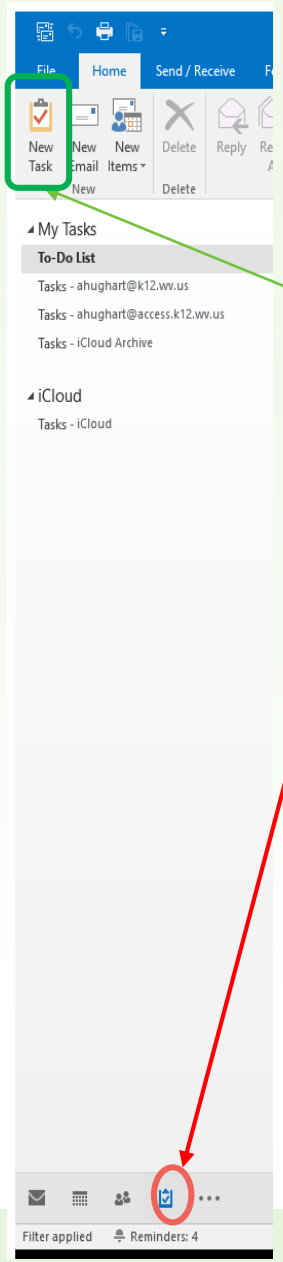


Outlook Tasks

- Use Outlook tasks to keep track of deadlines and reoccurring tasks.
- You can create the task or you can flag an email that will create the task with a specified date.
- You can also delegate a task to someone else and Outlook will send the task to the individual and add the task to their own tasks.
- To make a task directly from a received email, click on **Follow Up**, then choose from the dropdown. The Custom will allow you to choose a specific date and time.

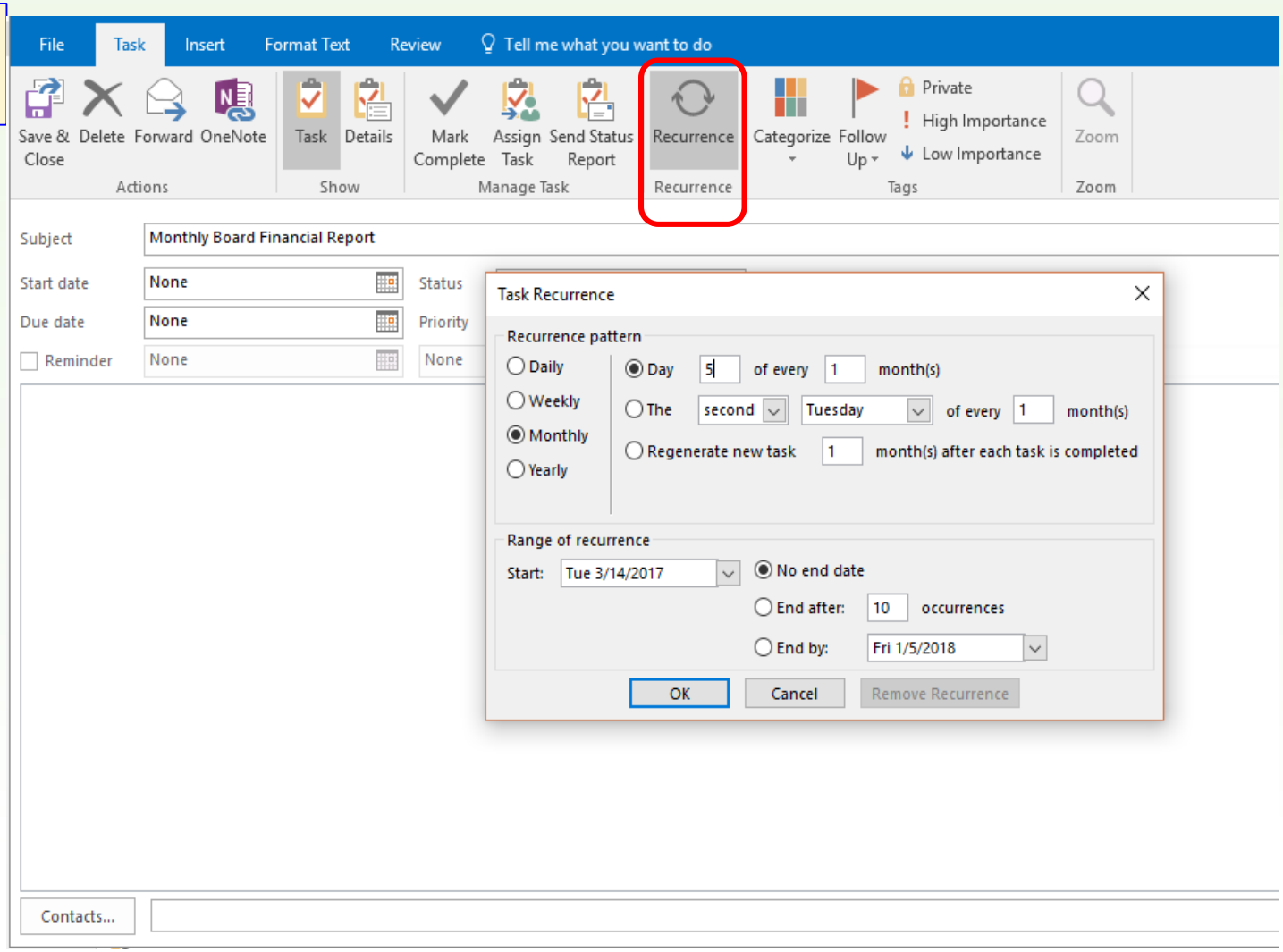


Reoccurring Task



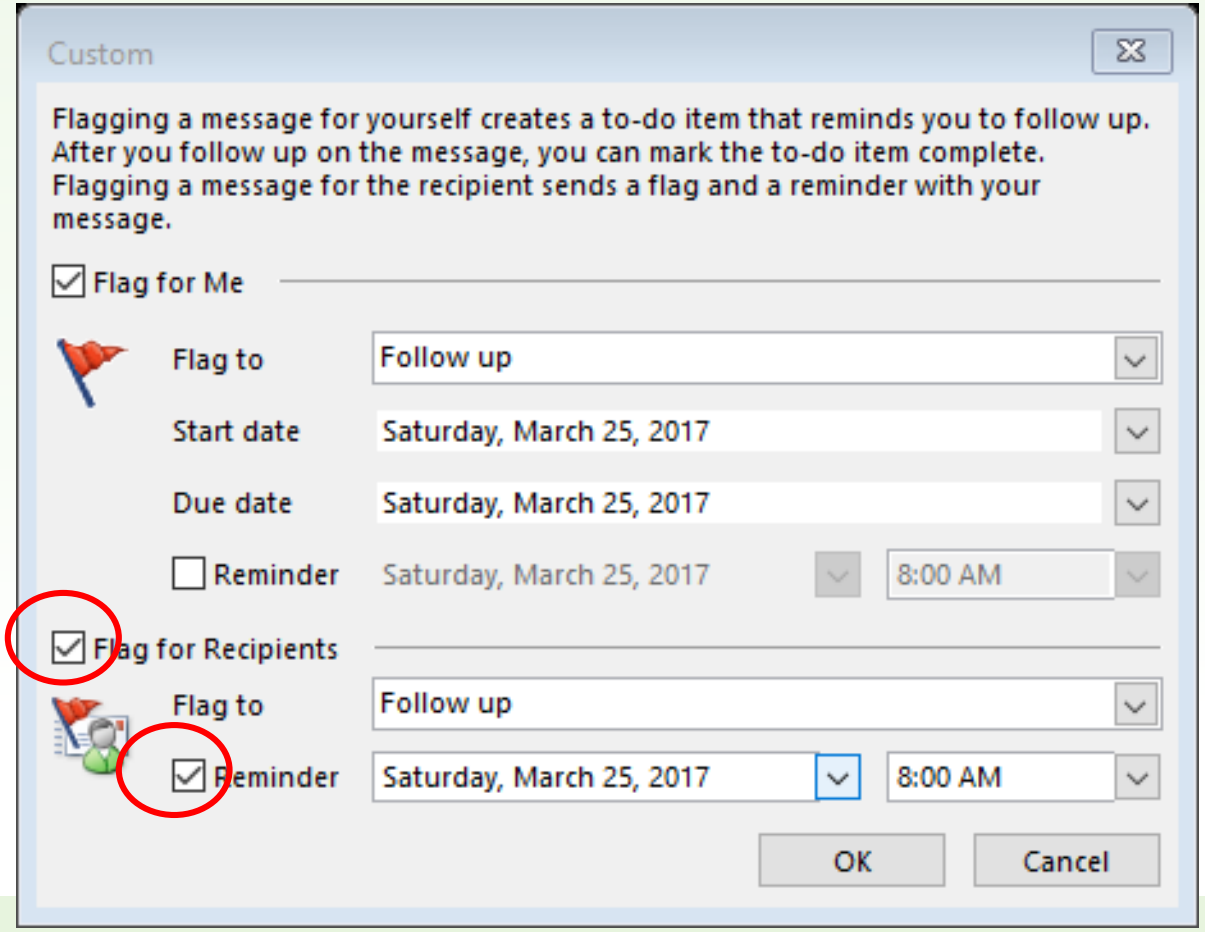
Click on **Tasks** icon at bottom

Click on "**New Task**"



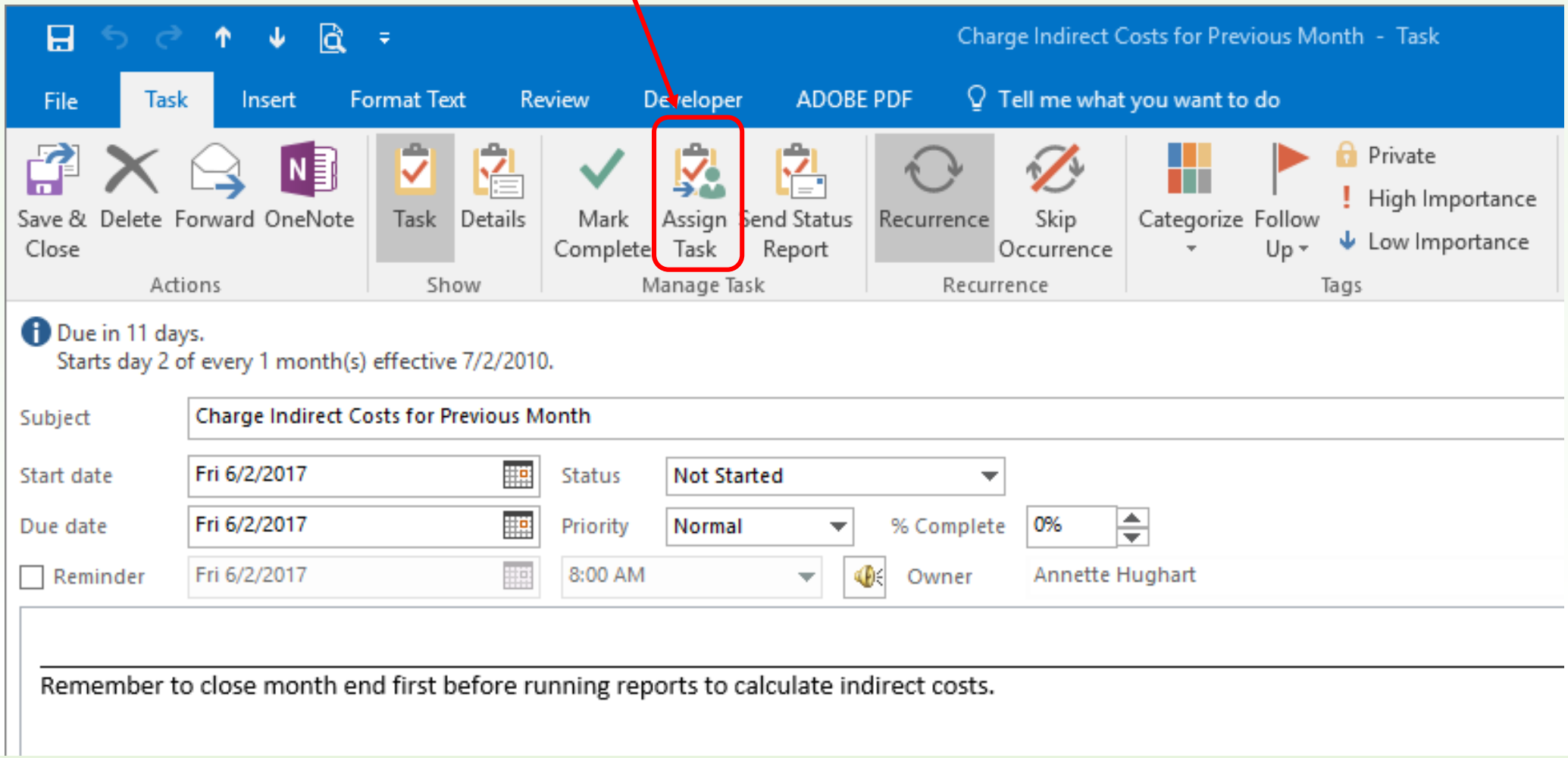
Assign a Task to Someone Else

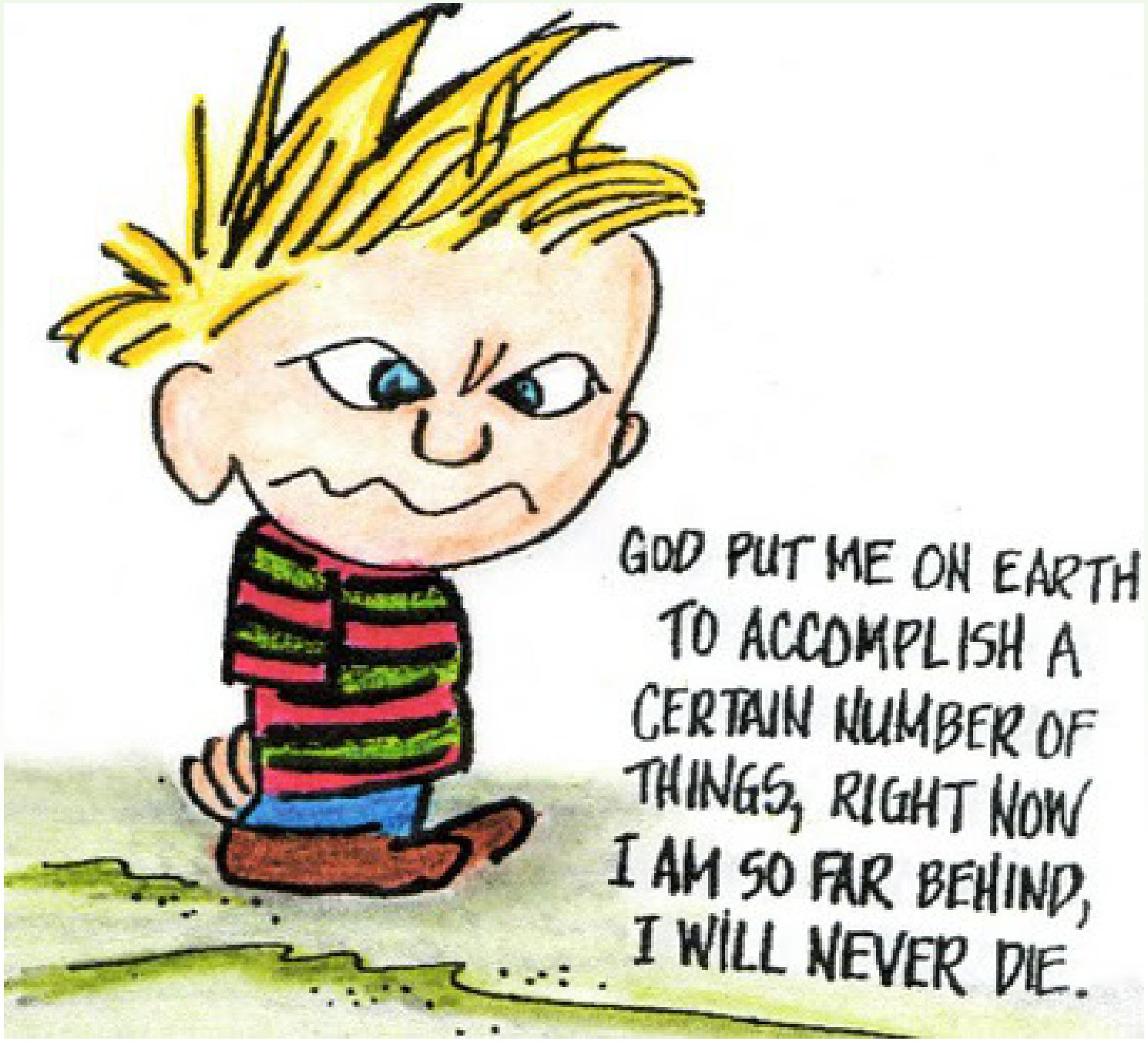
- You can delegate or assign a task to someone else by forwarding (or replying) to an email to the individual and under the **Follow-Up tab** choose **Custom**, then click the box for **Flag for Recipients**. Click **Reminder** for you or the person that you are assigning the task to for Outlook to remind them on a certain date and time.



Assign a Task to Someone Else (contd.)

- You can also assign a task that is currently in your task list to someone else.
- Open the task pane, click **Assign Task**, fill in the email address and click Send.

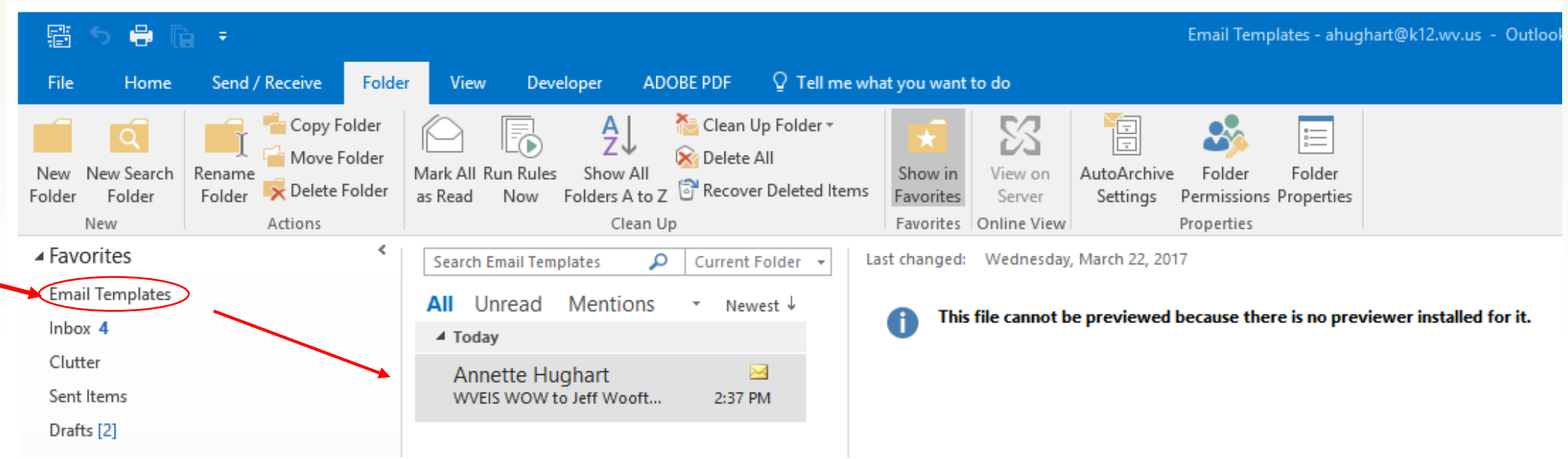



GOD PUT ME ON EARTH
TO ACCOMPLISH A
CERTAIN NUMBER OF
THINGS, RIGHT NOW
I AM SO FAR BEHIND,
I WILL NEVER DIE.

Email Templates

- Many of us send repetitive emails. To save time create email templates. This saves time; every second counts.
- Save your email templates in an Outlook folder in your Favorites for easy access.
- To use your email templates, click on the folder and then double click on the email that you want to use; this will open the email. If no changes need made just hit send. DONE! And you didn't have to type the email!
- Instructions on next page to set-up.

Set-Up Email Template folder under Favorites for easy access



Email Template Instructions

Create an email template

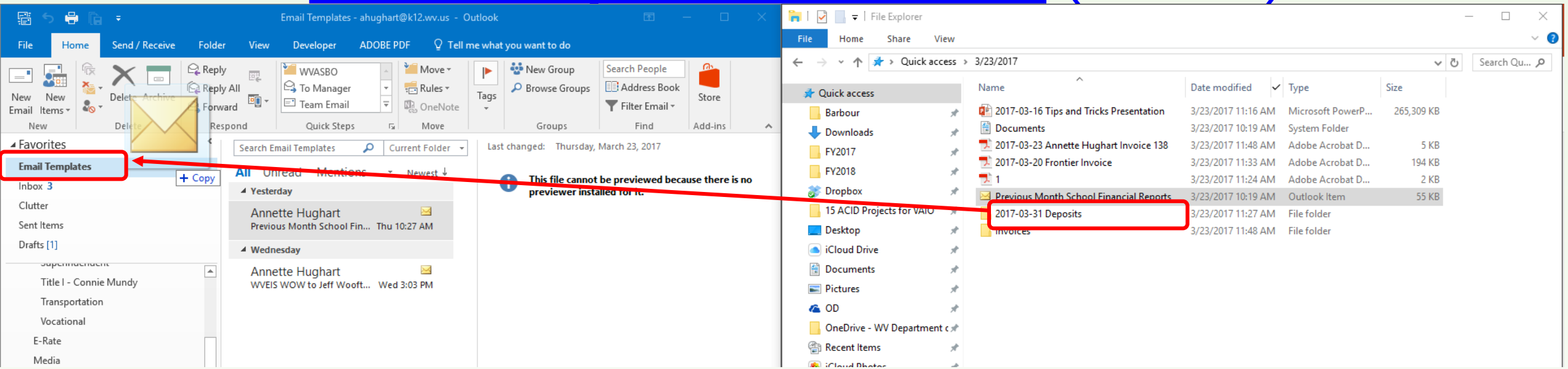
1. Start a new message in Outlook (keyboard shortucut Ctrl+Shift+M)
2. Fill out the subject and the body of the email
3. Go to FILE backstage and choose Save As
4. Save the message as a template
    1. Note that Outlook will automatically switch you to the default Templates location. You can save the template there - just note the path so you can navigate to it in a later step
    2. Alternatively, you may save the template to a different location that's easier to find than then Outlook templates location
5. Create a new folder in your Outlook mail tree to hold the new template (Email Templates, for example)
    1. Note that this step is different from what Microsoft guidance recommends. Microsoft stops at step 4.1 above, and provides a different procedure for using the template. I find this procedure unnecessarily complicated, requiring many clicks to execute. My process is much simpler!
6. Navigate, in Windows Explorer, to the location you noted in step 4.1 or 4.2 above
7. Drag the OFT template file to the new folder created in step 5

See next slide for screen shot of how to drag this file

Use the email template

1. Navigate to the Email Templates folder created in step 5 of Create an email template
2. Open the template (you may be prompted to confirm that you want to open this type of file)
3. Modify the text as needed, add email recipients
    1. Note that modifying the body of the message or its subject will not change the underlying template. To modify the template, follow steps outlined in Create an email template above
4. Click on Send to send the message

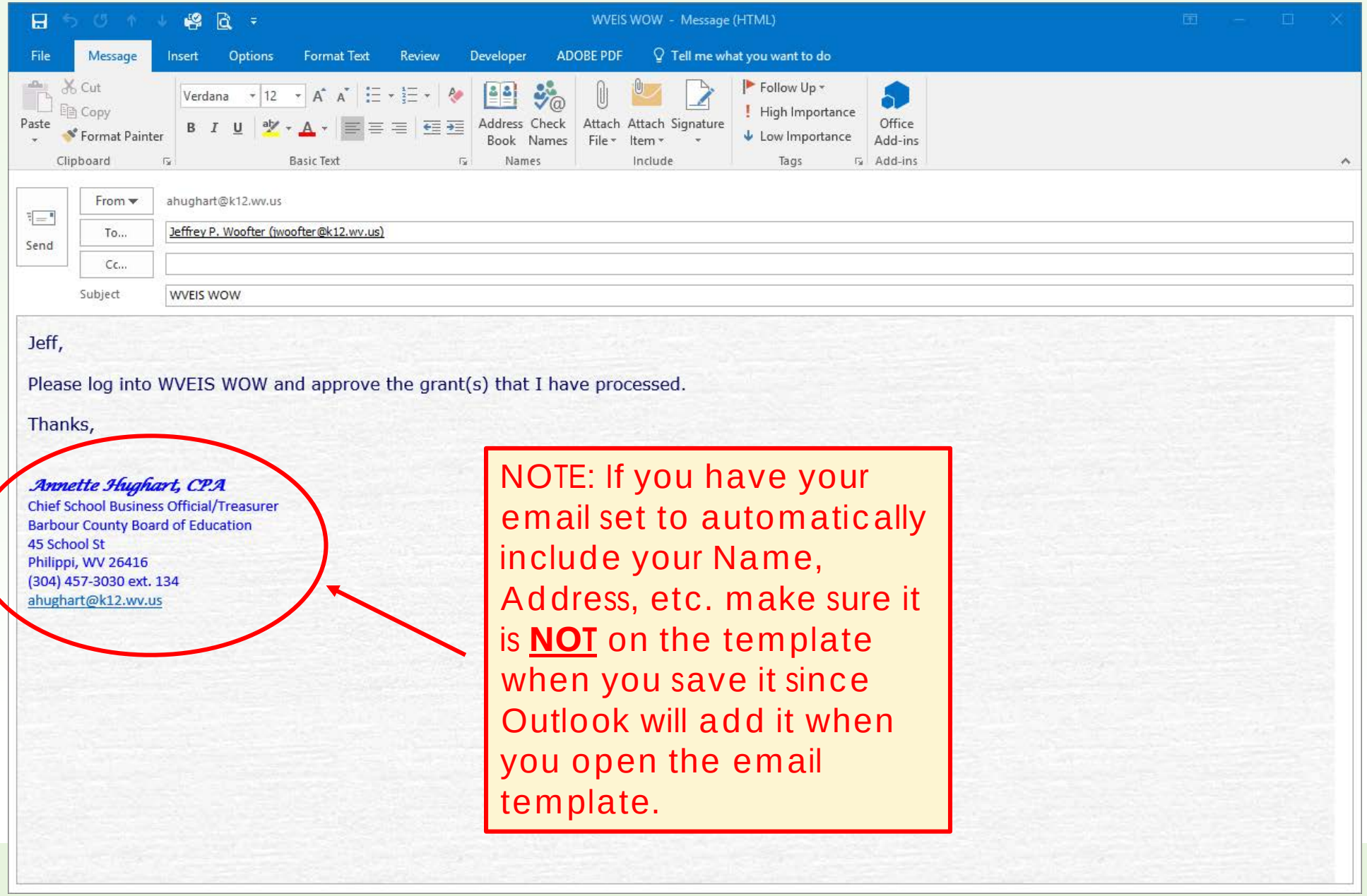
Email Template Instructions (contd.)



- This is the path that Microsoft Outlook 2016 will probably use to save the email template.
- C:\Users\ahughart\AppData\Roaming\Microsoft\Templates
- You may want to choose another location to save the template.

Email Template

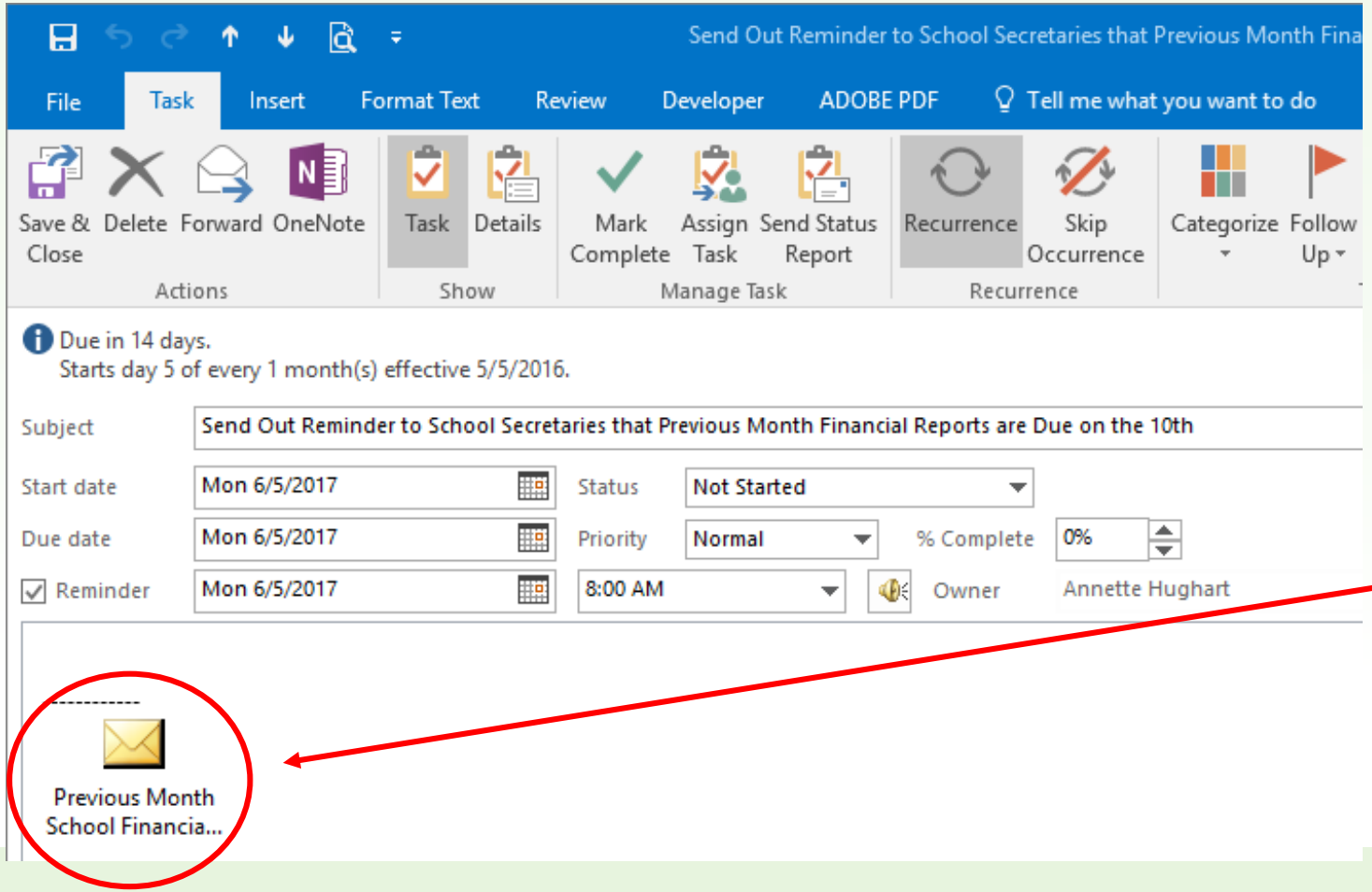
This is my email template opened



NOTE: If you have your email set to automatically include your Name, Address, etc. make sure it is **NOT** on the template when you save it since Outlook will add it when you open the email template.

Task Plus Email Template with Formulas in Email for Text and Calculated Dates

- This is my reoccurring task for a monthly email to our school secretaries to remind them that their previous month financial reports are due to me by the 10th of the month or the first business day thereafter.

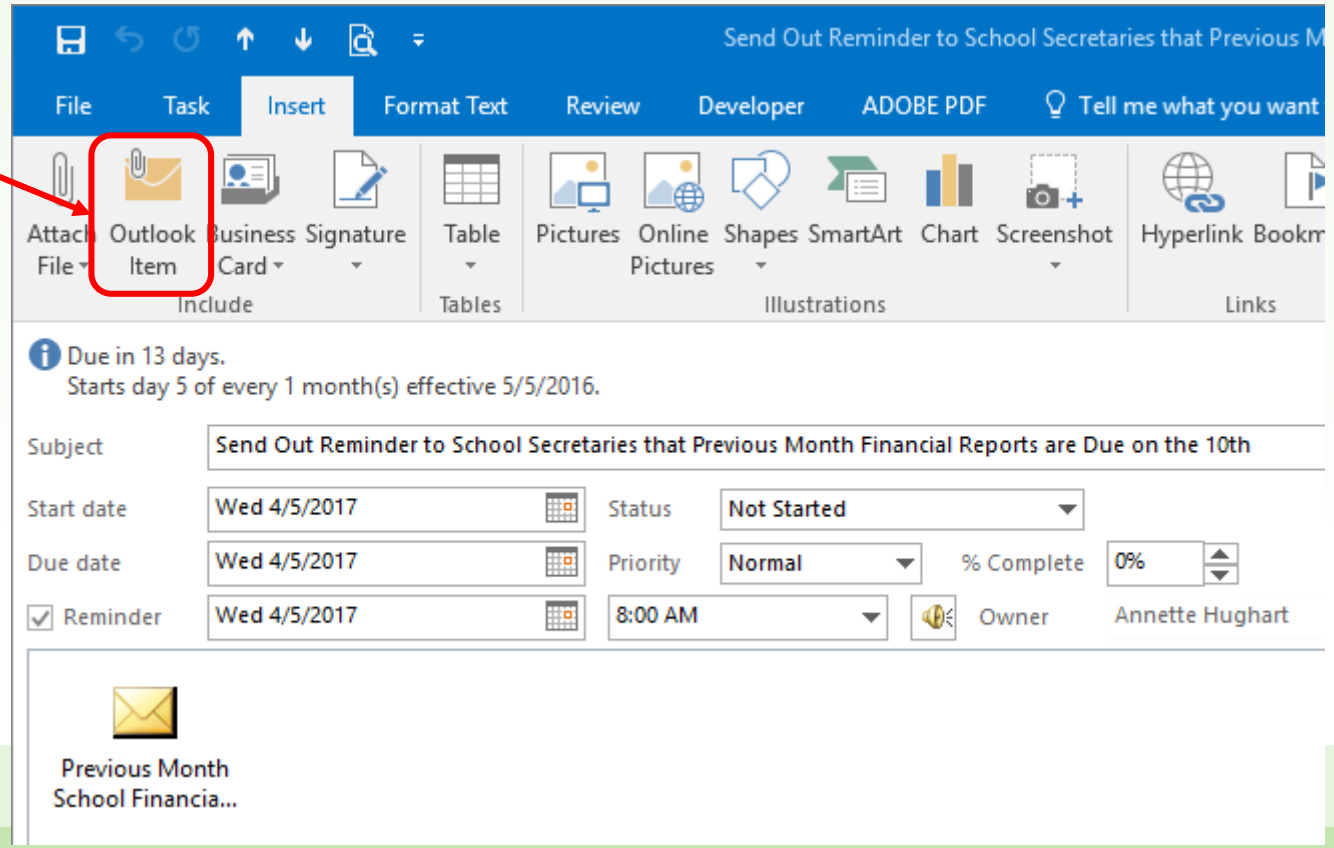


Notice there is an attached item; this is an Email Template

Task Plus Email Template with Formulas in Email for Text and Calculated Dates (contd.)

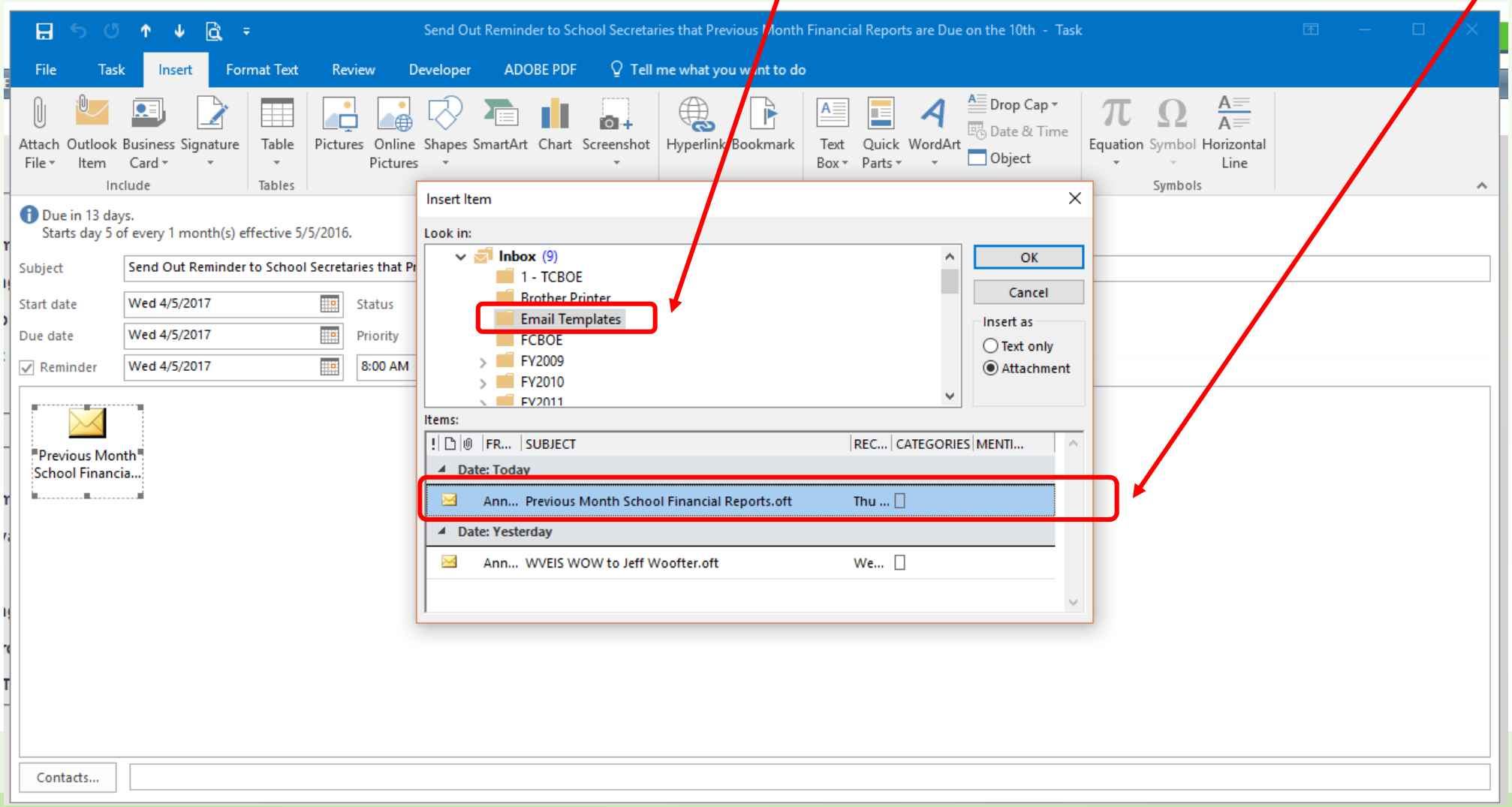
- You can attach just about anything to a task.
- While in the Task go to Insert and choose the type of item you want to insert: File, Outlook Item (can be an Email Template), business card, etc.
- This example is to attach an Email Template.
- Go to **Insert**, then **Outlook Item**:

Task Pan



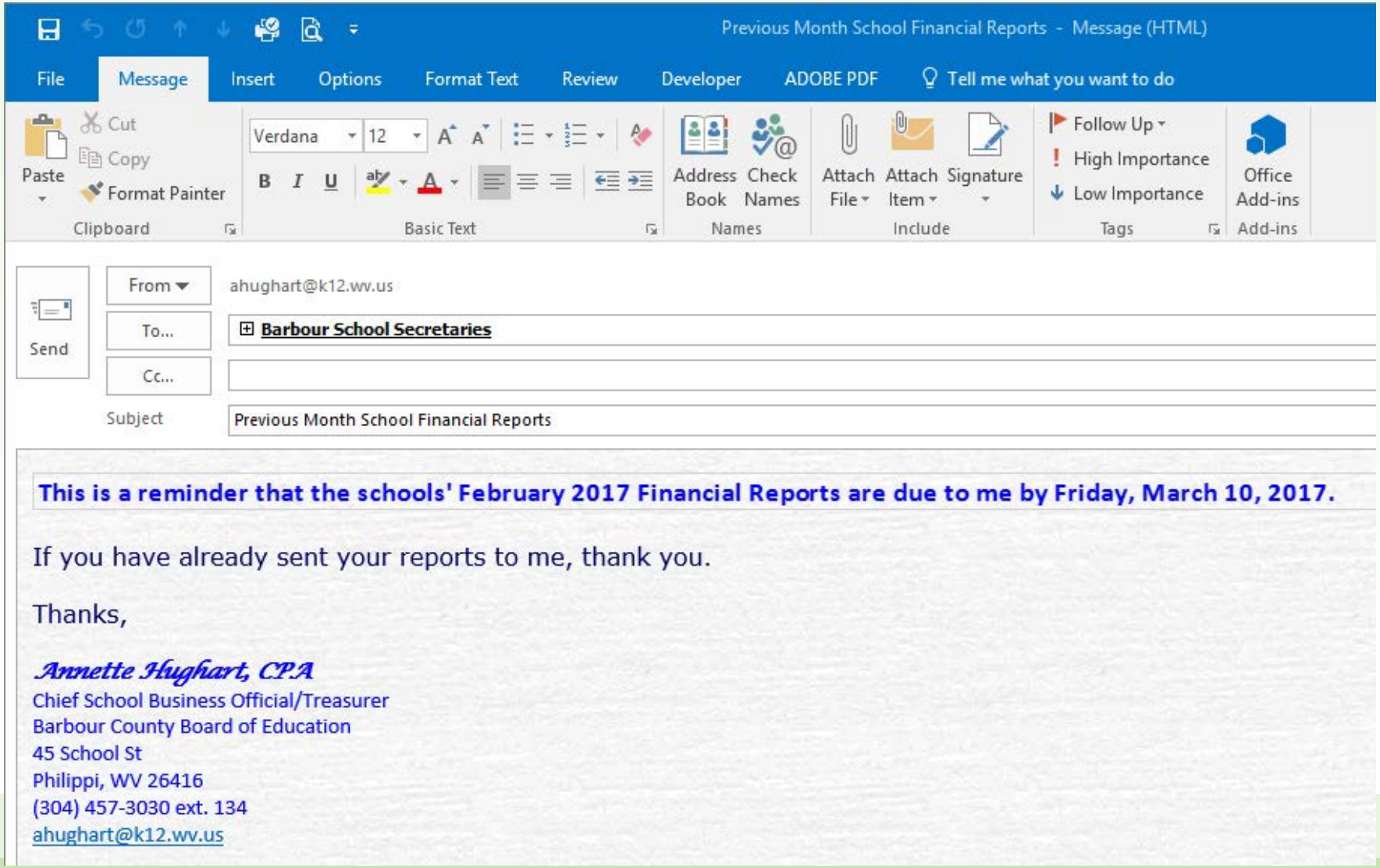
Task Plus Email Template with Formulas in Email for Text and Calculated Dates (contd.)

- This is the screen that opens. Find your Email Templates and choose the Email Template that you want to attach and click OK.



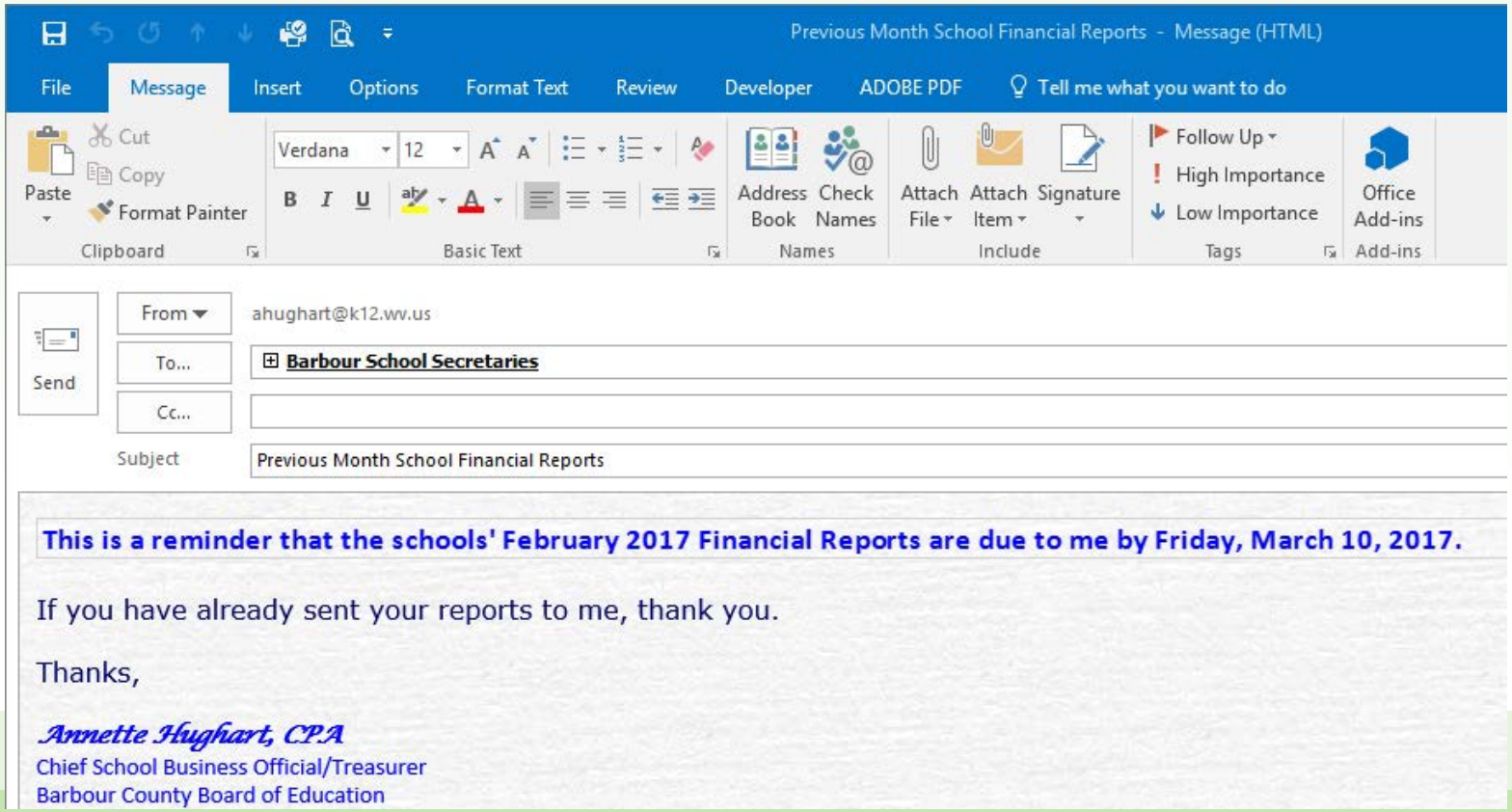
Task Plus Email Template with Formulas in Email for Text and Calculated Dates (contd.)

- This is the attached **Email Template** that I created and is my Outlook Email



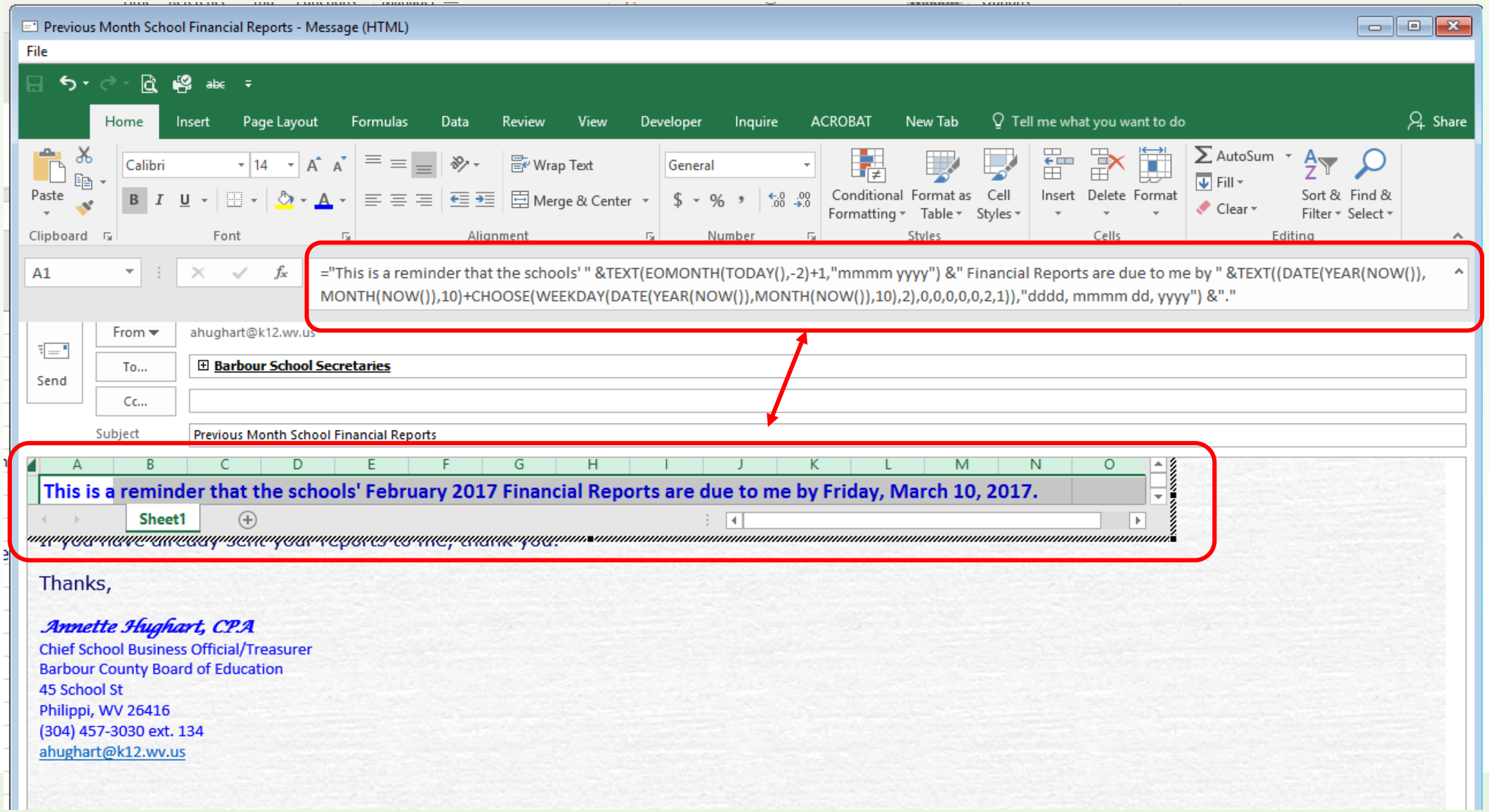
Task Plus Email Template with Formulas in Email for Text and Calculated Dates (contd.)

- When it is time to perform the task, open the task window and double click the attachment (this will be your Email Template that opens), make any needed changes and hit send. DONE!
- But wait we can take this a step further. In your Email Template you can insert an Excel worksheet for calculations and text.
- Again this is my Email Template that I attached to the Task:



Notice this line looks like text but it is an Excel spreadsheet with a formula for the text and automatically calculates the first business day that is after the 9th of the current month

Task Plus Email Template with Formulas in Email for Text and Calculated Dates (contd.)



Dates will automatically update based on the formula when the Email Template is opened and you double click on the Excel portion.

Email Formula

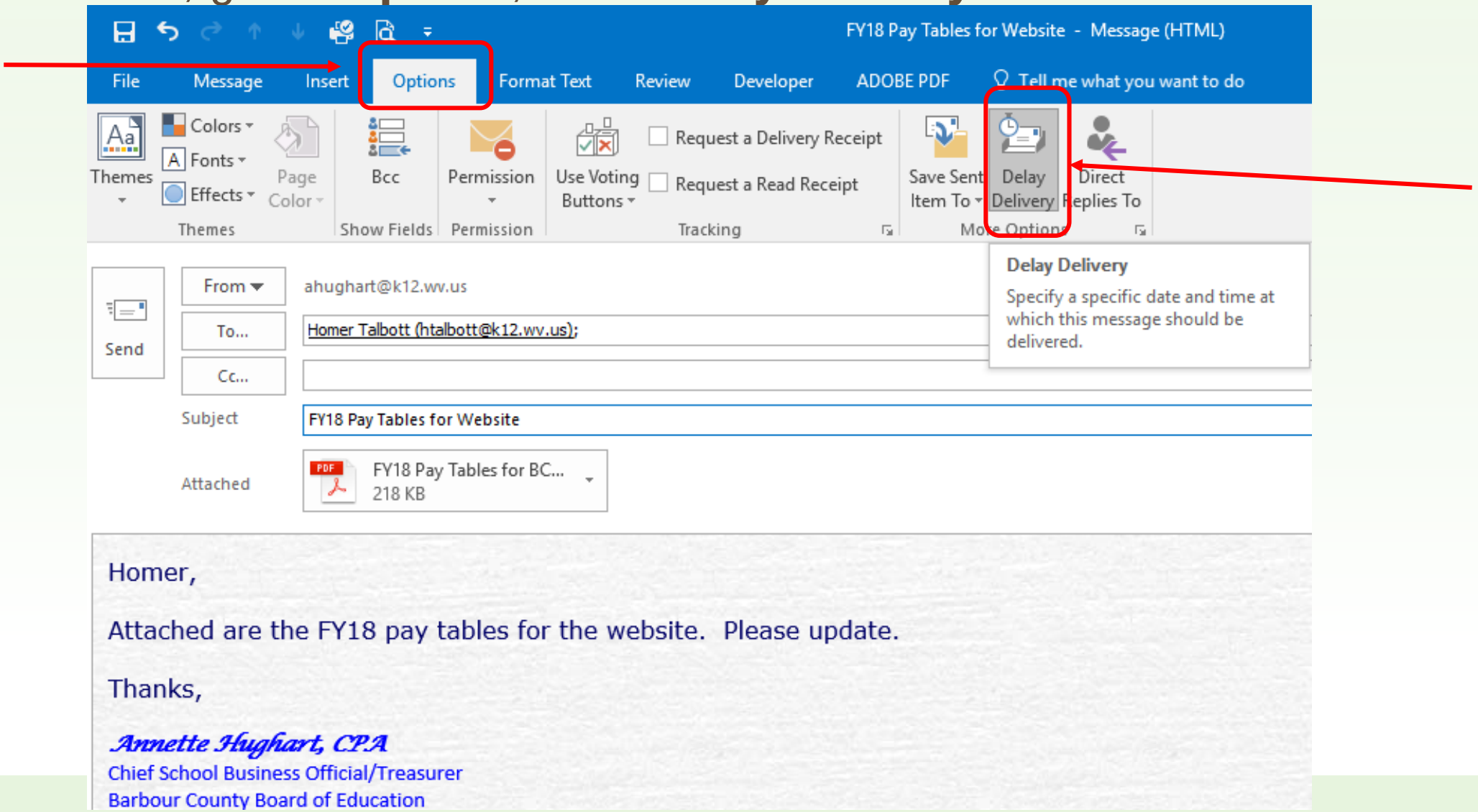
- A Concatenate formula will allow you to string multiple fields of text together but will not allow you to imbed formulas with the text strings.
- Let's take a look at that Excel formula a little more closely.
- This is an interesting formula that will allow you to string text and formulas together. The text sections are in quotes, then to join each section there is a SPACE and an & sign together.
- ="This is a reminder that the schools' " &TEXT(EOMONTH(TODAY(),-2)+1,"mmmm yyyy") &" Financial Reports are due to me by " &TEXT((DATE(YEAR(NOW()),MONTH(NOW()),10)+CHOOSE(WEEKDAY(DATE(YEAR(NOW()),MONTH(NOW()),10),2),0,0,0,0,0,2,1)),"dddd, mmmm dd, yyyy") &"."

See the SPACE& together?

- The formula populates in the email as:
  - This is a reminder that the schools' February 2017 Financial Reports are due to me by Friday, March 10, 2017.
- **Again when the email template is opened, all of the date references update automatically based on the current date.**

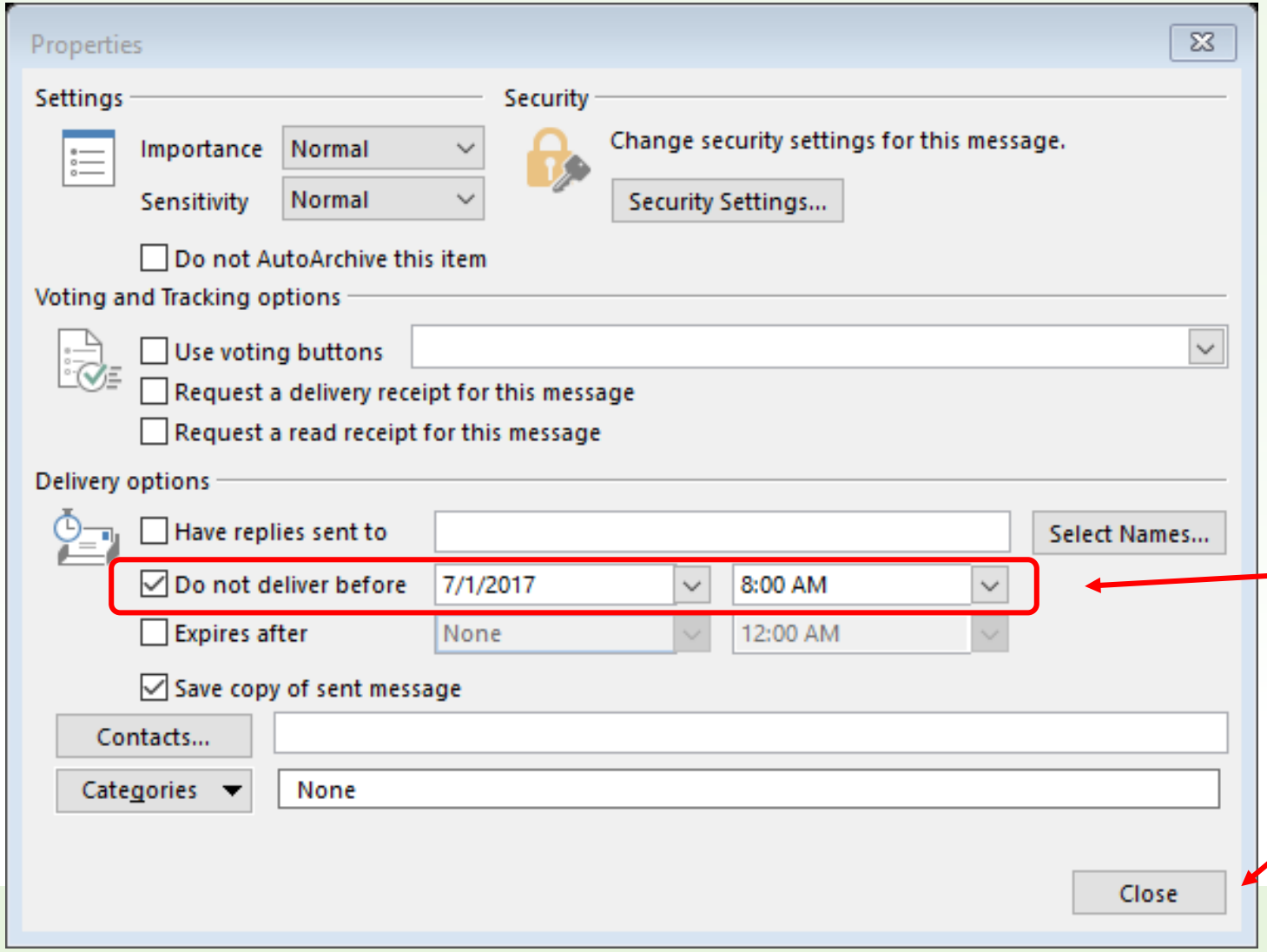
Compose an Email to Send at a Future Date

- Compose an email and set it to send at a future date and time. In your email, go to **Options**, then **Delay Delivery**.



Compose an Email to Send at a Future Date (contd.)

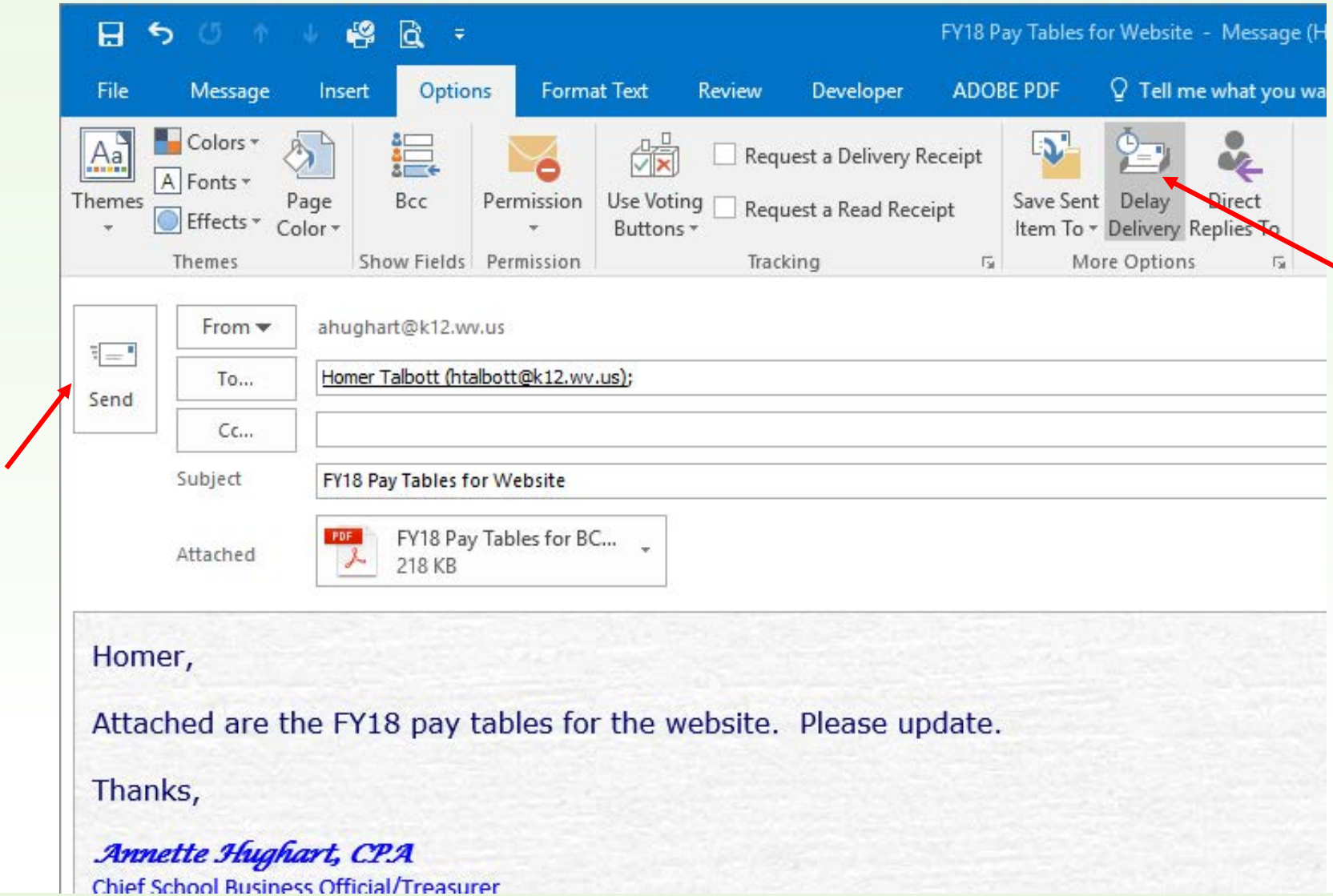
- When you click on **Delivery Delay**, a **Properties** box pops up. Now select the date and time for the email to be delivered.



Click Close

Compose an Email to Send at a Future Date (contd.)

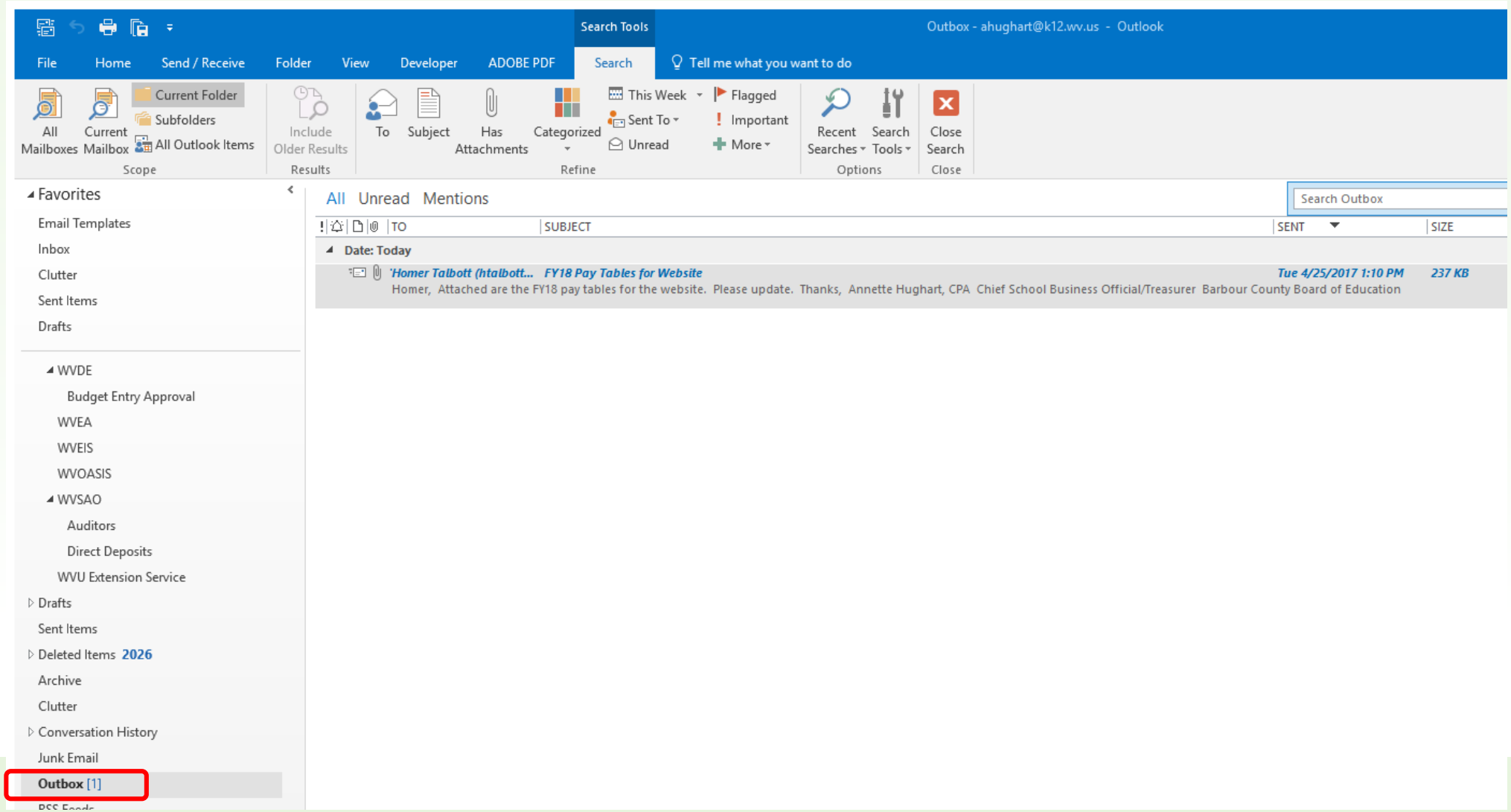
- Now click Send on your email.



Delay Deliver box becomes greyed when Properties have been saved.

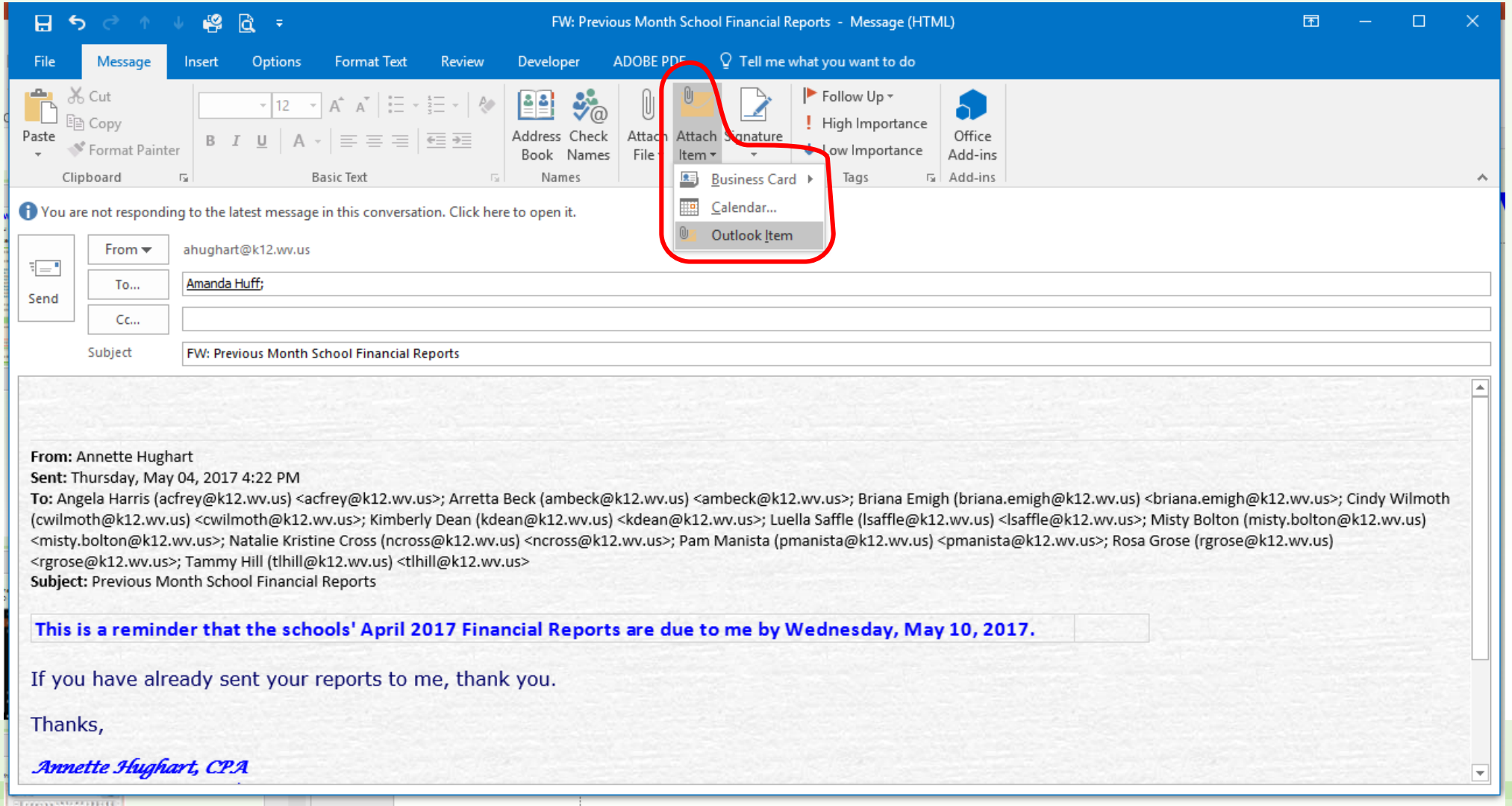
How to Find an Email Set to Send in the Future

- Emails set to deliver in the future, appear in your **Outbox**. So you can easily see if you have already created the email or if you need to reopen the email to make changes before Outlook sends the email.



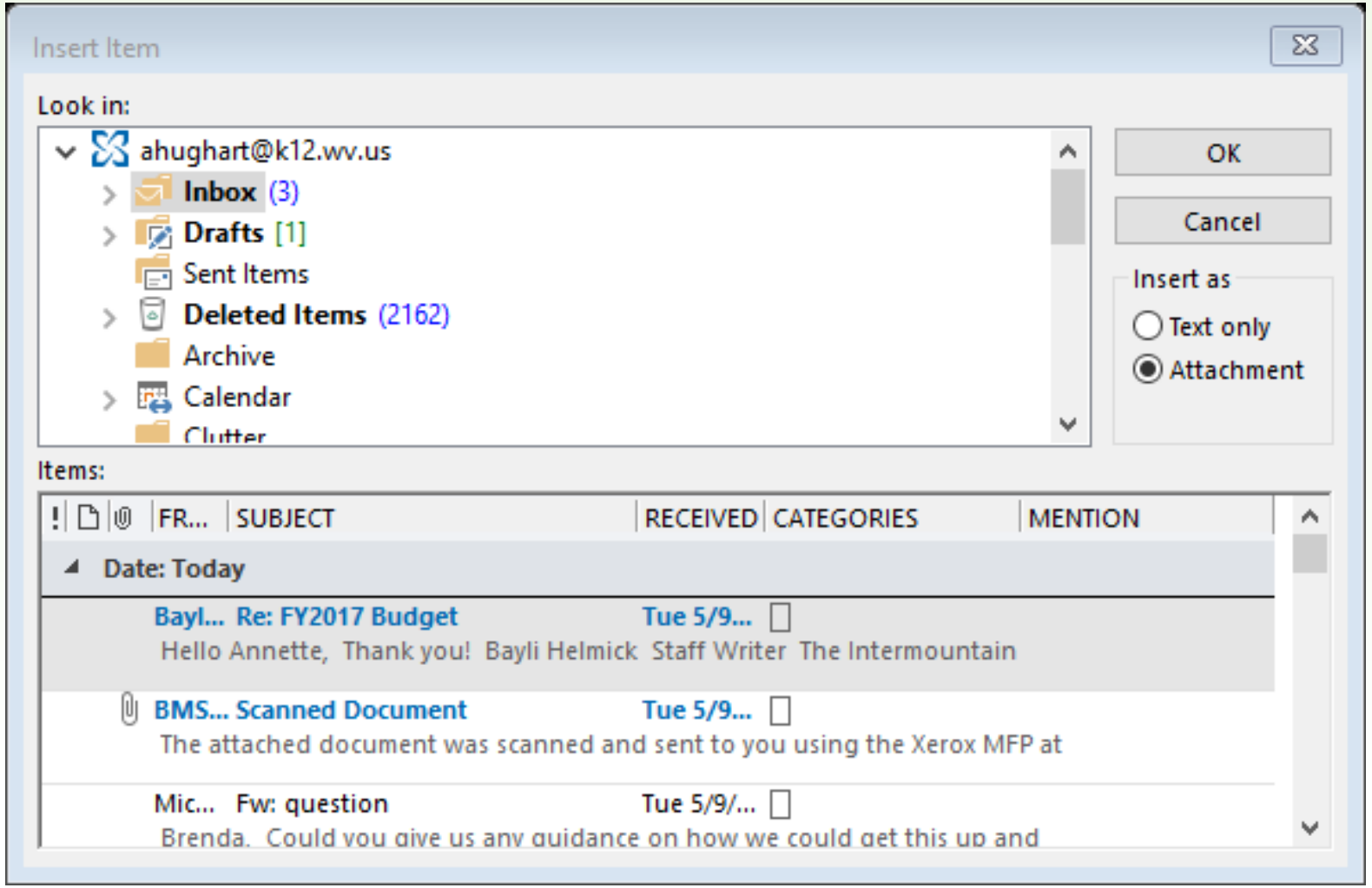
To a New Email, Attach a Previous Email

- In a new message, select **Attach Item**.
- Choose **Outlook Item**.
- Then find and select the email to attach.



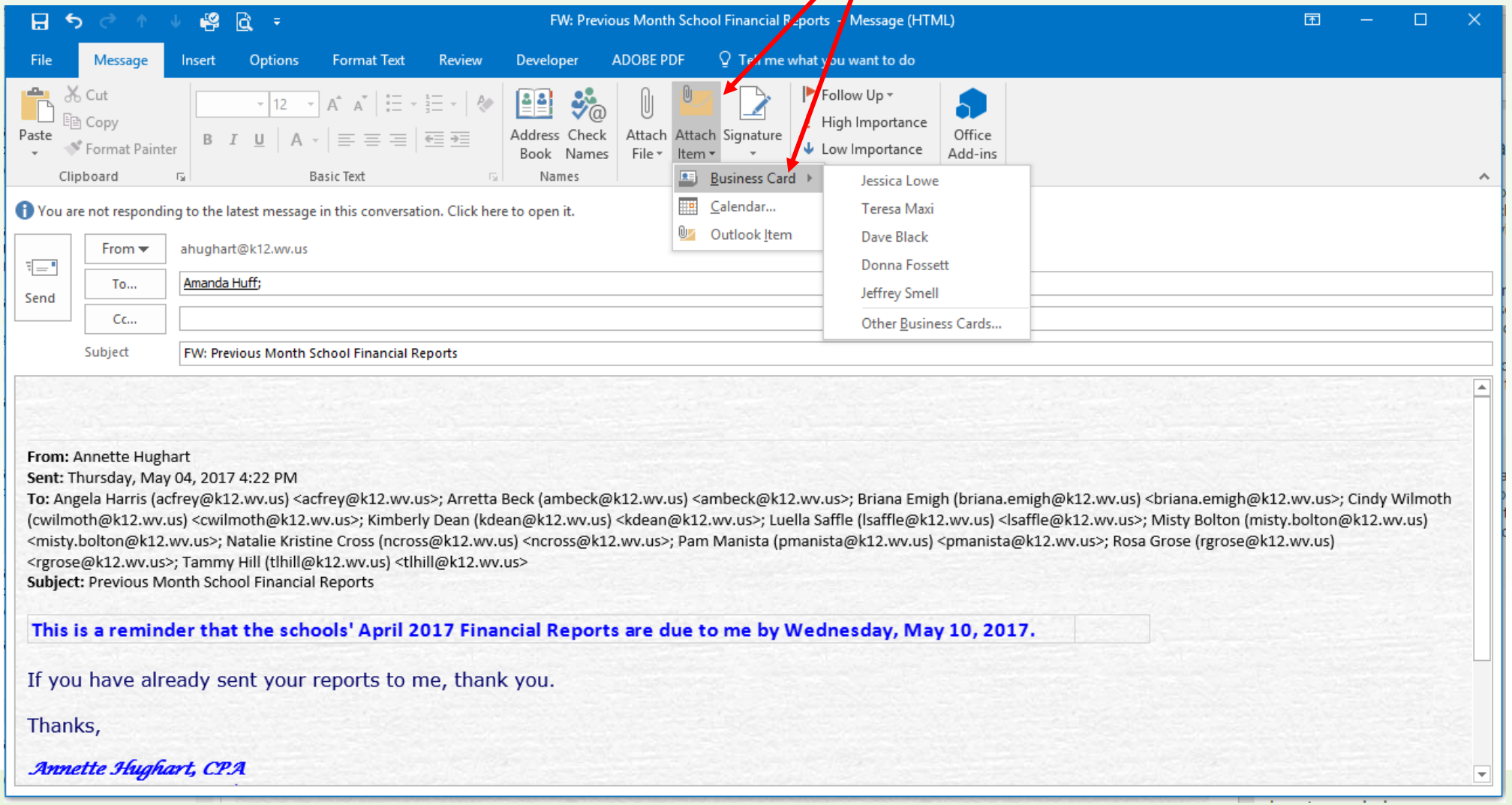
To a New Email, Attach a Previous Email (contd.)

- Find the email to insert.



To a New Email, Attach a Business Card

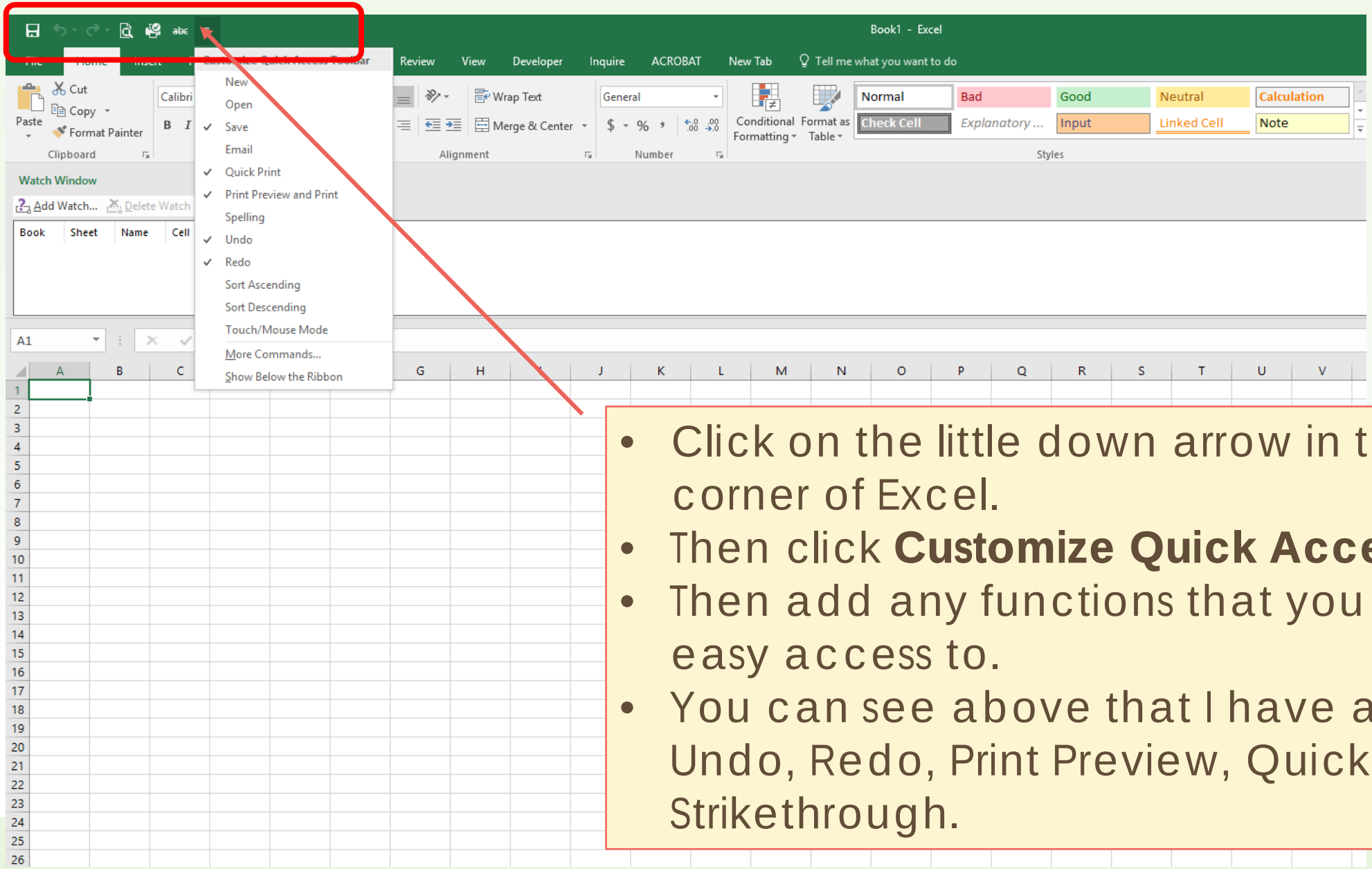
- If you have your contacts set-up in Outlook, you can attach a business card to an email to send to someone else.



Excel 2016 Shortcuts Listing

- This is a link for all 253 Excel 2016 Shortcuts https://shortcutworld.com/export.pdf?id=bc6RlDKUj9iZOphpSBQiOhHqnRpo8PNkAb2fLmg%2BczQ%3D
- The listing is more than you will ever use but some are handy.
- Strikethrough is something I use frequently. Did you know that ***Control+5*** will **strikethrough or un-strikethrough**?

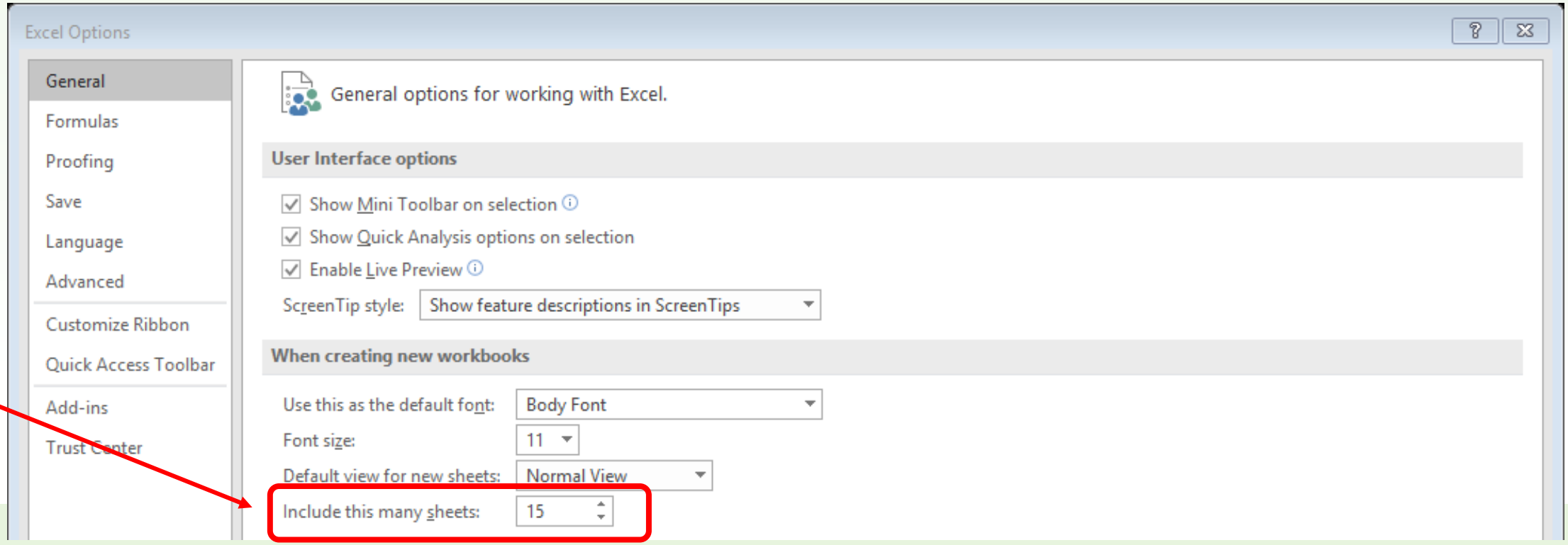
Customize Excel Quick Access Toolbar



- Click on the little down arrow in the top left corner of Excel.
- Then click **Customize Quick Access Toolbar**.
- Then add any functions that you may want easy access to.
- You can see above that I have added Save, Undo, Redo, Print Preview, Quick Print and Strikethrough.

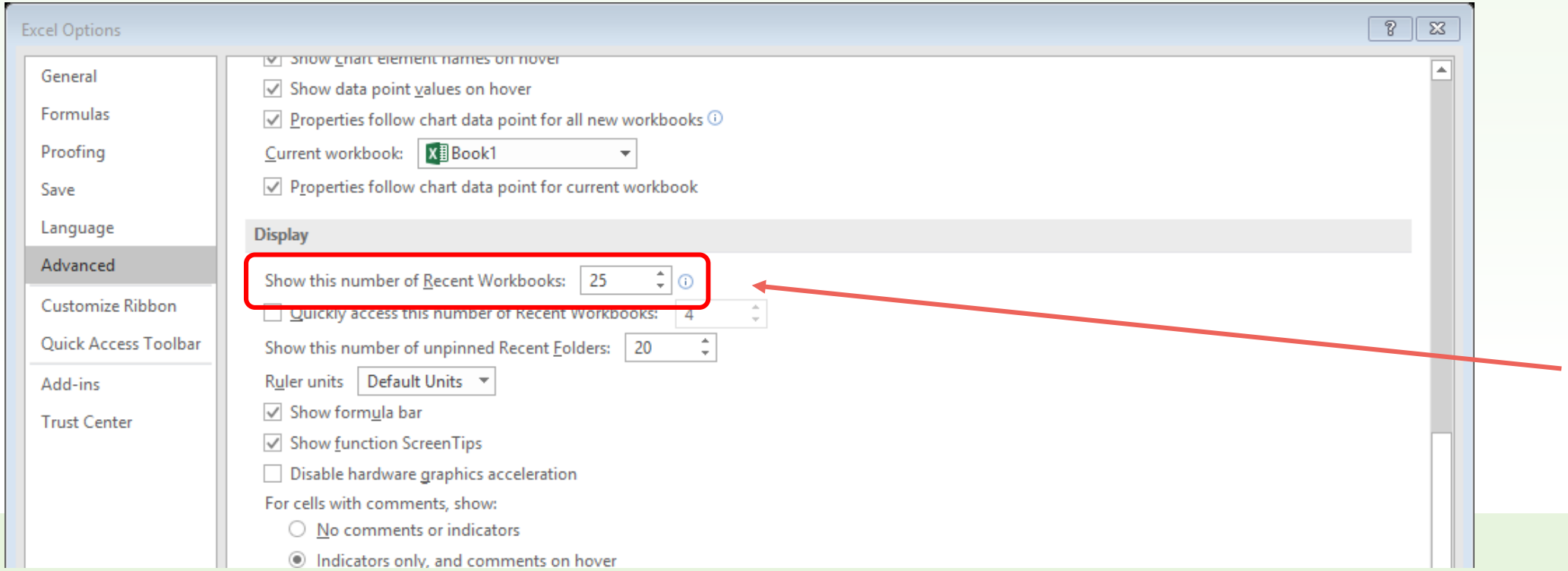
Excel Number of Default Sheets in New Files

- Excel, I think, defaults new files to only have 3 sheets.
- Sometimes you need more sheets than 3. So to save time and keystrokes change the default for number of sheets in new files. If you don't use all of the sheets in a new file, it doesn't matter.
- You can change the number of Default Sheets in new files under **Excel Options**, **General**, **"When creating new workbooks"**, then in the field "**Include this many sheets:**" change the number. I have mine default to 15.

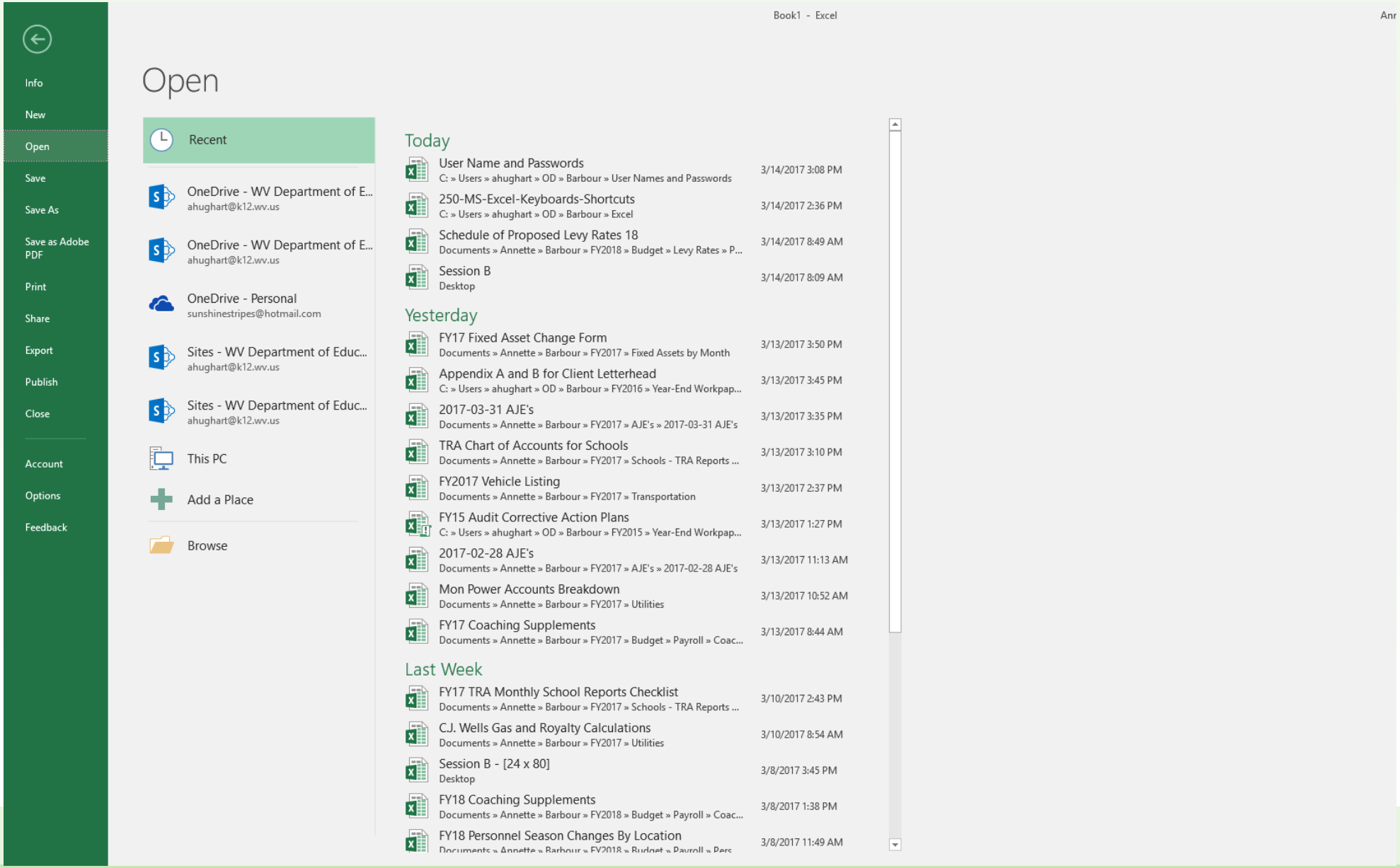


Excel Listing of Recent Files

- In Excel you can see a listing of recently used files by using ALT+F or clicking on File in the top left of the screen.
- Excel defaults to a low number of recent files to display.
- You can change the number of recent files to display by clicking on **File**, then **Excel Options**, then **Advanced**, under the **Display** section change "**Show this number of Recent Workbooks:**" I have mine set to 25. It saves time.
- If you have ever saved a file and then can't find it, this may help so that you can open the file and save it in the correct location.

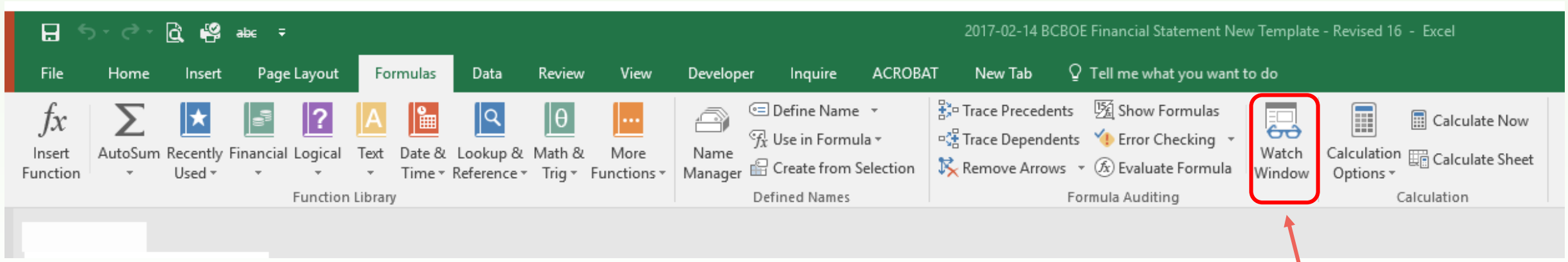


Excel Listing of Recent Files Screenshot



Watch Window

- Our year-end financial statements is a perfect place to use a “Watch Window” in Excel.
- There are many, many, many cells throughout the spreadsheet that have to balance to zero. It is a real pain going from sheet to sheet to sheet, etc. trying to find all of the cells that have to balance to zero. This last round of the financial statement template was even worse for this issue.
- An easy way to see if all of the cells are balancing to zero is through a Watch Window.
- The **Watch Window** is created from the **Formulas tab**.



- The next slide is a video of a Watch Window in our year-end financial statements.

Watch Window (contd.)

- The cool thing about a Watch Window is that it can be moved around.
- It can be on the top.
- It can be floating on top of your Excel File window
- It can be moved to a different monitor than Excel is on.
- Every time you make a change in your financial statements you can see in the watch window what the immediate affect is throughout the financial statements.
- The cool thing about a watch window is that you can click on an item in the watch window and it will take you directly to that particular cell on that particular page.
- It is the happiest feeling when all of your items in the watch window are $0.00 and everything balances.
- No more searching from screen to screen to see how the change affected everything.

How to Unprotect Multiple Worksheets at Once in Excel

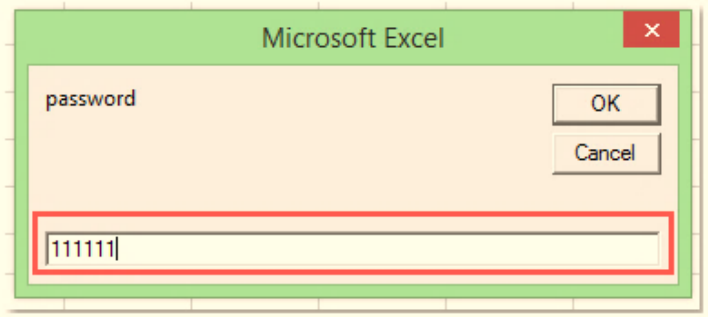
- You can use VBA for this even if you don't understand the coding.
- I use this for our year-end financial statement file. It does work!

1. Hold down the **ALT + F11** keys, and it opens the **Microsoft Visual Basic for Applications** window.

2. Click **Insert** > **Module**, and paste the following code in the Module Window.

```
Sub unprotect_all_sheets()
On Error Goto booboo
unpass = InputBox("password")
For Each Worksheet In ActiveWorkbook.Worksheets
Worksheet.Unprotect Password:=unpass
Next
Exit Sub
booboo: MsgBox "There is s problem - check your password, capslock, etc."
End Sub
```

3. Then press **F5** key to run the code, and enter the password that you have applied for the protected sheets. (the protected sheets must have the same password)See screenshot:

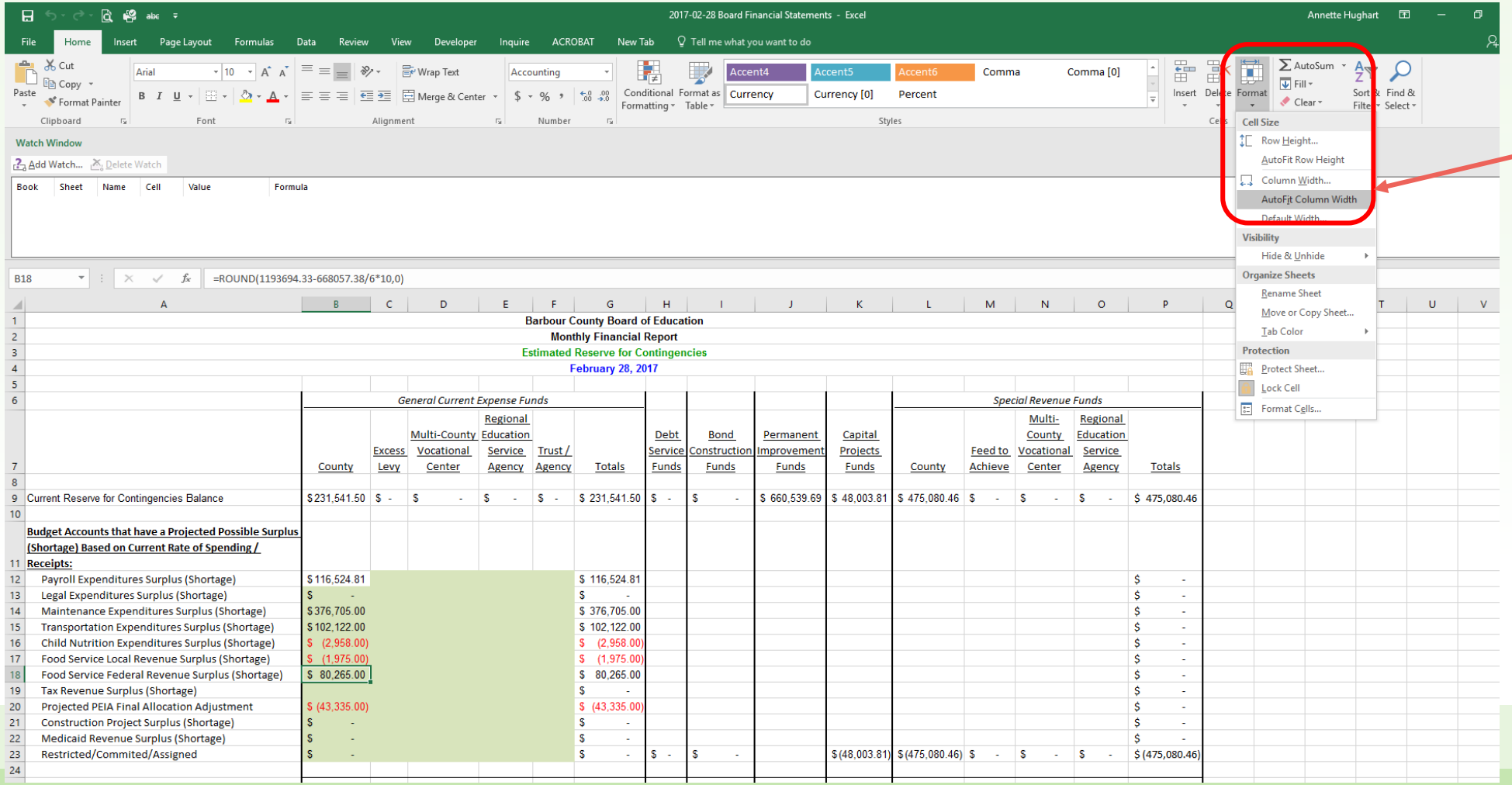


The password for our FY2016 year-end financial statement Excel file was "BOE2016". You would enter "**BOE2016**" in the box.

4. Click **OK**, and the protected sheets have been unprotected at once.

Excel AutoFit Column Width

- When you build an Excel file that you reuse sometimes the column width needs adjusted due to more digits in a number or text length.
- You can have Excel AutoFit the Column Width so it will automatically adjust. This saves time. It works most of the time. Every once in a while a column may need adjusted by hand for some reason.



Click on **Format**, then **AutoFit Column Width**.

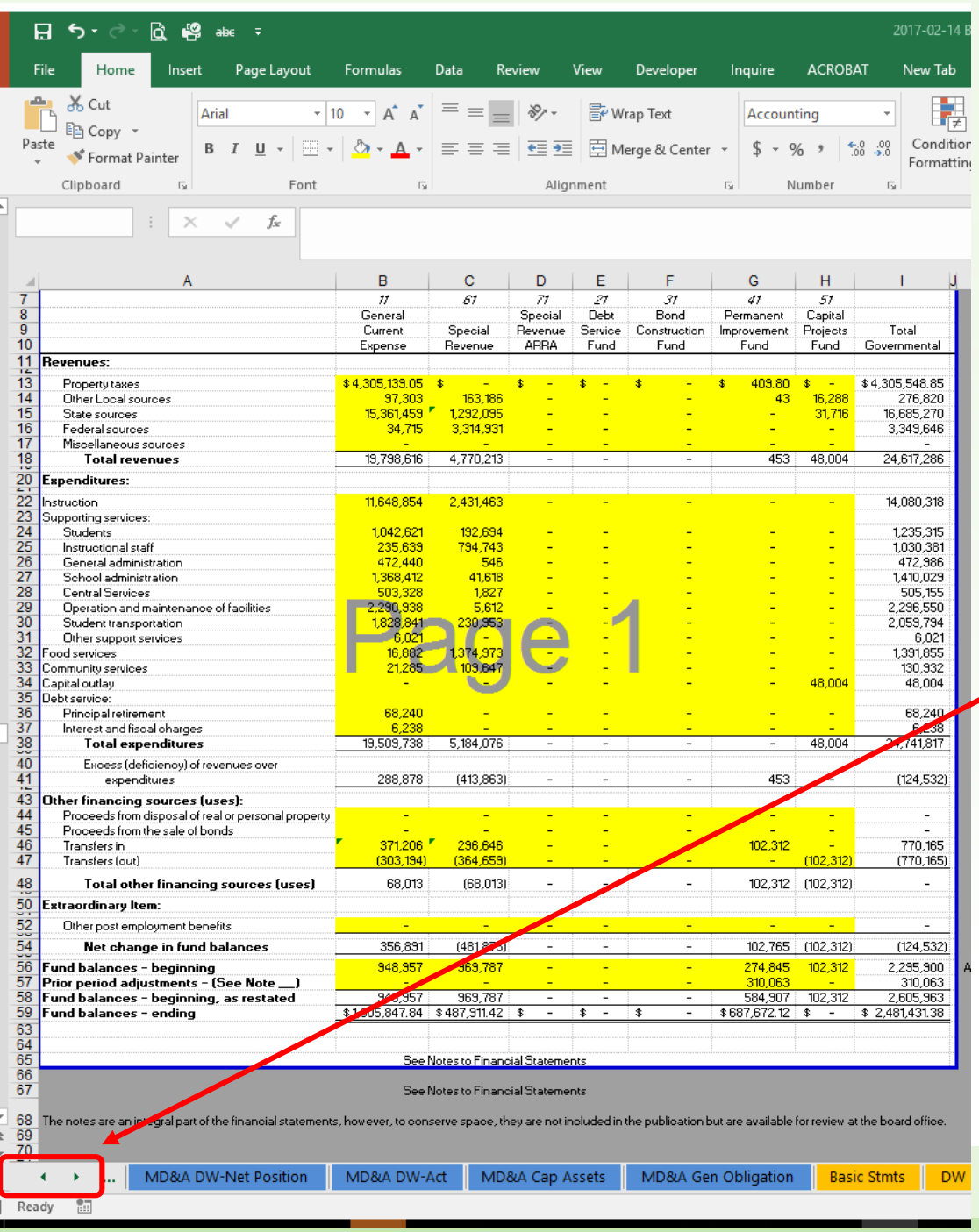
You can also **AutoFit Row Height**.

SCHOOL BUDGET CUTS FORCE CROWDED CLASSROOMS
WE'LL HAVE TO GREASE 'EM UP TO GET 'EM IN
JDCR
PRESS-REGISTER

Format Multiple Excel Sheets at the Same Time

- Sometimes when you build a file each sheet is set-up identically.
- It can be cumbersome to format a file with a lot of sheets.
- You can highlight all of the sheets and then format all of the sheets at one time.
- Click on the first sheet in the bottom bar of Excel then scroll right to find the last sheet. Hit Shift and left click on the last sheet to be formatted.
- Perform the formatting.
- Then scroll left to the first highlighted sheet, Hit Shift and left click on the first sheet. Done!

Excel Sheets Listing



	A	B	C	D	E	F	G	H	I
7		11	61	71	21	31	41	51	
8		General		Special	Debt	Bond	Permanent	Capital	
9		Current	Special	Revenue	Service	Construction	Improvement	Projects	Total
10		Expense	Revenue	ARRA	Fund	Fund	Fund	Fund	Governmental
11	**Revenues:**								
13	Property taxes	$ 4,305,139.05	$ -	$ -	$ -	$ -	$ 409.80	$ -	$ 4,305,548.85
14	Other Local sources	97,303	163,186	-	-	-	43	16,288	276,820
15	State sources	15,361,453	1,292,095	-	-	-	-	31,716	16,685,270
16	Federal sources	34,715	3,314,931	-	-	-	-	-	3,349,646
17	Miscellaneous sources	-	-	-	-	-	-	-	-
18	**Total revenues**	19,798,616	4,770,213	-	-	-	453	48,004	24,617,286
20	**Expenditures:**								
22	Instruction	11,648,854	2,431,463	-	-	-	-	-	14,080,318
23	Supporting services:								
24	Students	1,042,621	192,694	-	-	-	-	-	1,235,315
25	Instructional staff	235,639	794,743	-	-	-	-	-	1,030,381
26	General administration	472,440	546	-	-	-	-	-	472,986
27	School administration	1,368,412	41,618	-	-	-	-	-	1,410,029
28	Central Services	503,328	1,827	-	-	-	-	-	505,155
29	Operation and maintenance of facilities	2,290,938	5,612	-	-	-	-	-	2,296,550
30	Student transportation	1,828,841	230,953	-	-	-	-	-	2,059,794
31	Other support services	6,021	-	-	-	-	-	-	6,021
32	Food services	16,882	1,374,973	-	-	-	-	-	1,391,855
33	Community services	21,285	109,647	-	-	-	-	-	130,932
34	Capital outlay	-	-	-	-	-	-	48,004	48,004
35	Debt service:								
36	Principal retirement	68,240	-	-	-	-	-	-	68,240
37	Interest and fiscal charges	6,238	-	-	-	-	-	-	6,238
38	**Total expenditures**	19,509,738	5,184,076	-	-	-	-	48,004	24,741,817
40	Excess (deficiency) of revenues over expenditures	288,878	(413,863)	-	-	-	453	-	(124,532)
43	**Other financing sources (uses):**								
44	Proceeds from disposal of real or personal property	-	-	-	-	-	-	-	-
45	Proceeds from the sale of bonds	-	-	-	-	-	-	-	-
46	Transfers in	371,206	296,646	-	-	-	102,312	-	770,165
47	Transfers (out)	(303,194)	(364,659)	-	-	-	-	(102,312)	(770,165)
48	**Total other financing sources (uses)**	68,013	(68,013)	-	-	-	102,312	(102,312)	-
50	**Extraordinary Item:**								
52	Other post employment benefits	-	-	-	-	-	-	-	-
54	**Net change in fund balances**	356,891	(481,876)	-	-	-	102,765	(102,312)	(124,532)
56	**Fund balances - beginning**	948,957	969,787	-	-	-	274,845	102,312	2,295,900
57	**Prior period adjustments - (See Note __)**	-	-	-	-	-	310,063	-	310,063
58	**Fund balances - beginning, as restated**	948,957	969,787	-	-	-	584,907	102,312	2,605,963
59	**Fund balances - ending**	$ 1,305,847.84	$ 487,911.42	$ -	$ -	$ -	$ 687,672.12	$ -	$ 2,481,431.38
65		See Notes to Financial Statements							
67		See Notes to Financial Statements							
68	The notes are an integral part of the financial statements, however, to conserve space, they are not included in the publication but are available for review at the board office.								

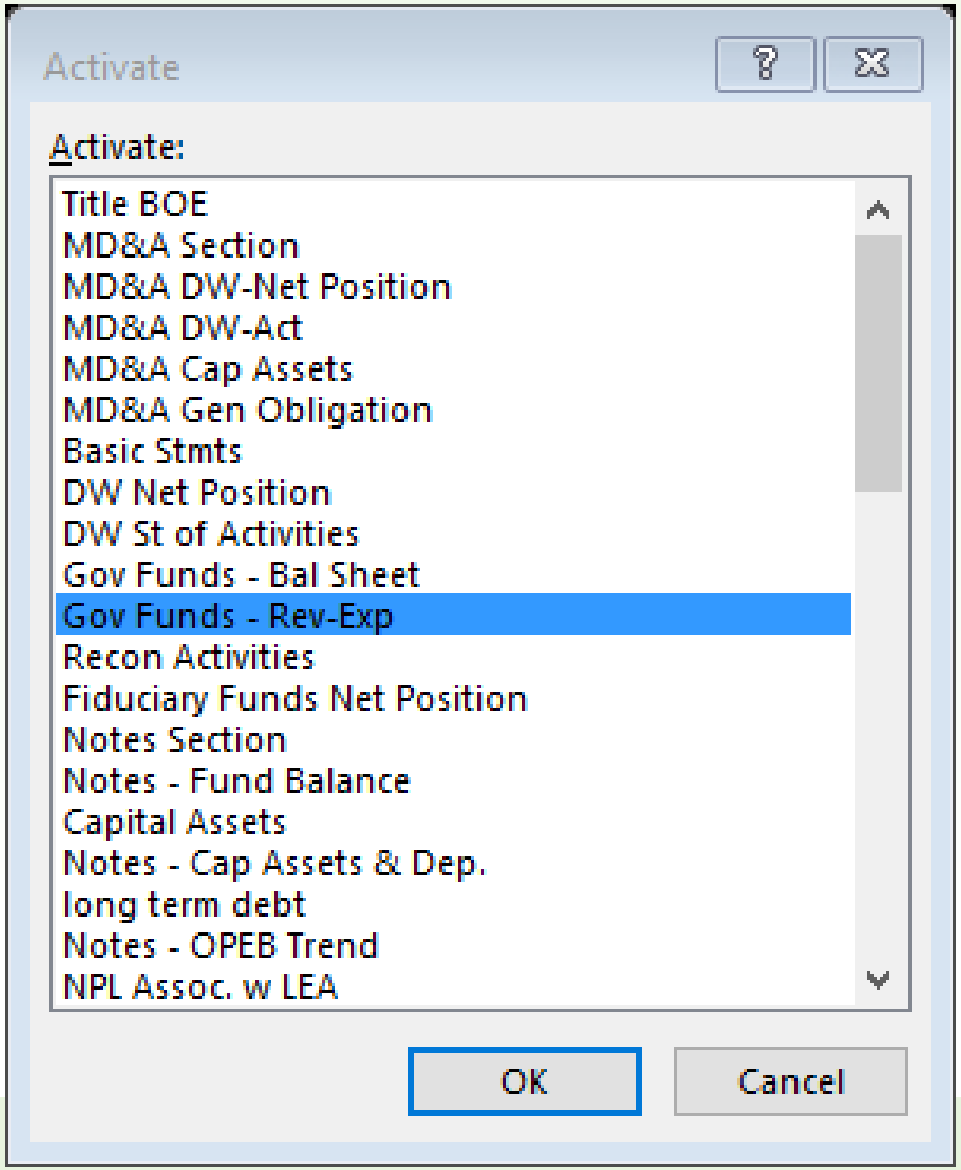
Page 1

MD&A DW-Net Position | MD&A DW-Act | MD&A Cap Assets | MD&A Gen Obligation | Basic Stmts | DW

Ready

- When you have an Excel file with numerous sheets, instead of scrolling left and right to find the sheet that you need, go to the bottom left of your screen and hover over the left and right arrows, then right click, this will pull up a listing of all of the sheets in your file. From this window listing left double click on the sheet that you want to go to.

Excel Sheet Listing (contd.)



This is the sheet listing from our year-end financial statement file.

Double left click on the sheet that you want to go to.

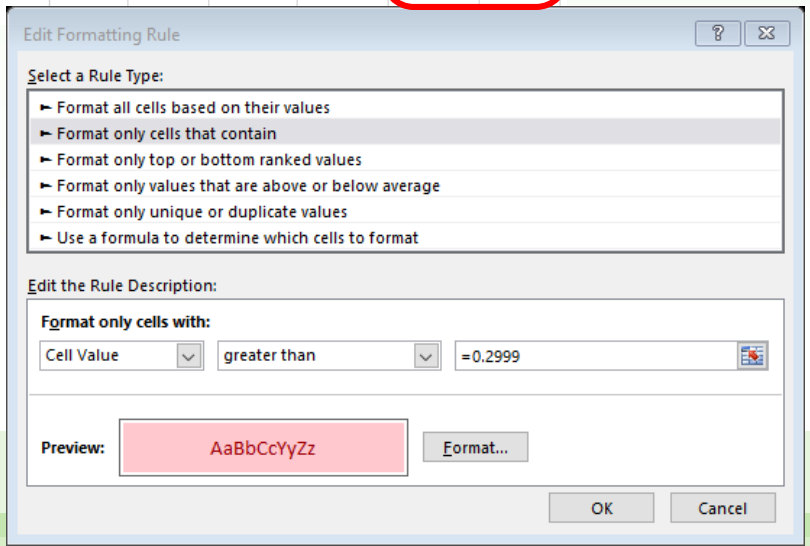
You can also scroll in this window.

Conditional Formatting

- Conditional formatting can be helpful to highlight and/or change the color of Excel cells based on certain criteria.
- This is an example of conditional formatting to change the formatting of cells where there was a change of 30% or more.

Barbour County Board of Education
FY18 Bus Run Changes

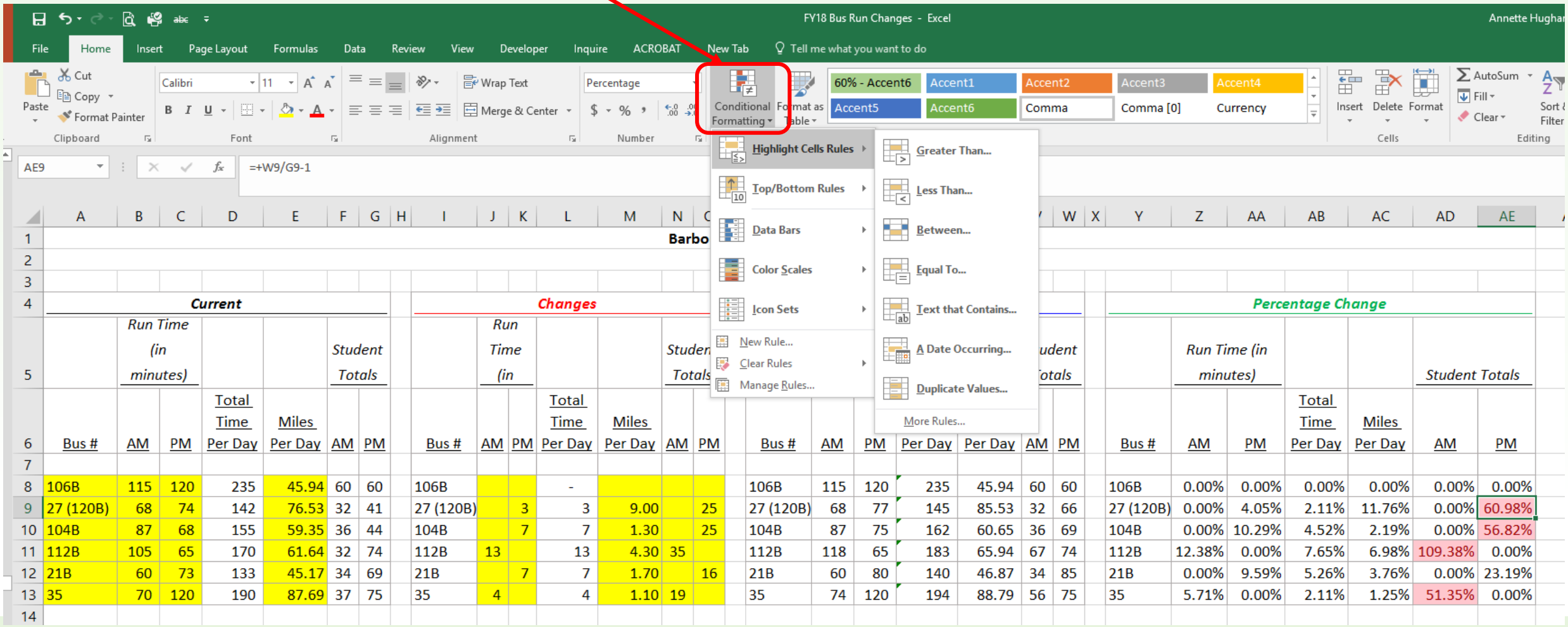
Current							Changes							Proposed							Percentage Change						
	Run Time (in minutes)				Student Totals			Run Time (in					Student Totals		Run Time (in minutes)					Student Totals			Run Time (in minutes)				Student Totals	
Bus #	AM	PM	Total Time Per Day	Miles Per Day	AM	PM	Bus #	AM	PM	Total Time Per Day	Miles Per Day	AM	PM	Bus #	AM	PM	Total Time Per Day	Miles Per Day	AM	PM	Bus #	AM	PM	Total Time Per Day	Miles Per Day	AM	PM
106B	115	120	235	45.94	60	60	106B			-				106B	115	120	235	45.94	60	60	106B	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%
27 (120B)	68	74	142	76.53	32	41	27 (120B)		3	3	9.00		25	27 (120B)	68	77	145	85.53	32	66	27 (120B)	0.00%	4.05%	2.11%	11.76%	0.00%	60.98%
104B	87	68	155	59.35	36	44	104B		7	7	1.30		25	104B	87	75	162	60.65	36	69	104B	0.00%	10.29%	4.52%	2.19%	0.00%	56.82%
112B	105	65	170	61.64	32	74	112B	13		13	4.30	35		112B	118	65	183	65.94	67	74	112B	12.38%	0.00%	7.65%	6.98%	109.38%	0.00%
21B	60	73	133	45.17	34	69	21B		7	7	1.70		16	21B	60	80	140	46.87	34	85	21B	0.00%	9.59%	5.26%	3.76%	0.00%	23.19%
35	70	120	190	87.69	37	75	35	4		4	1.10	19		35	74	120	194	88.79	56	75	35	5.71%	0.00%	2.11%	1.25%	51.35%	0.00%



For background: We had multiple bus runs that were being reconfigured during this personnel season. If a bus run changes by 30% or more then the driver must be put on transfer. The driver may request a hearing.

Conditional Formatting (contd.)

- To apply Conditional Formatting highlight the cells that you want to apply the formatting to. Then on the **Home** tab, click on **Conditional Formatting**. A dropdown will appear with many options.

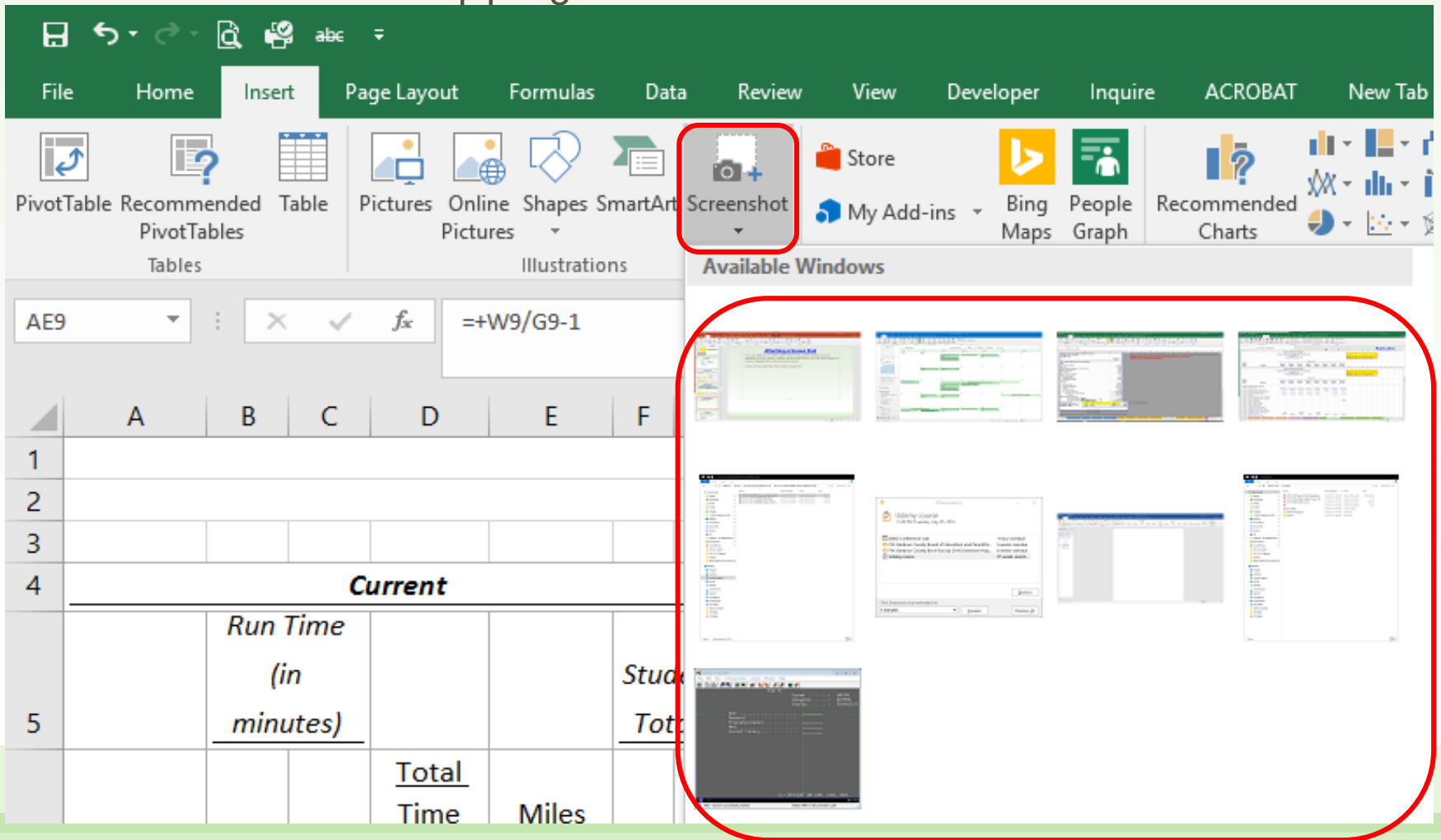


		Current							Changes									Percentage Change						
		Run Time (in minutes)				Student Totals			Run Time (in				Student Totals					Run Time (in minutes)				Student Totals	
	Bus #	AM	PM	Total Time Per Day	Miles Per Day	AM	PM	Bus #	AM	PM	Total Time Per Day	Miles Per Day	AM	PM	Bus #	AM	PM	Per Day	Per Day	AM	PM	Bus #	AM	PM	Total Time Per Day	Miles Per Day	AM	PM
8	106B	115	120	235	45.94	60	60	106B			-				106B	115	120	235	45.94	60	60	106B	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%
9	27 (120B)	68	74	142	76.53	32	41	27 (120B)		3	3	9.00		25	27 (120B)	68	77	145	85.53	32	66	27 (120B)	0.00%	4.05%	2.11%	11.76%	0.00%	60.98%
10	104B	87	68	155	59.35	36	44	104B		7	7	1.30		25	104B	87	75	162	60.65	36	69	104B	0.00%	10.29%	4.52%	2.19%	0.00%	56.82%
11	112B	105	65	170	61.64	32	74	112B	13		13	4.30	35		112B	118	65	183	65.94	67	74	112B	12.38%	0.00%	7.65%	6.98%	109.38%	0.00%
12	21B	60	73	133	45.17	34	69	21B		7	7	1.70		16	21B	60	80	140	46.87	34	85	21B	0.00%	9.59%	5.26%	3.76%	0.00%	23.19%
13	35	70	120	190	87.69	37	75	35	4		4	1.10	19		35	74	120	194	88.79	56	75	35	5.71%	0.00%	2.11%	1.25%	51.35%	0.00%

Attaching a Screen Shot

- You can attach a current screen shot of any open window on your desktop in **Excel, Word, Outlook and PowerPoint** or you can also attach a screen clipping that was previously saved.

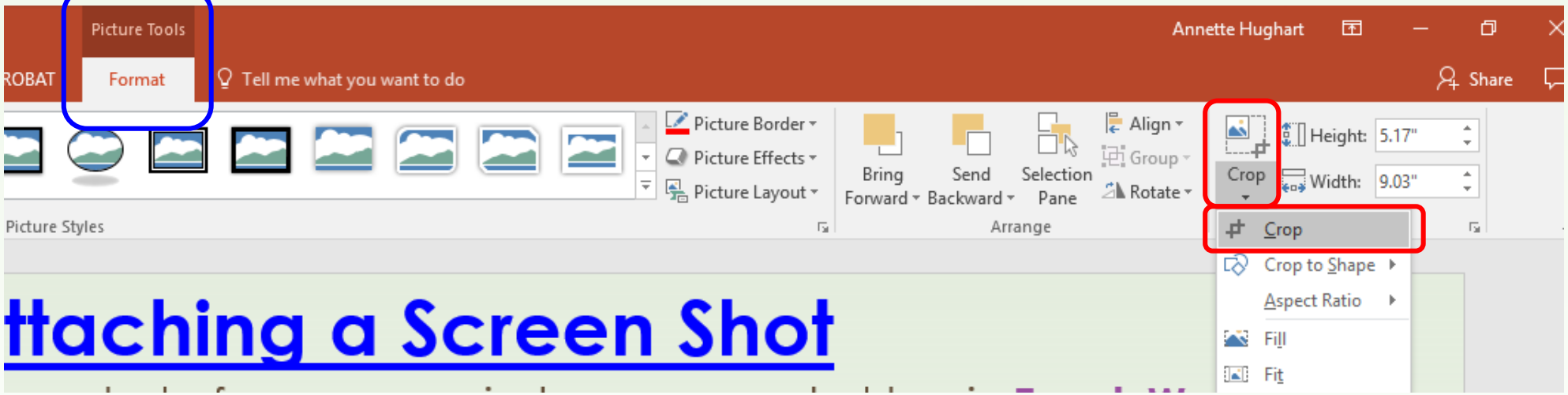
- Click on the **Insert** tab, then click **Screenshot**. This will show a dropdown of mini pictures of windows currently open on your desktop. Click the picture of the window that you want to insert or choose Screen Clipping and find the file to insert.



Windows that are open on my desktop.

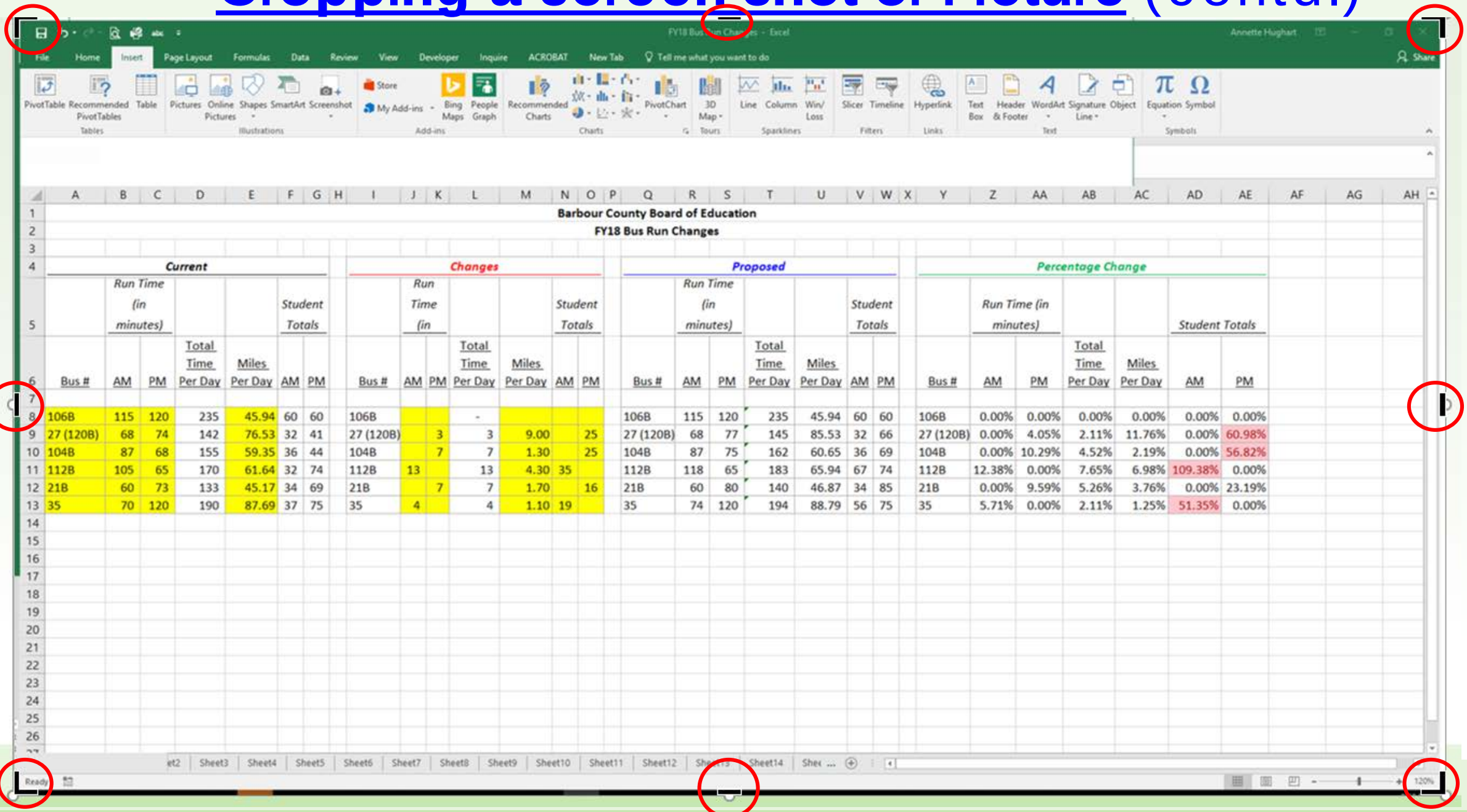
Cropping a Screen Shot or Picture

- Any picture that is inserted into **Excel, Word, Outlook and PowerPoint** can be cropped and resized.
- Click on the picture and a **Picture Tools** tab will appear at the top of your screen. Click on the **Picture Tools** tab, click **Format**, then **Crop**.



- The screen of your picture will change to a greyed color and little paddles will appear on the top, bottom, left and right and corners (see next slide).
  - *For those of you that remember Pong, the paddles look like Pong paddles.*
- Left click and hold on a paddle and move your mouse to crop out areas. When done click outside the grayed area.

Cropping a Screen Shot or Picture (contd.)



Barbour County Board of Education

FY18 Bus Run Changes

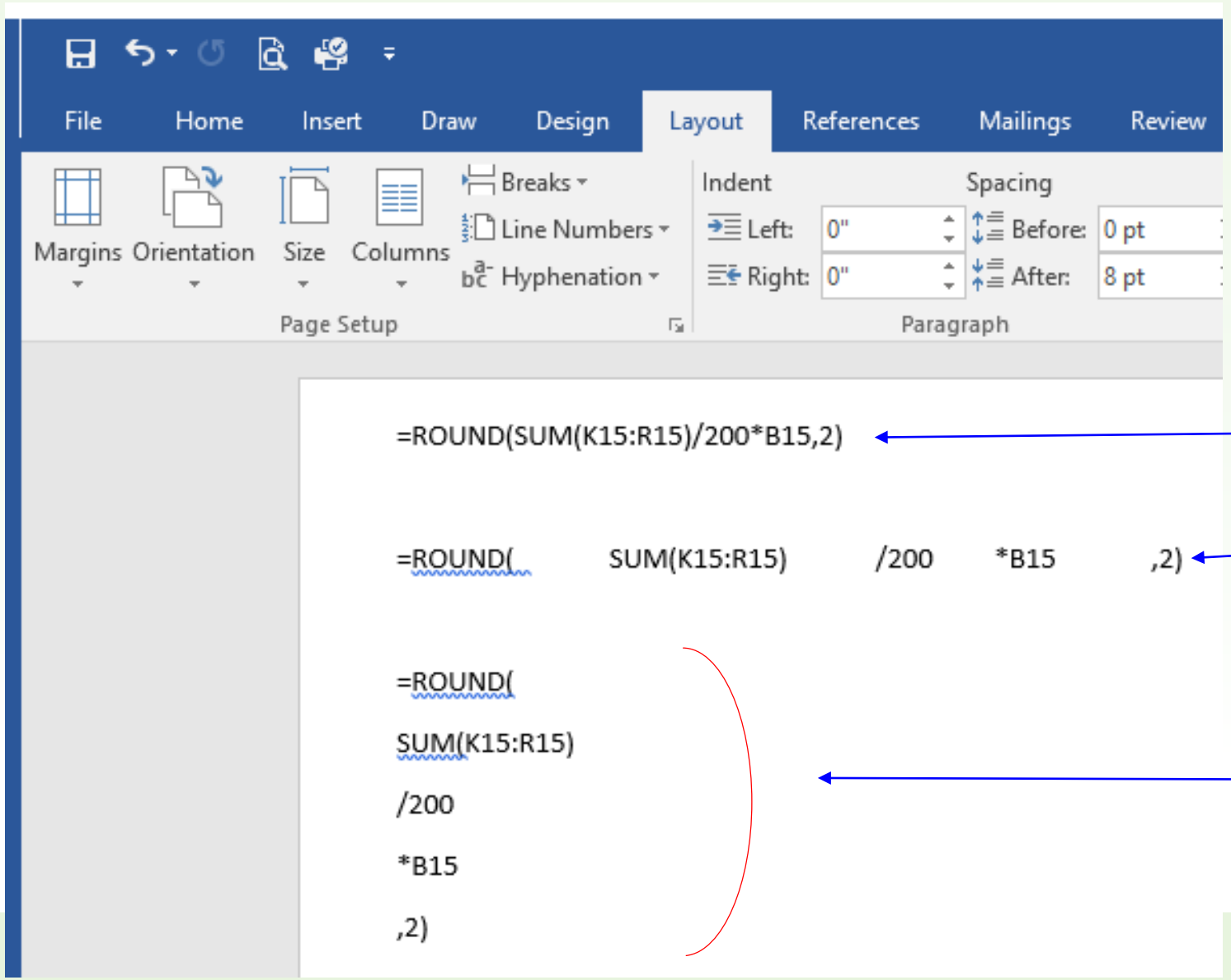
Current							Changes							Proposed							Percentage Change						
	Run Time (in minutes)				Student Totals			Run Time (in				Student Totals			Run Time (in minutes)				Student Totals			Run Time (in minutes)				Student Totals	
Bus #	AM	PM	Total Time Per Day	Miles Per Day	AM	PM	Bus #	AM	PM	Total Time Per Day	Miles Per Day	AM	PM	Bus #	AM	PM	Total Time Per Day	Miles Per Day	AM	PM	Bus #	AM	PM	Total Time Per Day	Miles Per Day	AM	PM
106B	115	120	235	45.94	60	60	106B			-				106B	115	120	235	45.94	60	60	106B	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%
27 (120B)	68	74	142	76.53	32	41	27 (120B)		3	3	9.00		25	27 (120B)	68	77	145	85.53	32	66	27 (120B)	0.00%	4.05%	2.11%	11.76%	0.00%	60.98%
104B	87	68	155	59.35	36	44	104B		7	7	1.30		25	104B	87	75	162	60.65	36	69	104B	0.00%	10.29%	4.52%	2.19%	0.00%	56.82%
112B	105	65	170	61.64	32	74	112B	13		13	4.30	35		112B	118	65	183	65.94	67	74	112B	12.38%	0.00%	7.65%	6.98%	109.38%	0.00%
21B	60	73	133	45.17	34	69	21B		7	7	1.70		16	21B	60	80	140	46.87	34	85	21B	0.00%	9.59%	5.26%	3.76%	0.00%	23.19%
35	70	120	190	87.69	37	75	35	4		4	1.10	19		35	74	120	194	88.79	56	75	35	5.71%	0.00%	2.11%	1.25%	51.35%	0.00%

Building Formulas

- Formulas with multiple parts are usually trial and error for all of us.
- When trying to build a formula with multiple sections or formulas imbedded into other formulas, it can be helpful to build each section in a separate cell to aid in determining that that particular section works without an error. Once each section has been built separately then try to nest them together.
- If you have a nested formula that is causing particular grief, Open **Word** and change the orientation to **Landscape** and then change the paper size to **Legal** or **Ledger** (even wider), also make the left and right **margins** really **small**.
- Then **copy the formula into Word** and **step it out**, either on multiple lines with spaces in between each section. Sometimes this helps you to visually see where the problem is. When a formula is all scrunched together it can be difficult to see where the problem is.

Building Formulas (contd.)

- This is a simple formula as an example:



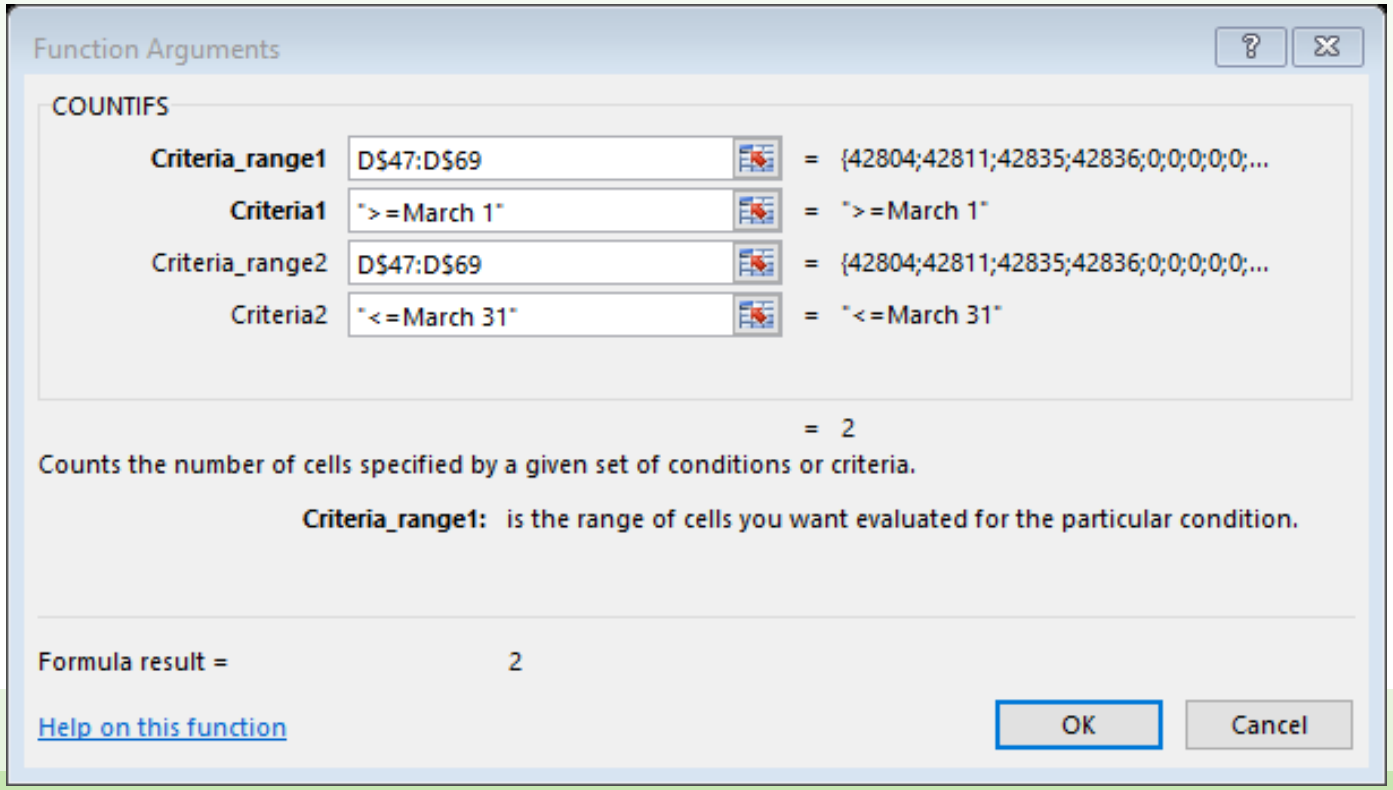
Original Formula

Formula with spacing

Formula stepped out on multiple lines for each section

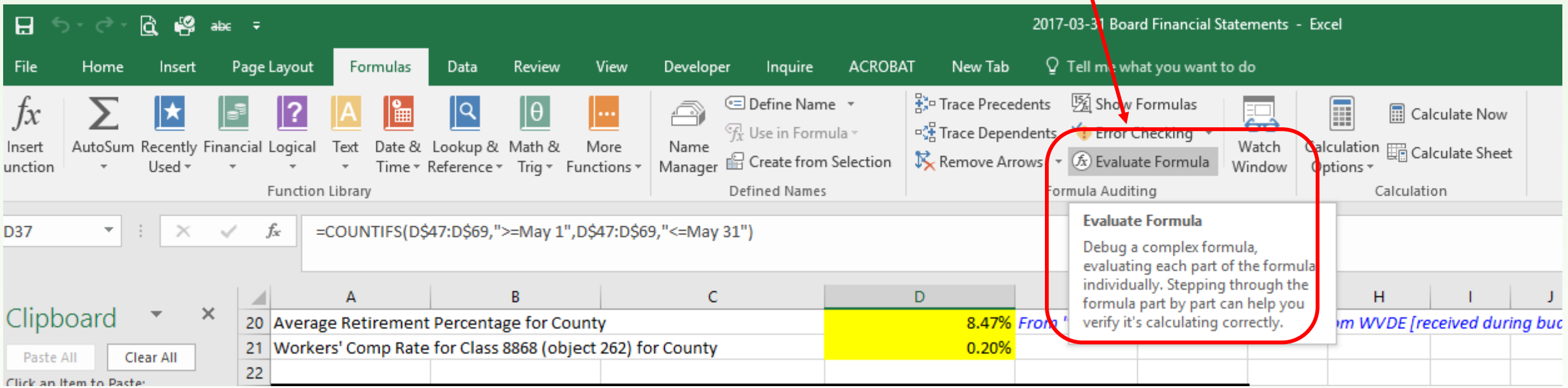
Building Formulas (contd.)

- In Excel we have all used the Excel help with building formulas by choosing a formula then Excel steps you through a formula with the Function Arguments window.
- This Function Arguments window is another tool to use try to determine where a problem is in a formula.
- **Place your curser on the cell** where the formula is and then click on the **Formula tab**, then **Insert Function**. This will bring up the formula **Function Arguments**. From the Function Arguments window you may be able to see which section may be causing the error issue.



Building Formulas (contd.)

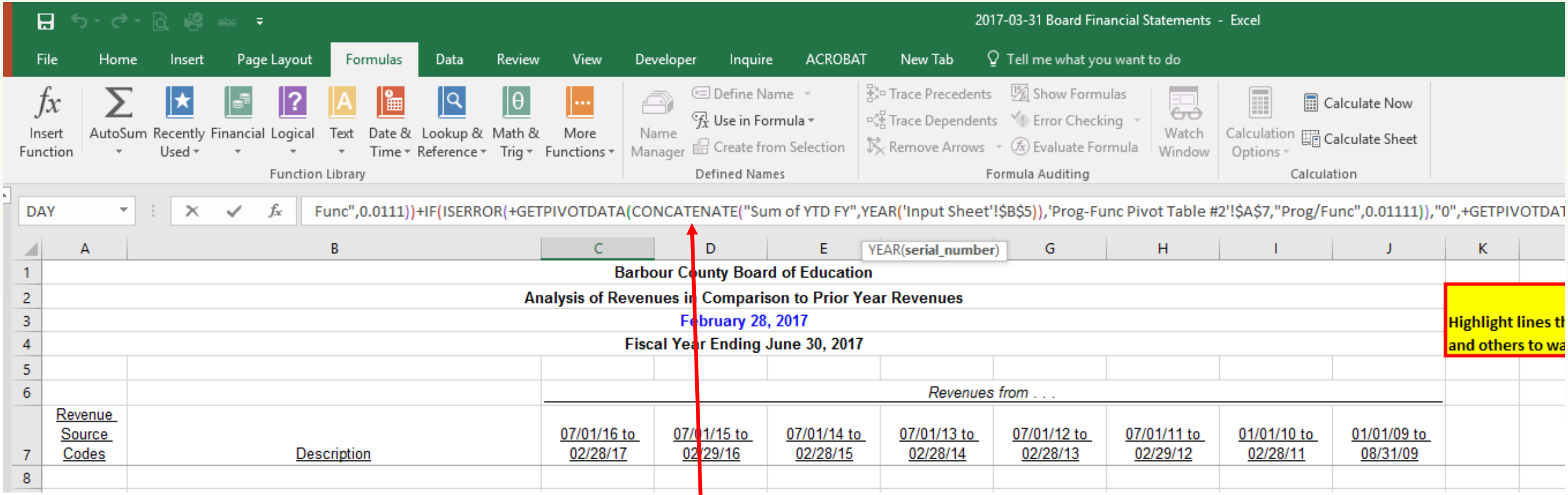
- On the **Formulas tab**, you could also use **Evaluate Formula** to assist with a formula issue.



- With a complicated formula, this can help with determining which section of a formula may be the issue.

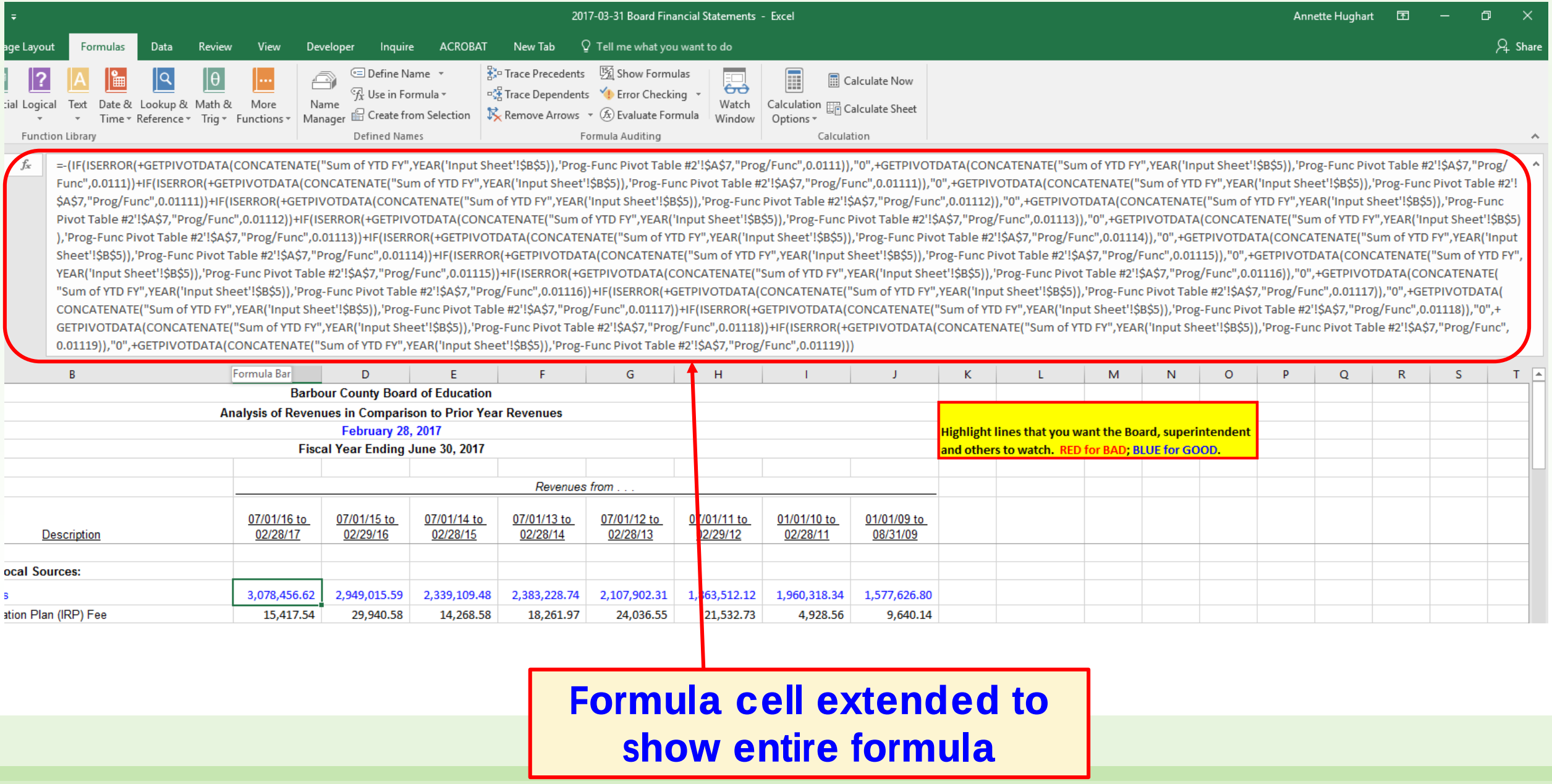
Excel Formula Cell Expansion

- When building formulas, expand the formula cell so the full formula shows and is not cutoff.
- Just drag down on the bottom of the formula cell to expand.



Drag down

Excel Formula Cell Expansion (contd.)



Barbour County Board of Education

Analysis of Revenues in Comparison to Prior Year Revenues

February 28, 2017

Fiscal Year Ending June 30, 2017

Highlight lines that you want the Board, superintendent and others to watch. RED for BAD; BLUE for GOOD.

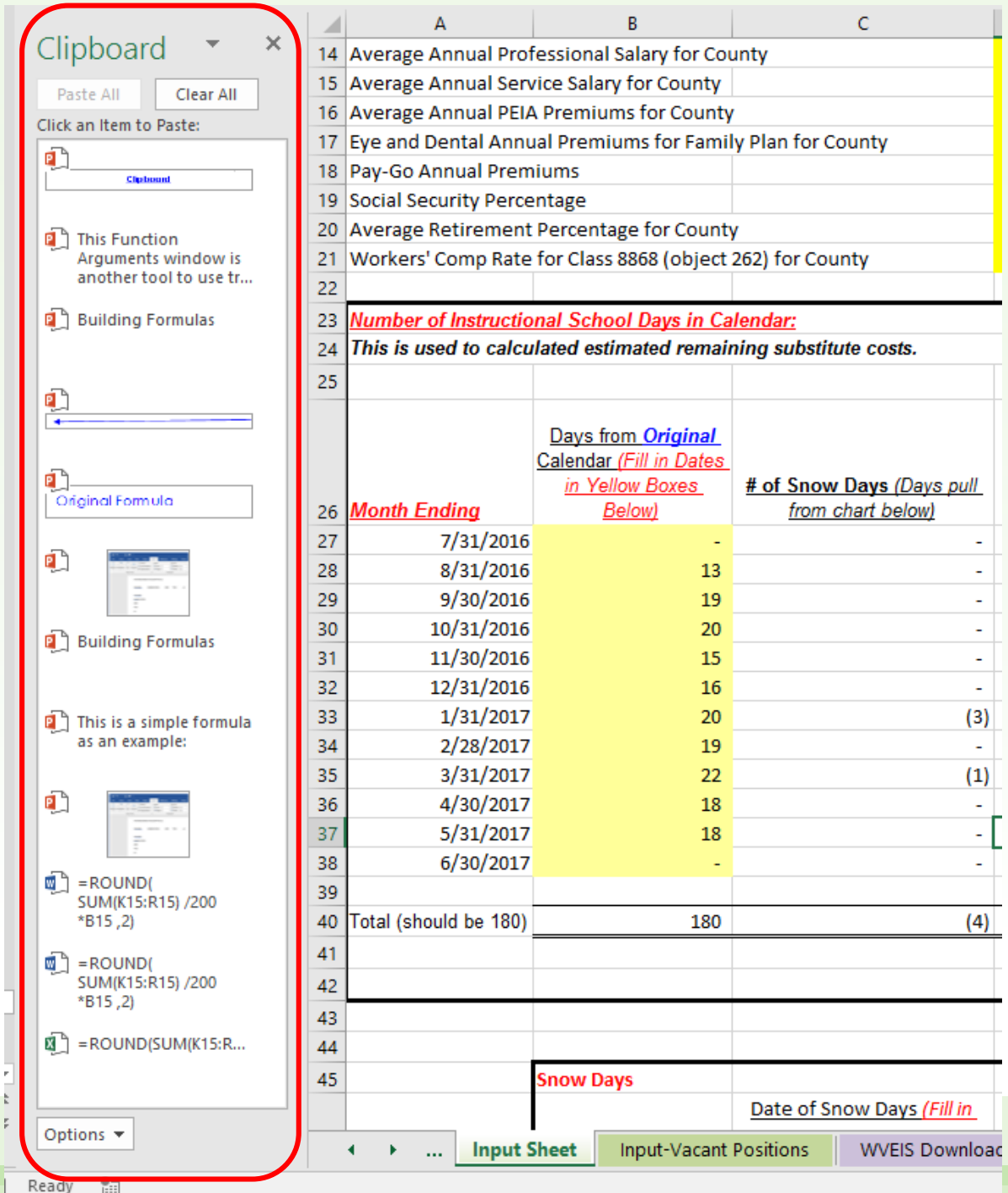
Description	*Revenues from . . .* 07/01/16 to 02/28/17	07/01/15 to 02/29/16	07/01/14 to 02/28/15	07/01/13 to 02/28/14	07/01/12 to 02/28/13	07/01/11 to 02/29/12	01/01/10 to 02/28/11	01/01/09 to 08/31/09
ocal Sources:								
s	3,078,456.62	2,949,015.59	2,339,109.48	2,383,228.74	2,107,902.31	1,963,512.12	1,960,318.34	1,577,626.80
ation Plan (IRP) Fee	15,417.54	29,940.58	14,268.58	18,261.97	24,036.55	21,532.73	4,928.56	9,640.14

Formula cell extended to show entire formula

Clipboard

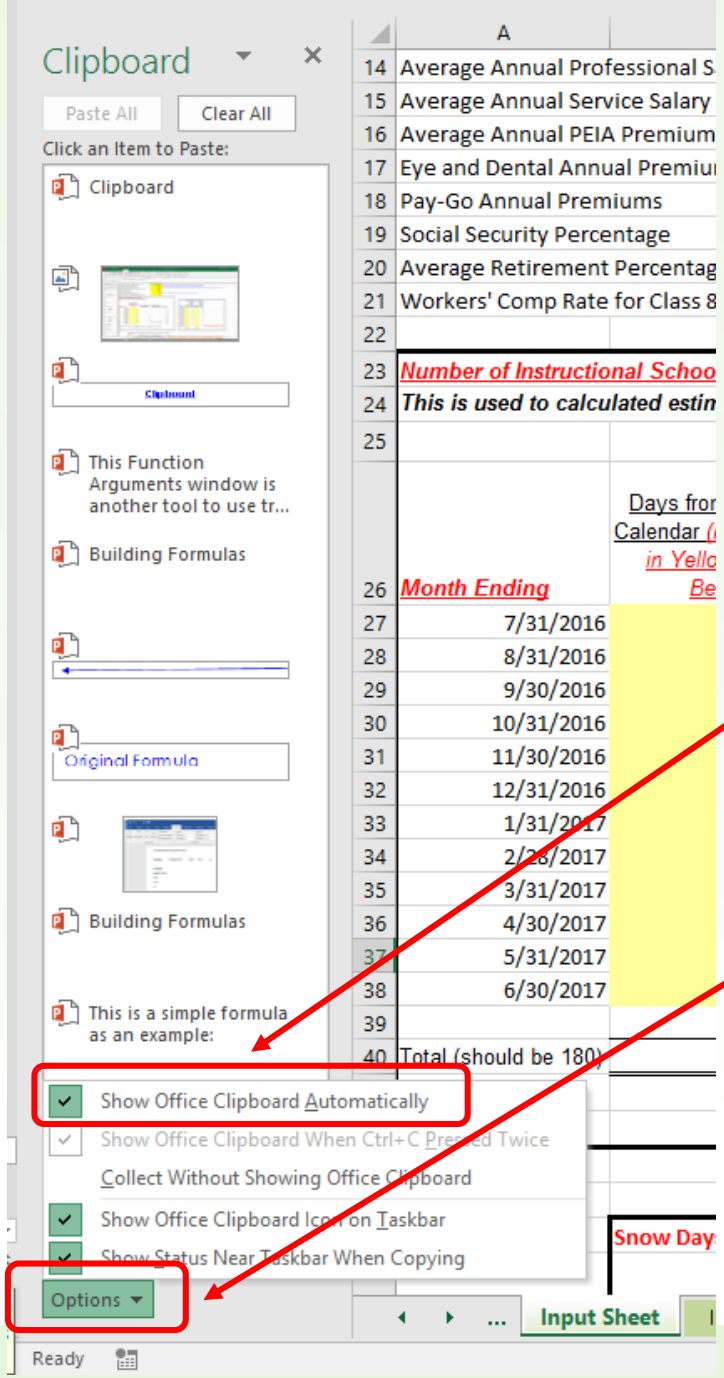
- Copying and pasting a lot of different things can be tedious.
- In most Microsoft programs **clicking Ctrl+C twice** will bring up the **Clipboard**.
- The Clipboard will allow you to copy many items to the Clipboard and then use them when needed.
- The items on the Clipboard don't disappear when used. The items are only removed from the Clipboard when you clear the items.
- One of the interesting things about the Clipboard is when multiple Microsoft programs are open on your desktop that the Clipboard appears in each program with items copied from different programs.
- I was able to get the same exact Clipboard to show up on Excel, Word and Outlook that were open on my desktop.

Clipboard (contd.)



- This is the screen shot of the Clipboard in Excel.
- Notice that there are items from PowerPoint, Word and Excel on the Clipboard.
- The Clipboard is identical in Excel, Word and Outlook.

Clipboard (contd.)



- To have the Clipboard show automatically, **open** the **Clipboard** by **clicking Ctrl+C twice**, then at the bottom of the Clipboard window left click on **Options**, then check beside **Show Office Clipboard Automatically**.

Excel Templates (contd.)

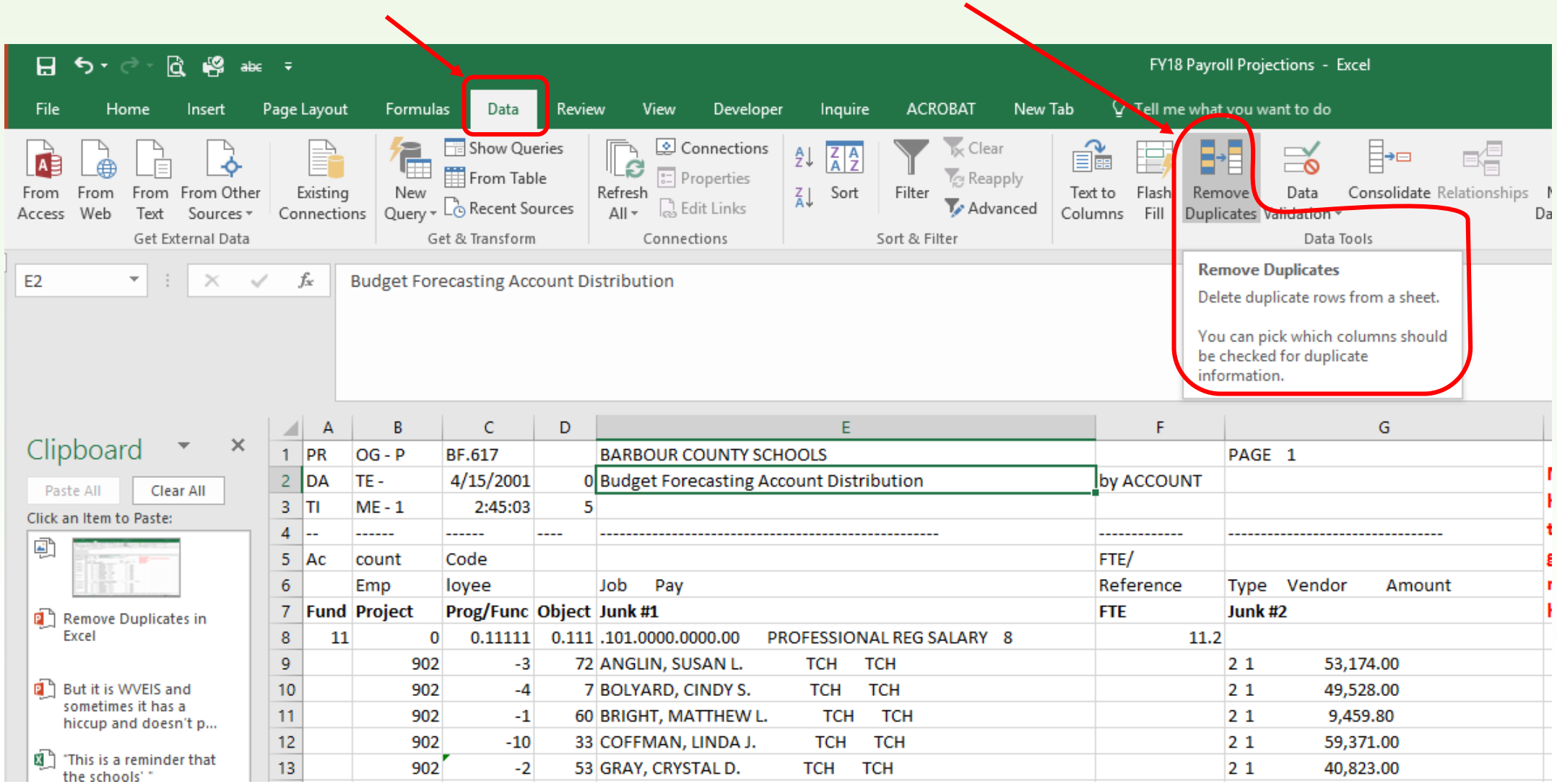
- We all know it is about working smarter instead of harder.
- If you have something that is reoccurring, create templates in Excel.
- I have a lot of templates that I have built over the years. It saves so much time.
- Some of the templates that I have built over the years are:

- AJE's *(right click and select Open Hyperlink)*
- BJE's *(right click and select Open Hyperlink)*
- WV Municipal Bond Reconciliation
- Indirect Cost Transfers Calculations
- Monthly Board Financial Reports

- Bank Reconciliations
- Utility Reports
- Budget File
- Budget Reconciliation
- Indirect Cost Calculations
- Faculty Senate Distribution
- On and on and on

Remove Duplicates in Excel

- There may be times when you want to **Remove Duplicates** from a large amount of data.



	A	B	C	D	E	F	G
1	PR	OG - P	BF.617		BARBOUR COUNTY SCHOOLS		PAGE 1
2	DA	TE -	4/15/2001	0	Budget Forecasting Account Distribution	by ACCOUNT	
3	TI	ME - 1	2:45:03	5			
4	--	------	------	----	----------	----------	----------
5	Ac	count	Code			FTE/	
6		Emp	loyee		Job Pay	Reference	Type Vendor Amount
7	**Fund**	**Project**	**Prog/Func**	**Object**	**Junk #1**	**FTE**	**Junk #2**
8	11	0	0.11111	0.111	.101.0000.0000.00 PROFESSIONAL REG SALARY 8	11.2	
9		902	-3	72	ANGLIN, SUSAN L. TCH TCH		2 1 53,174.00
10		902	-4	7	BOLYARD, CINDY S. TCH TCH		2 1 49,528.00
11		902	-1	60	BRIGHT, MATTHEW L. TCH TCH		2 1 9,459.80
12		902	-10	33	COFFMAN, LINDA J. TCH TCH		2 1 59,371.00
13		902	-2	53	GRAY, CRYSTAL D. TCH TCH		2 1 40,823.00

Remove Duplicates in Excel (contd.)

- When downloading reports from WVEIS, sometimes WVEIS will list the first row on a page that is a duplicate from the last row of the previous page.
- This can be a problem if you are trying to run the data through a pivot table.
- Most of the time, WVEIS prints the header with "**** Continued ****" as follows:

```
PROG - PBF.617                BARBOUR COUNTY SCHOOLS                                                    PAGE    3
DATE -  4/28/17               Budget Forecasting Account Distribution by ACCOUNT
TIME - 13:23:07
-------------------------------------------------------------------------------------------------------------------
Account Code                                                                  FTE/
     Employee                                        Job       Pay       Reference   Type     Vendor          Amount
-------------------------------------------------------------------------------------------------------------------

11.00000.11111.111.303.0000.0000.00       PROFESSIONAL REG SALARY     8    16.185  ** Continued **
```

- But it is WVEIS and sometimes it has a hiccup and doesn't print the **Continued**.
- This is the bottom of page 68 of our Budget Forecasting Account Distribution by Account report:

```
11.00000.12411.121.201.0000.0000.00       SERVICE REGULAR SALARY      8     1.050
```

- This is the top of page 69, WVEIS missed the **Continued**.

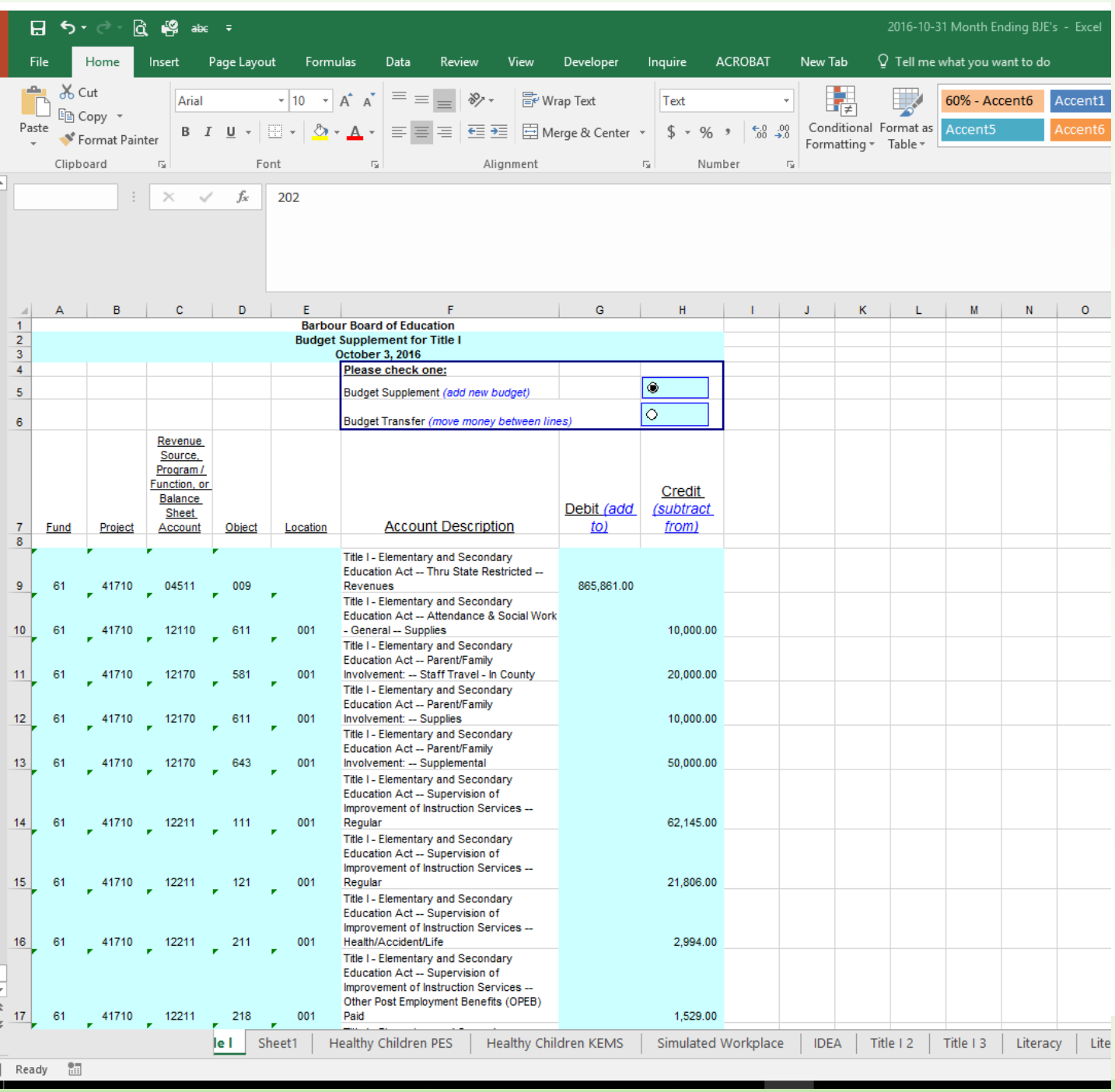
```
PROG - PBF.617                BARBOUR COUNTY SCHOOLS                                                    PAGE   69
DATE -  4/28/17               Budget Forecasting Account Distribution by ACCOUNT
TIME - 13:23:07
-------------------------------------------------------------------------------------------------------------------
Account Code                                                                  FTE/
     Employee                                        Job       Pay       Reference   Type     Vendor          Amount
-------------------------------------------------------------------------------------------------------------------

11.00000.12411.121.201.0000.0000.00       SERVICE REGULAR SALARY      8     1.050
     902-00-0427   DEAN, KIMBERLY D.                SRV       SRV                    2  1                  26,512.50
     902-00-0427   DEAN, KIMBERLY D.                SRV       Z12HR                  2  6                     115.50
     902-00-0427   DEAN, KIMBERLY D.                SRV       ZSTH                   2  6                     777.00
-------------------------------------------------------------------------------------------------------------------
         Total Distributions For 11.00000.12411.121.201.0000.0000.00                                        27,405.00
```

Remove Duplicates in Excel (contd.)

- If the duplicate information isn't removed, a pivot table will count the information twice since there isn't the statement of **Continued** to be able to exclude these cells through the Pivot Table.
- Without the duplicates removed a Pivot Table will return that there are 2.10 FTE in account code 11.00000.12411.121.201 when it is really only 1.05 FTE.
- When the duplicates are removed, the Pivot Table calculates the correct FTE at 1.05.
- Working with large amounts of data can be easier with the duplicates removed.

Pivot Table Calculated Field

- If you have never used a Pivot Table before, this could make you take the leap.
- We all hate it when a grant award letter is issued with a different dollar amount than we received as an estimate when we built our budgets.
- It is usually easier to reverse out the whole budget and then re-enter the new budget instead of trying to figure out the amount of difference for each budget line. *But this is a lot of work!*
- A **Pivot Table Calculated Field** can assist with this process.
- I think all or most of us enter our Title I budgets down to the location code.
- We will use Title I as an example.



Pivot Table Calculated Field (contd.)

- This is a partial screen shot of Excel for the reversal of the original budget estimate with the final budget amounts.
- Barbour is a small county, therefore, our budget entry will be fewer lines than a lot of other counties.
- There are 140 lines in this example.

Pivot Table Calculated Field (contd.)

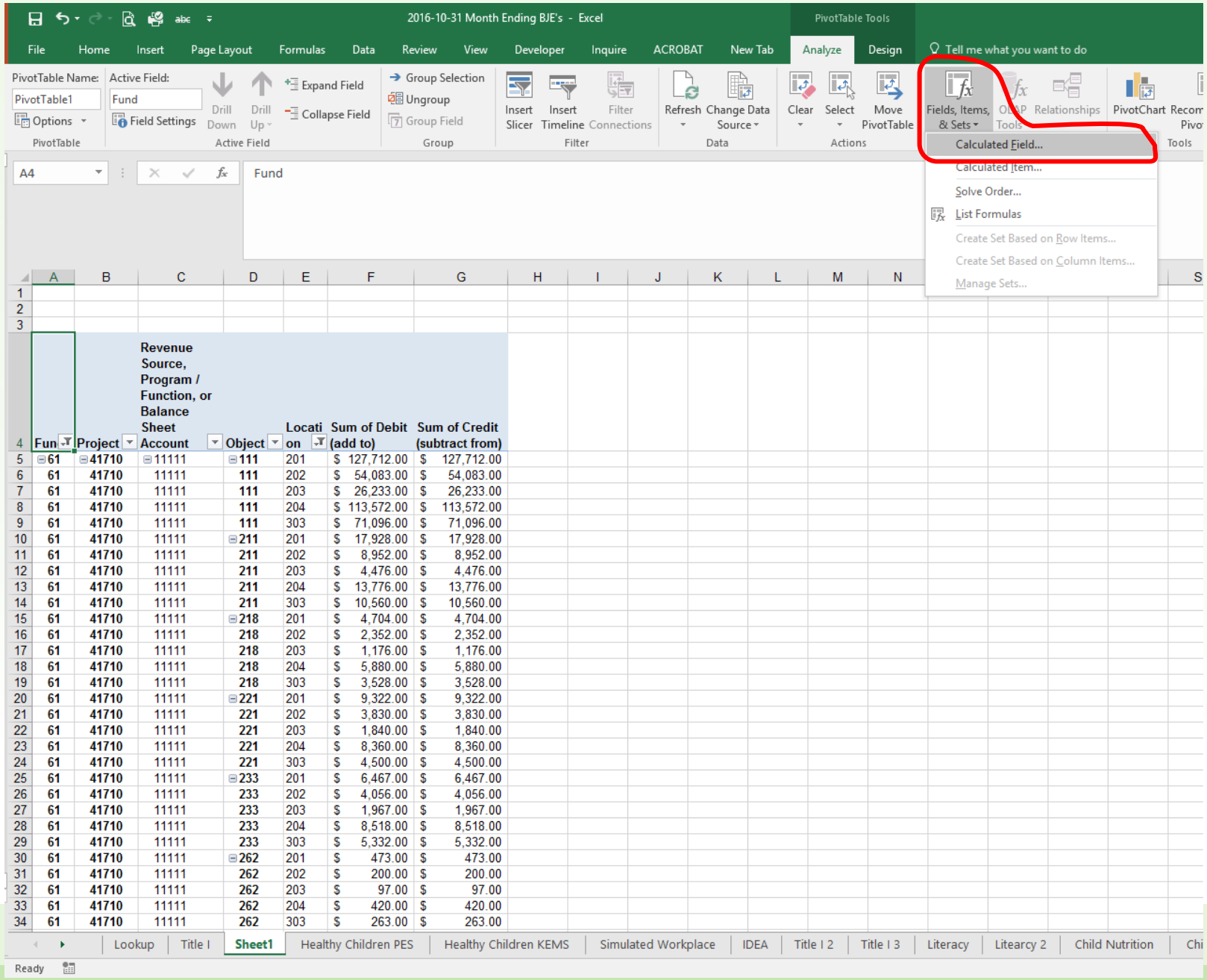
- This is a screen shot of a **Pivot Table** with a **Calculated Field**.
- Now all we have to key into WVEIS are the amounts in the Calculated Field which is **13 lines** and **not 140 lines**!

- **Excel Pivot Table Spreadsheet**
- **Double Click to open the imbedded Excel sheet and scroll through rows**

Fund	Project	Revenue Source, Program / Function, or Balance Sheet Account	Object	Location	Sum of Debit (add to)	Sum of Credit (subtract from)	Sum of Difference - Debit (Credit)
61	41710	11111	111	201	$ 127,712.00	$ 127,712.00	$ -
61	41710	11111	111	202	$ 54,083.00	$ 54,083.00	$ -
61	41710	11111	111	203	$ 26,233.00	$ 26,233.00	$ -
61	41710	11111	111	204	$ 113,572.00	$ 113,572.00	$ -
61	41710	11111	111	303	$ 71,096.00	$ 71,096.00	$ -
61	41710	11111	211	201	$ 17,928.00	$ 17,928.00	$ -
61	41710	11111	211	202	$ 8,952.00	$ 8,952.00	$ -
61	41710	11111	211	203	$ 4,476.00	$ 4,476.00	$ -
61	41710	11111	211	204	$ 13,776.00	$ 13,776.00	$ -
61	41710	11111	211	303	$ 10,560.00	$ 10,560.00	$ -
61	41710	11111	218	201	$ 4,704.00	$ 4,704.00	$ -
61	41710	11111	218	202	$ 2,352.00	$ 2,352.00	$ -
61	41710	11111	218	203	$ 1,176.00	$ 1,176.00	$ -
61	41710	11111	218	204	$ 5,880.00	$ 5,880.00	$ -
61	41710	11111	218	303	$ 3,528.00	$ 3,528.00	$ -
61	41710	11111	221	201	$ 9,322.00	$ 9,322.00	$ -
61	41710	11111	221	202	$ 3,830.00	$ 3,830.00	$ -

Calculated Field

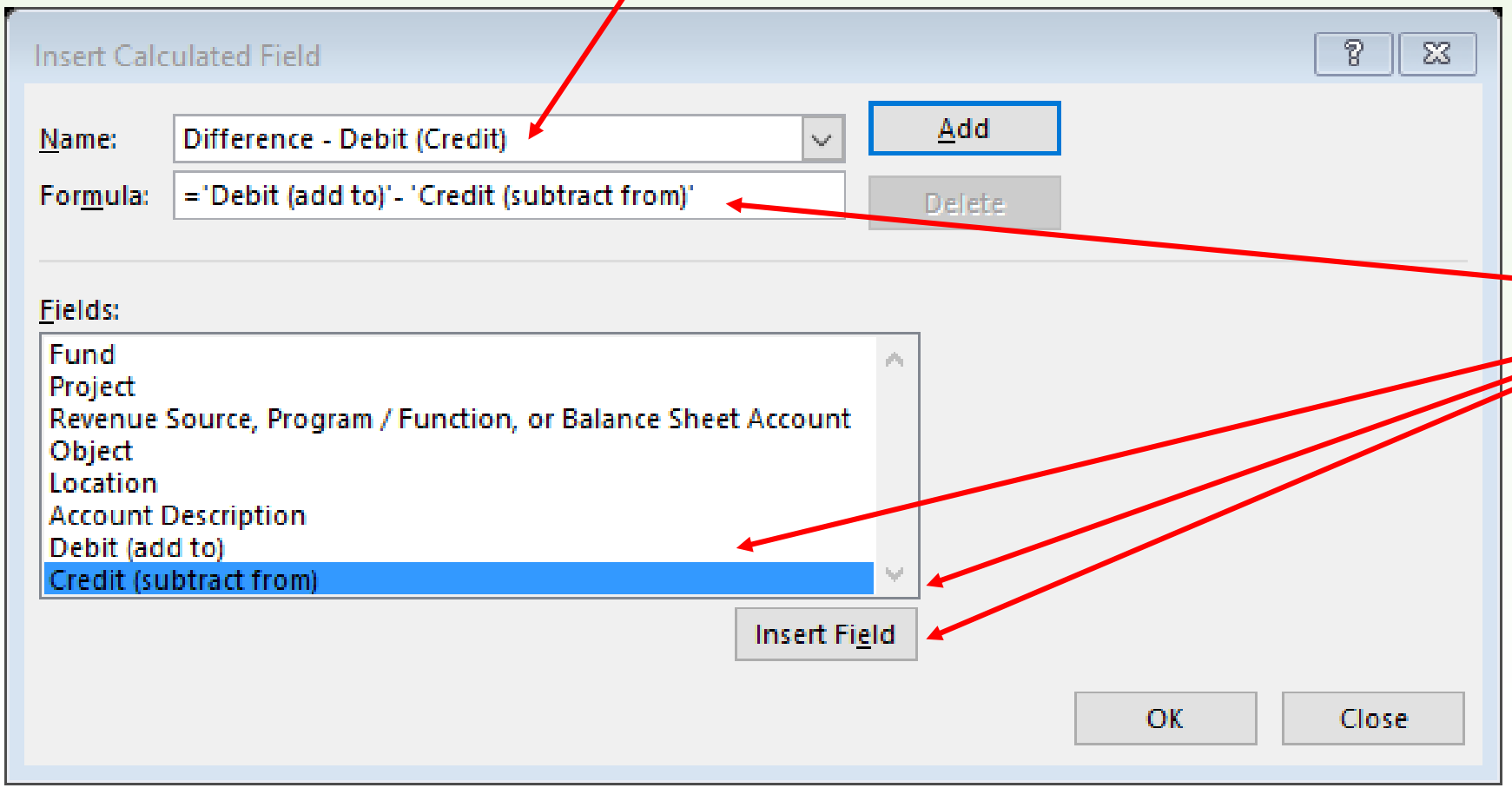
Pivot Table Calculated Field (contd.)



- To insert a Calculated Field into a Pivot Table put your curser on any cell of the pivot table.
- The **PivotTable Tools** tab will show up when your cursor is on a cell in the pivot table.
- Click on the **Analysis** tab. Then click on **Field, Items & Sets**. In the dropdown choose **Calculated Field**.

Pivot Table Calculated Field (contd.)

Name the New Field Header



In the Formula Bar:

- **Insert the Name of the First Column, "Debit (add to)" using the Insert Field button**
- **Type "-" in the formula bar**
- **Insert the Name of the second column, "Credit (subtract from)" using the Insert Field button**
- **Click OK**

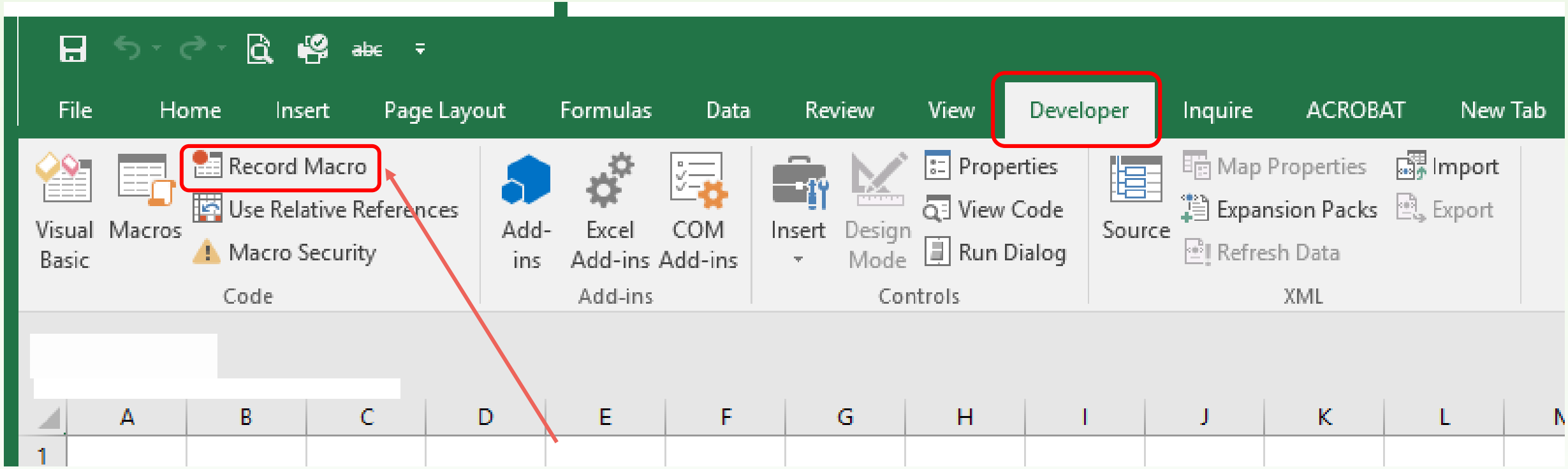
Build a Pivot Table

- Building pivot tables and reusing year after year after year will save tons of time.
- There are many ways to build and format pivot tables. It is not as hard as it looks. Pivot tables look intimidating. I was hooked after the first Pivot Table I built.
- You can do so much more with pivot tables than just select certain data to populate in columns. This next hyperlink is a good example; it is a little more complex.
- Child Nutrition balances pivot tables *(to open, right click and then choose Open Hyperlink)*

How to Correct When a Formula Returns an Error of "#REF"

- The formula of "**ISERROR**" doesn't show up In Excel under the Formulas tab, searching in Insert Function field.
- There is always more than one way to write a formula in Excel but this one is pretty straight forward when built into an IF statement.
- =IF(ISERROR(+GETPIVOTDATA("Current YTD Budget",'Reserve for Cont. Pivot Table'!$A$7,"Fund",11)),0,+GETPIVOTDATA("Current YTD Budget",'Reserve for Cont. Pivot Table'!$A$7,"Fund",11))
- This is just an IF statement where if Condition 1 is an error because it can't be found, then the formula returns a "0", if Condition 1 does not return an error then it returns the value.
- It is just an IF statement with 3 sections just like any other IF statement.

How to Record a Macro



- See next page for a video of a Macro recording.

Shortcut Keys

- This is a link for Shortcut Keys https://support.microsoft.com/en-us/help/12445/windows-keyboard-shortcuts for
  - General Keyboard Shortcuts
  - Windows Logo Key Keyboard Shortcuts
  - Command Prompt Keyboard Shortcuts
  - File Explorer Keyboard Shortcuts
  - Virtual Desktops Keyboard Shortcuts
  - Taskbar Keyboard Shortcuts
  - Settings Keyboard Shortcuts
- A few Windows Logo shortcuts that you might use are on the next slides.

Keyboard shortcuts in Windows - Windows Help - Google Chrome
Secure | https://support.microsoft.com/en-us/help/12445/windows-keyboard-shortcuts
Apps | Accounting Websites | Accounts Receivable | American Benefit Corp | Barbour County BOE | Brickstreet | BRIM | Business Cards | Champion Industries | ComDoc | Condo Association | Contractor Info to Che | Fixed Asset Website | Links for United State | Medicaid

Windows logo key + Alt + D	Display and hide the date and time on the desktop
Windows logo key + E	Open File Explorer
Windows logo key + F	Open Feedback Hub
Windows logo key + G	Open Game bar when a game is open
Windows logo key + H	Open the Share charm
Windows logo key + I	Open Settings
Windows logo key + J	Set focus to a Windows tip when one is available. When a Windows tip appears, bring focus to the Tip. Pressing the keyboard shortcuts again to bring focus to the element on the screen to which the Windows tip is anchored.
Windows logo key + K	Open the Connect quick action
Windows logo key + L	Lock your PC or switch accounts
Windows logo key + M	Minimize all windows
Windows logo key + O	Lock device orientation
Windows logo key + P	Choose a presentation display mode
Windows logo key + R	Open the Run dialog box
Windows logo key + S	Open search
Windows logo key + T	Cycle through apps on the taskbar
Windows logo key + U	Open Ease of Access Center
Windows logo key + V	Cycle through notifications
Windows logo key + Shift + V	Cycle through notifications in reverse order
Windows logo key + X	Open the Quick Link menu
Windows logo key + Z	Show the commands available in an app in full-screen mode

Keyboard shortcuts in Windows - Windows Help - Google Chrome
Secure | https://support.microsoft.com/en-us/help/12445/windows-keyboard-shortcuts
Apps | Accounting Websites | Accounts Receivable | American Benefit Corp | Barbour County BOE | Brickstreet | BRIM | Business Cards | Champion Industries | ComDoc | Condo Association | Contractor Info to Che | Fixed Asset Website | Links for United State | Medicaid

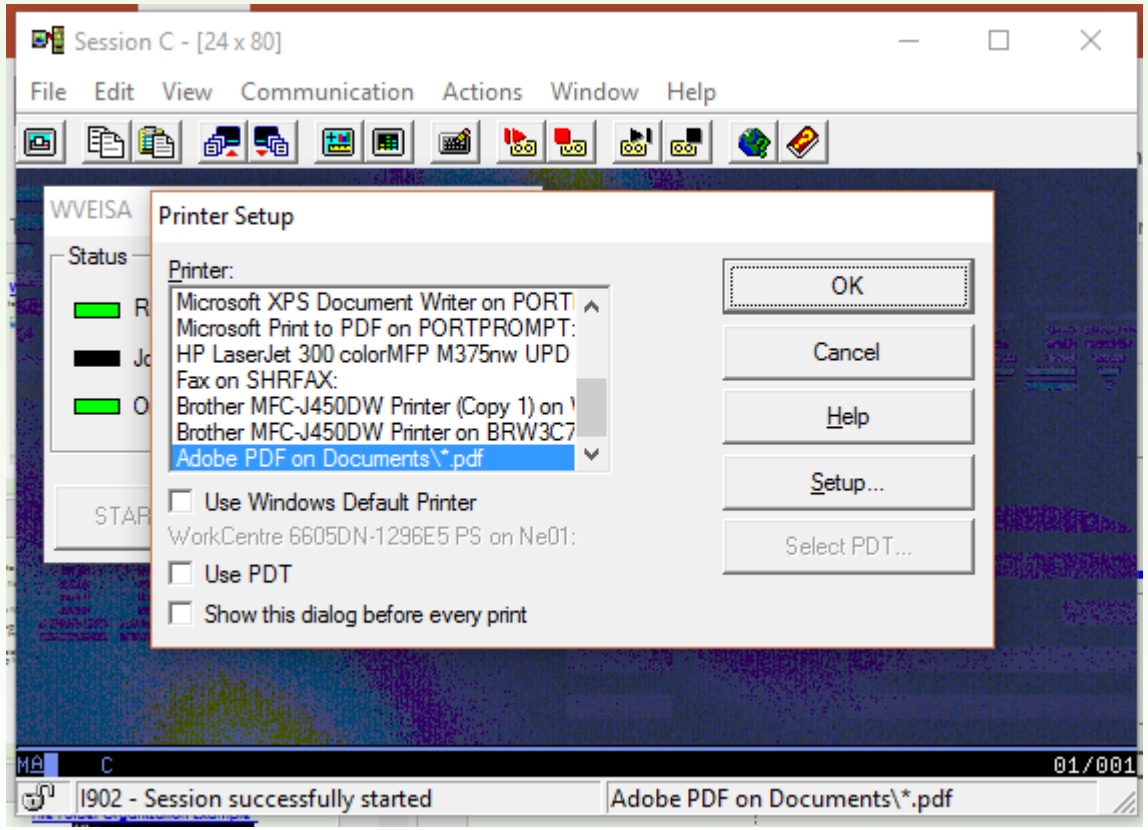
Windows logo key + Up arrow	Maximize the window
Windows logo key + Down arrow	Remove current app from screen or minimize the desktop window
Windows logo key + Left arrow	Maximize the app or desktop window to the left side of the screen
Windows logo key + Right arrow	Maximize the app or desktop window to the right side of the screen
Windows logo key + Home	Minimize all except the active desktop window (restores all windows on second stroke)
Windows logo key + Shift + Up arrow	Stretch the desktop window to the top and bottom of the screen
Windows logo key + Shift + Down arrow	Restore/minimize active desktop windows vertically, maintaining width
Windows logo key + Shift + Left arrow or Right arrow	Move an app or window in the desktop from one monitor to another
Windows logo key + Spacebar	Switch input language and keyboard layout
Windows logo key + Ctrl + Spacebar	Change to a previously selected input
Windows logo key + Enter	Open Narrator
Windows logo key + forward slash (/)	Begin IME reconversion
Windows logo key + plus (+) or minus (-)	Zoom in or out using Magnifier
Windows logo key + Esc	Exit Magnifier

Command Prompt keyboard shortcuts

Windows Explorer Shortcut Keys that You May Use

- Create a new folder, “Cltrl + Shift + N”
- Display the preview panel, “Alt + P”
- Maximize or minimize the active window, “F11”

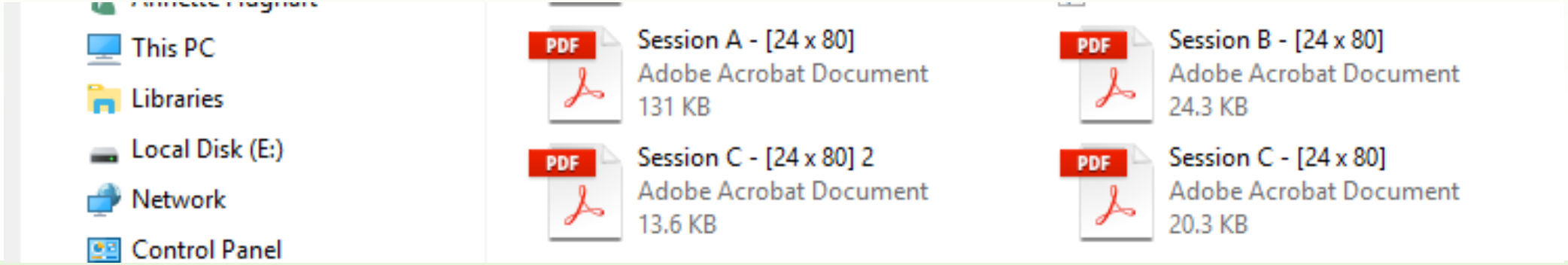
Print WVEIS Reports to PDF Instead of Printer



- Open WVEIS printer session.
- Left click on **File**, then **Printer Setup**.
- In the printer dropdown choose **Adobe PDF** (this will be an option if you have Adobe Pro) **or Microsoft Print to PDF**.

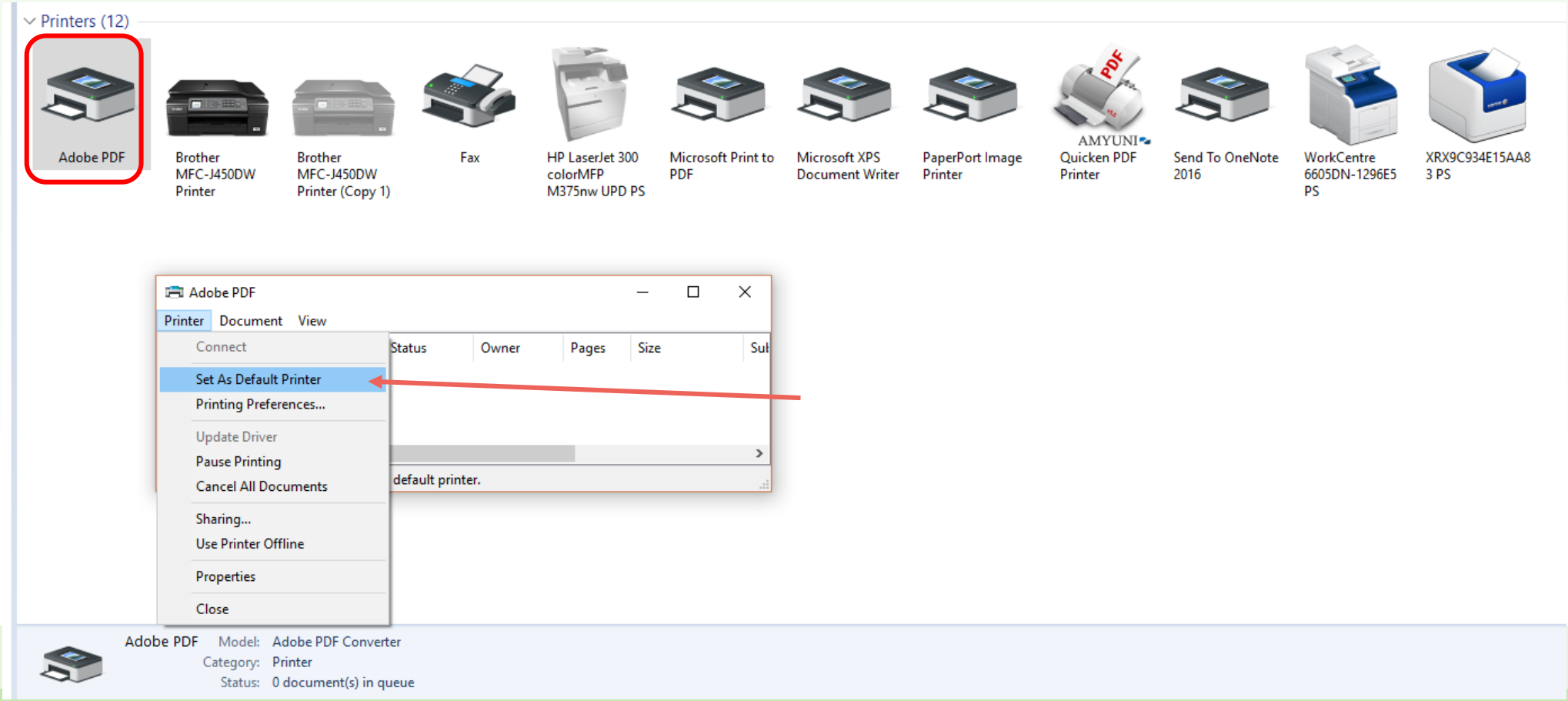
Set-Up Dummy Files on Desktop to Print WVEIS Report

- Sometimes when we print WVEIS reports we don't need to keep them. We may be just checking balances or looking at account detail.
- Set-up dummy files on desktop to print WVEIS reports to when the files don't need saved with a specific name.
- I have two WVEIS green screens and one WVEIS printer screen. The dummy file names I have set-up on my desktop are the same names of each of the WVEIS screens:



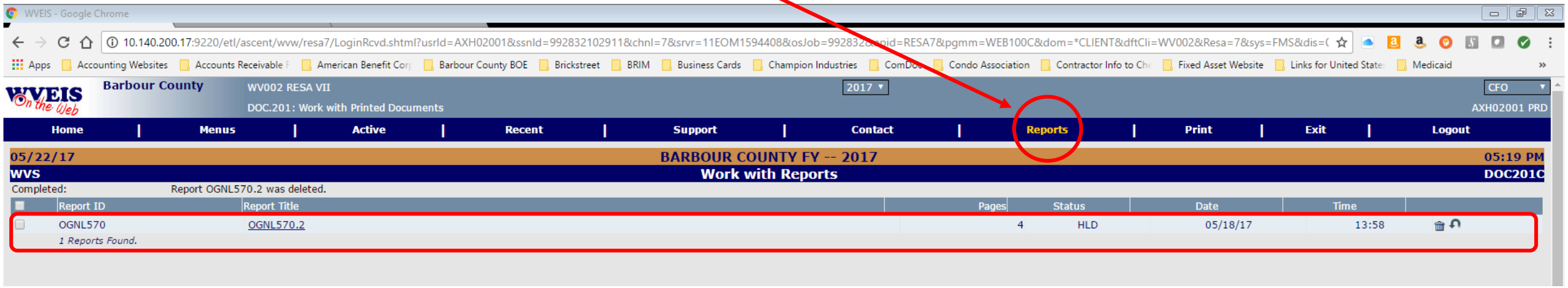
Default Print Drivers to Print to PDF

- In the Windows search field in the bottom left hand corner of computer screen, type Devices and Printers.
- Double click on the Printer named Adobe PDF.
- In the Adobe PDF Printer window, click on Printer, then “Set As Default Printer”. This will print all programs to PDF instead of an actual printer.



Print WVEIS Reports to PDF through WVEIS WOW

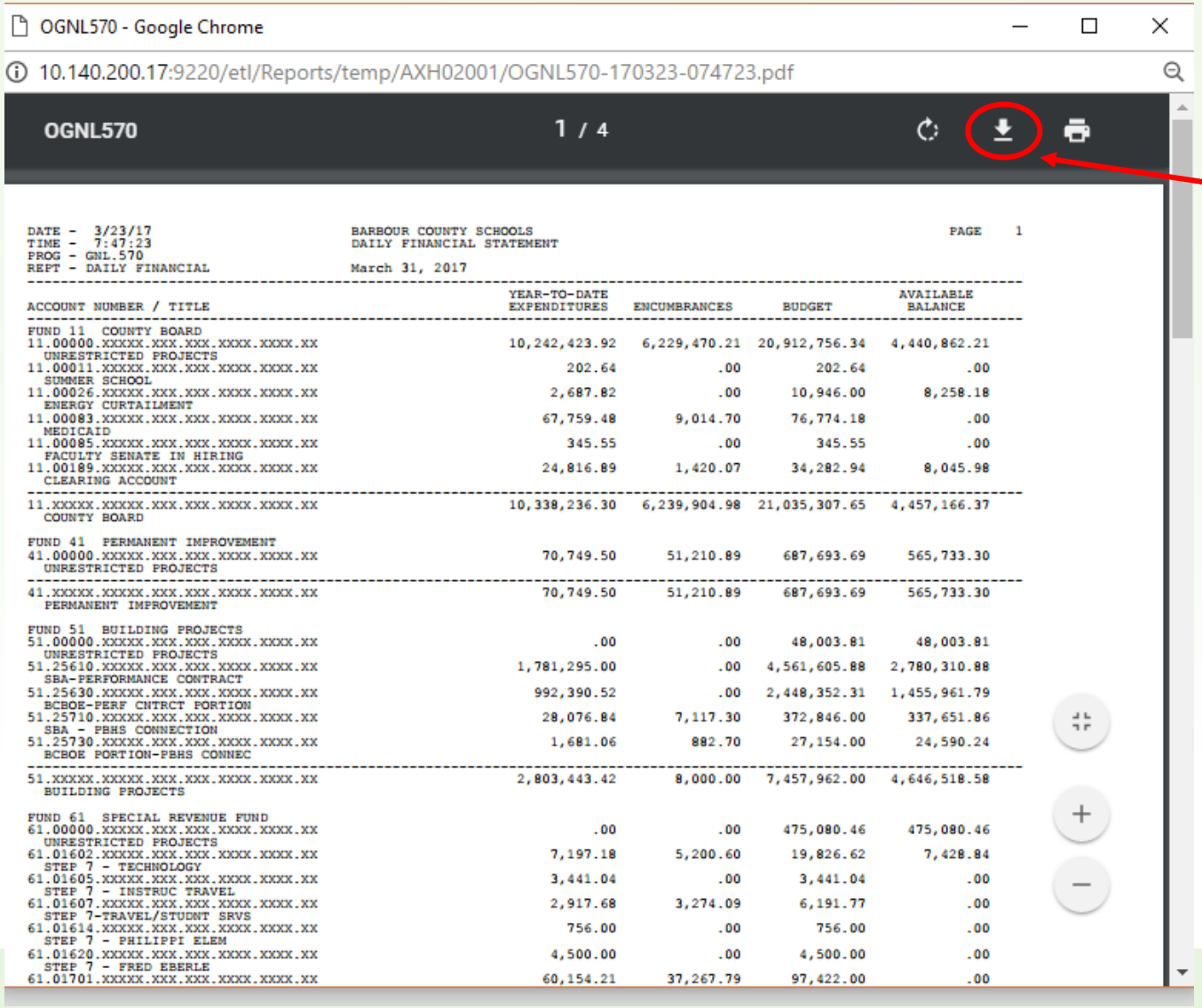
- It is possible to print WVEIS green screen reports to PDF through WVEIS WOW. I can't take credit for this one, Ann Bell gets the credit for this tip.
- Run your report in WVEIS green screen and put the report on hold.
- Open WVEIS WOW and go to the "**Reports**" Tab and you will see the report that you put on hold in the green screen.



- Now click on the report.

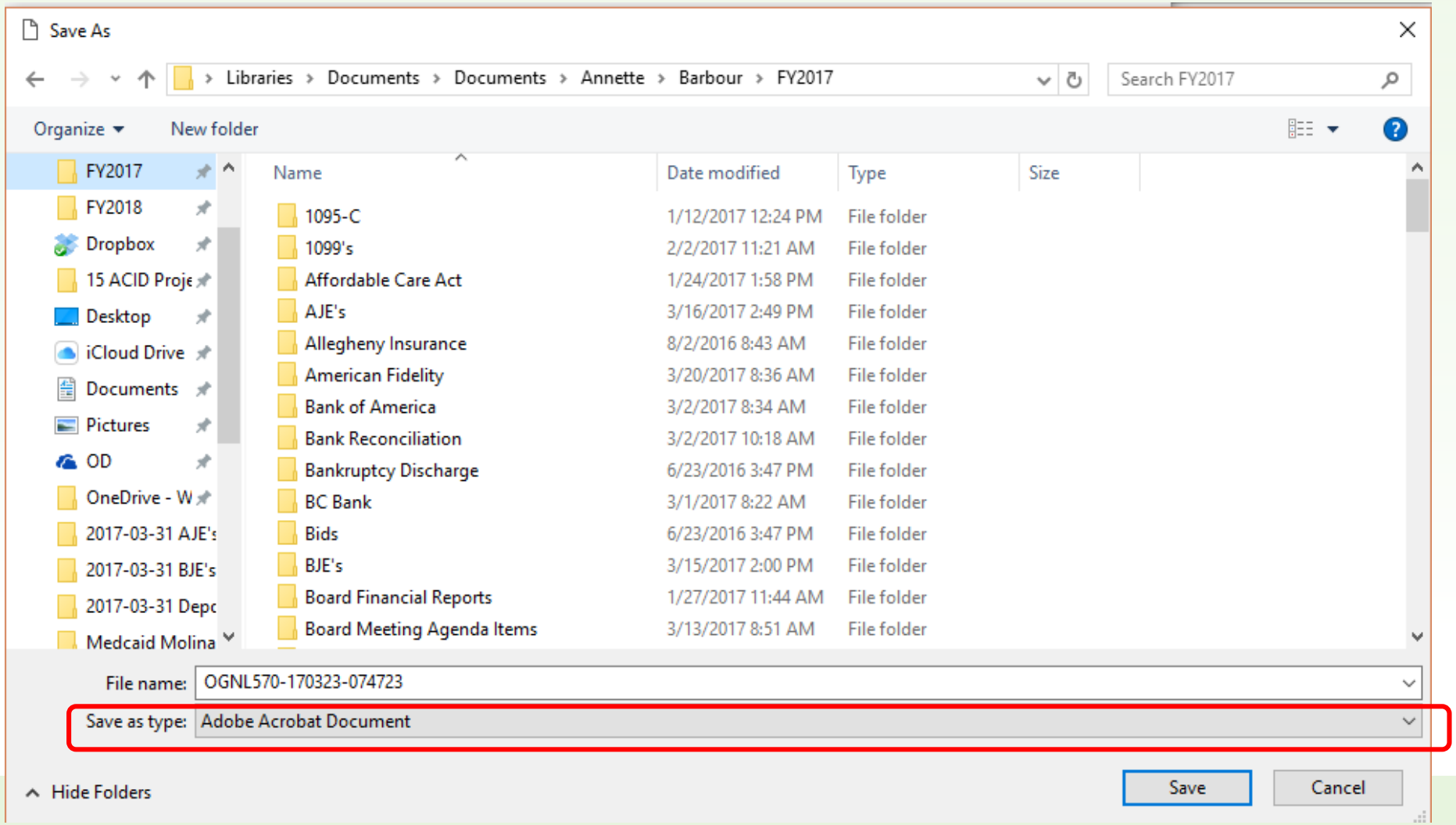
Print WVEIS Reports to PDF through WVEIS WOW (contd.)

- This is the screen that comes up when you click on the report in WVEIS WOW.



Print WVEIS Reports to PDF through WVEIS WOW (contd.)

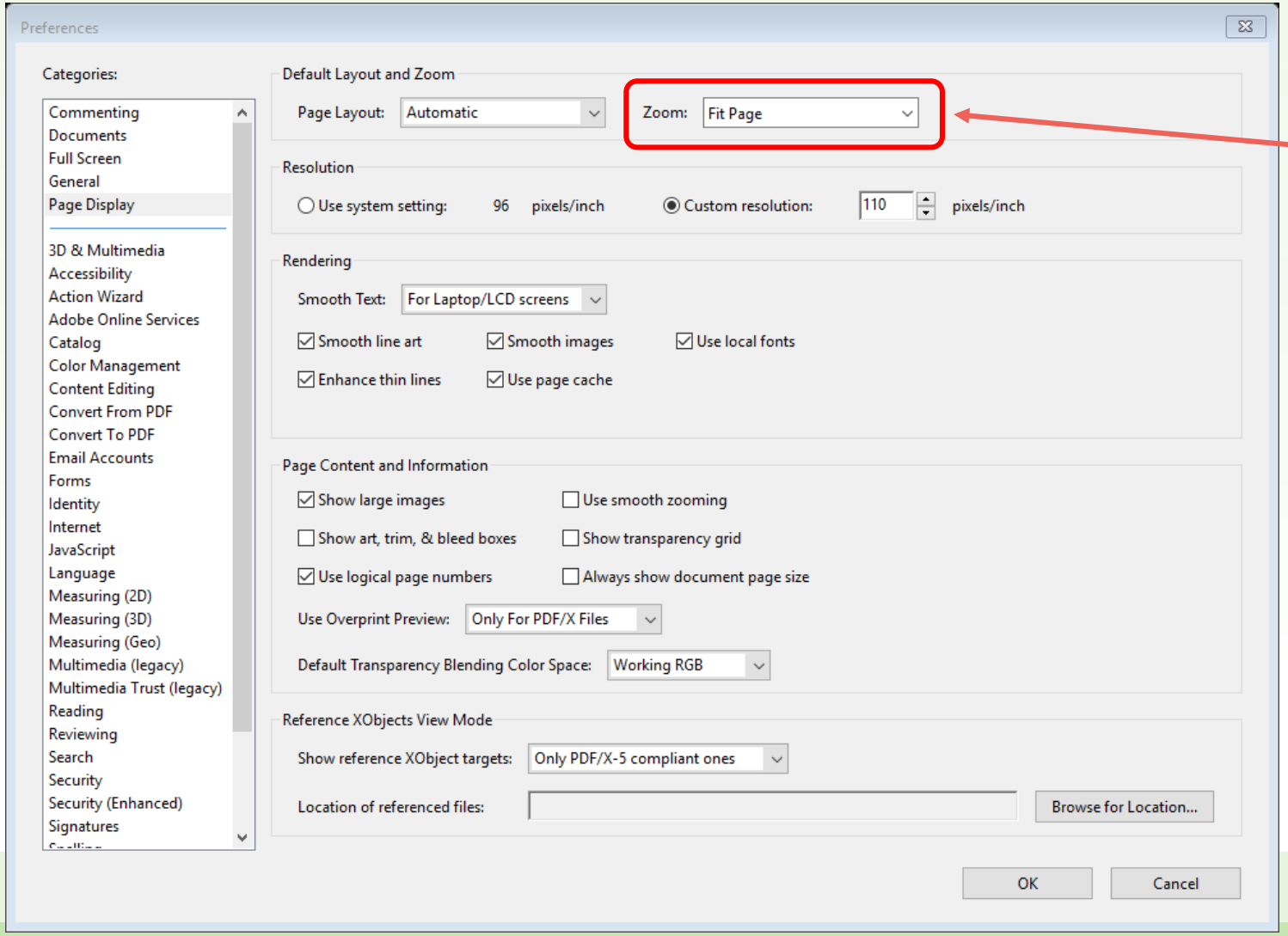
- This should be the screen that comes up to save the file as a pdf. The Save as type should come up as Adobe Acrobat Document.



Do you ever just wanna grab someone by the shoulders look them deep in the eyes and whisper...
"No one gives a SHIT"

Adobe Acrobat Files Open WAY TOO LARGE

- It used to drive me crazy to open an Adobe Acrobat file only to have it display REALLY LARGE.
- There is a way to change the zoom when Adobe Acrobat Pro opens files.
- In Adobe Acrobat Pro, go to **Edit** in the top tool bar, then **Preferences**, **Page Display**. Change **Zoom** to "**Fit Page**".



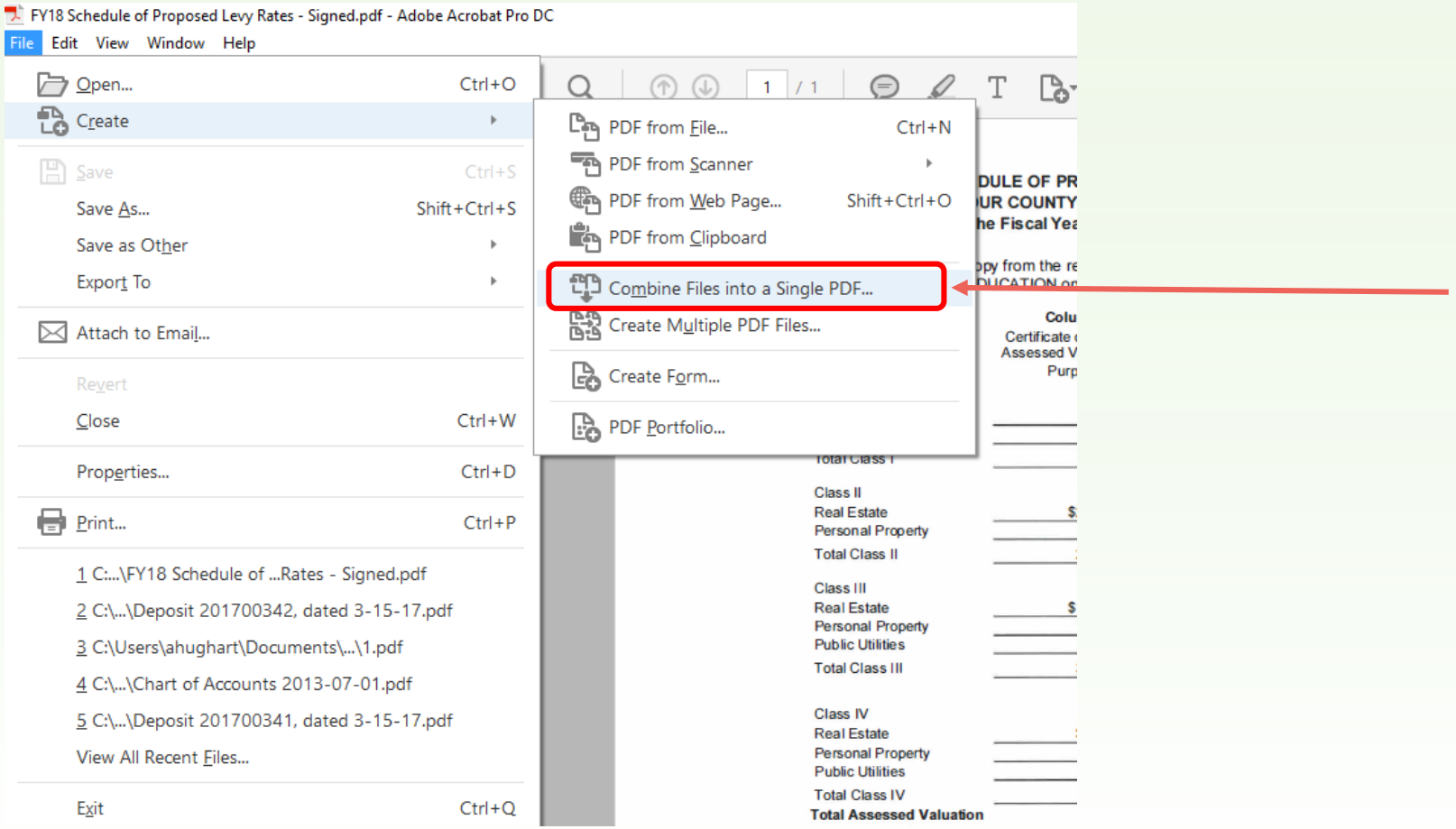
Adobe Pro Bookmarks and Links

- I can't say enough positive things about Adobe Pro. I couldn't live without it.
- Bookmarks are a great feature when you use files electronically.
- Our Chart of Accounts is a good example:
- Chart of Accounts *(right click and select Open Hyperlink)*
- Our Board Agenda's are done in PDF using Adobe Pro with links throughout Ag.03.13.17.pdf
- The Educator Price for Adobe Acrobat Pro DC is $119.00, http://www.adobe.com/products/catalog/software._sl_id-contentfilter_sl_catalog_sl_education_sl_alledu.edu.html?start=10
  - If the $119.00 doesn't show up on the website, call them, it is available. Sometimes the monthly fee amount only shows up but you can buy it out right for $119.00.
- The program is worth the cost. You will save that much just in paper and toner.

WHEN YOU REALLY WANT TO SLAP SOMEONE, DO IT AND SAY "MOSQUITO"

DespicableMeMinions.org

Combining Multiple Files into a Single PDF



- The next slide is a video of combining multiple files of different types into a single PDF.

Adobe Pro

- To replace existing pages in an Adobe file, open the **Page Thumbnails**, then in the Thumbnails highlight the pages you want to replace (make sure replacement pages are the same number of pages), then **right click** on the thumbnail highlighted pages and choose, **Replace Pages**.
- Extracting pages from an Adobe file is done through the **Page Thumbnails** as well. Just right click and choose **Extract Pages** and the highlighted pages will open in a separate file, then you can save the extracted pages in a new file.
- Delete pages can also be done through the **Page Thumbnails**. Right Click and choose **Delete Pages**. This will delete the pages that you highlighted in the thumbnail.
- Page Labels can be used to number pages through the **Page Thumbnails**. Right Click and choose **Page Labels**.
  - I use this feature on all of my year-end work papers. Instead of at the top where it would say 1 of 6 pages, mine will say A-1, A-2, A-3, etc. which correspond to other work paper tick marks.

I MAY LOOK
CALM.
BUT IN
MY HEAD
I'VE
KILLED
YOU
ABOUT
5 TIMES.

Multiple Monitors

- To go paperless, you will need multiple monitors. I have 3 27-inch curved monitors.
  - Curved monitors flow better for the eyes and have become pretty cheap.
- Even with 3 monitors, there are times I need 6 but manage with 3.
- It is best to have all of your monitors the same size.
- It becomes cumbersome to have monitors of different sizes since moving a screen from one monitor to another monitor will require you to more than likely resize the screen to fit the monitor.
- When all monitors are the same size, you can slide a screen to a different monitor and not have to resize the screen.
- The next slide is a picture of my monitors. You will notice that the center screen is an HDMI (clarity is much better). I need to order adapters for the other two monitors to make them HDMI.

Picture of Monitors

How to Extend the Screen for a Laptop Connected to a Projector

- When connecting your laptop to a projector for a business presentation, you can display the screen image in a variety of ways, such as sending the image only to the projector or projecting the same image to both screens. However, to maximize your available screen area, extend your screen so the laptop and projector each display a portion of the overall image. Extending your screen lets you keep windows on your laptop screen and only drag them to the projector screen when they become relevant.
- Click the Windows orb on the taskbar to open the Start menu.
- Type "**screen resolution**" into the search box in the lower-left corner of the Start menu. A list of search results automatically appear on the left side of the Start menu. Click "**Adjust screen resolution**" in the list of search results to open the Screen Resolution dialog box.
- Click the drop-down box labeled "**Multiple displays**" to open a drop-down menu.
- Click "**Extend these displays**" to expand your screen across the laptop and projector.
- Click "OK" to apply your changes and close the dialog box.