

## Microsoft Office Productivity

Add a new dimension to your slides in PowerPoint with easy-to-create 3-D shapes

## Design, Media & Graphics

Liven up text-laden InDesign pages with eye-catching vertical side heads

## Information Systems Protection

Take charge of PC security with custom cookie-management and privacy policies

## From the Editor

Drop shadows and 3-D effects weren't always an easy trick to accomplish in PowerPoint — until PowerPoint 2007. We'll show you how a new set of tools can make professional-looking 3-D shapes and pictures a breeze.

Sometimes you get the most attention from designing pictures and publications that take the reader by surprise. The next time you're creating an InDesign document, try out vertical side heads to give your text some "wow."

Finally, we'll guide you through a couple of IT safety precautions that you won't want to miss: Manage your PC's cookies and make sure you're getting the most out of your privacy policies so you can surf the web safely.

## MICROSOFT OFFICE PRODUCTIVITY

# Add a new dimension to your slides in PowerPoint with easy-to-create 3-D shapes

Two-dimensional objects aren't very interesting to look at, but we've all used them because we didn't think we had time to do better. Three-dimensional shapes open up endless possibilities for designing objects that stand out. Luckily, PowerPoint 2007 makes creating 3-D shapes a snap, and we'll show you how to add maximum dimension to your images with minimum effort.

### Create a basic shape

PowerPoint 2007 contains a huge number of basic shapes that you can customize to suit your needs. The new gallery, simply called *Shapes*, is a combination of the AutoShapes from earlier PowerPoint versions and a host of new objects, like equation shapes and variations on a rectangle. As shown in **Figure A**, rendering these shapes in 3-D literally makes them stand out.

### To make a three-dimensional shape:

1. On the Ribbon, select the Home tab and then click the Shapes button on the Drawing panel to view a gallery of shapes, as shown in **Figure B**.
2. Click on your desired shape to activate it, and draw the object on

your slide. (Hold down the [Shift] key as you draw to create a shape with constrained dimensions.)

3. Click Shape Fill on the Drawing panel and select a color for your object.
4. With the shape selected, choose Shape Effects | 3-D Rotation from the Drawing panel. As you hover your mouse pointer over the options, PowerPoint previews each look. Click to select the one you want.

PowerPoint alters your shape to achieve the rotation option you chose. Now you can add some shading and texture to your object.



**In a hurry?** Click the Quick Style button on the Drawing panel to see some fancy preset options you can apply to your shape with a single click.

**A** PowerPoint 2007 provides you with endless options to give your shapes that "wow" factor.

### Related Courses

- PowerPoint 2000, 2002, 2003, 2007 & 2007 New Features
- 4007 Creating Effective Presentations Using Microsoft Office PowerPoint 2003

### To add depth to a 3-D shape:

1. With your shape still selected, click on the small arrow at the bottom-right corner of the Drawing tab.
2. In the dialog box that appears, select 3-D Format from the left column, as shown in **Figure C**.
3. In the Depth panel, increase the number in the Depth spin box. As you do, PowerPoint previews your choice on your slide. (If you can't see your object, drag the Format Shape dialog box to uncover it.)
4. Select a color from the Depth Color dropdown menu to alter the sides of your shape and set them off from the front.

5. Adjust any other options as desired to change your object's appearance.
6. Click Close to apply your settings.

**Choose your medium:** By selecting different Material and Lighting settings in the Surface panel of the 3-D Format sheet, you change the way light appears to reflect off the object's surface. You can have a harsh, bright light, a softer, fuzzy effect, or anywhere in between.

### Make your objects pop with Shape Effects

The Shape Effects menu on the Drawing panel presents you with preset options that make your objects seem to

extend from the surface of your slides. Your available options are:

- **Shadow.** Make your object appear to float above the slide or look as if light is shining on it.
- **Reflection.** Create the illusion that your objects are floating on water or sitting on a shiny surface.
- **Glow.** Add a fuzzy radiance to the edges of your object, as if a colored light is shining behind it.
- **Soft Edges.** Use these options to blur the edges of your object and send it slightly out of focus.
- **Bevels.** Create raised or sunken buttons with sharp or rounded edges.

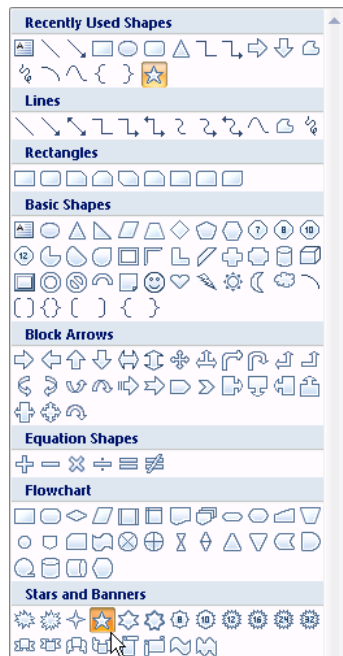
### Combine effects for great results

Some of these effects are more obvious when used in conjunction with others. For instance, the bevel effect might not be noticeable when you apply it to a flat shape, but apply a preset effect first and then the bevel and you'll see an attractive graphic that stands out from the rest. 🎨

### Business skills for the new world of work

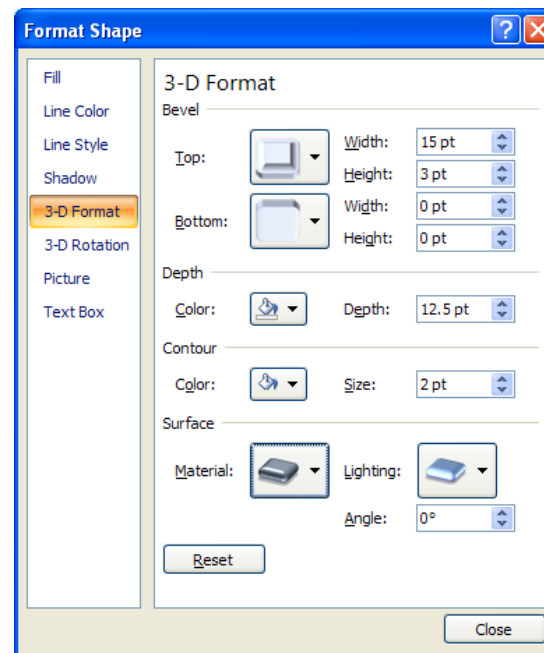
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**B**

Use the Drawing tab to insert and edit basic shapes to your slide.



**C**

Tweak your 3-D shape's depth and lighting with the Format Shape pane.

# Liven up text-laden InDesign pages with eye-catching vertical side heads

You probably know that tables are great for organizing data, but did you know that they're also great for laying out entire pages? The cells keep items in place, while also granting you access to the text-formatting features in the Cell Options dialog box. We'll show you how to take advantage of those options to create appealing vertical side heads, like the one shown in **Figure A**.

## From text to table

InDesign allows you to create a table and then enter the text or vice versa. We find that because text doesn't flow from cell to cell, it's best to compose the story first and then convert it to a table.

### To convert text to a table:

1. Create a new InDesign document.
2. Press T to select the Type tool, and then create a text frame that's as wide as the page and about half the length.
3. Press [Ctrl]D to open the Place dialog box. Navigate to your article's text file, select it, and then [Shift]-click the Open button.
4. Make sure the Remove At End Of Every Line check box isn't selected in the Extra Carriage Returns area of the text Import Options dialog box, and then click OK.

5. Delete any extra spaces after the last character in the story, and then press [Ctrl]A to select the entire story.
  6. Choose Table | Convert Text To Table. Set the options in the resulting dialog box, as shown in **Figure B**, and then click OK.
  7. Choose Object | Fitting | Fit Frame To Content from the menu bar.
2. Choose 0 pt from the Table Border pop-up menu on the Control panel.
  3. Hover the text cursor just above the left column and click the resulting downward-facing arrow to select the column.
  4. Click the Rotate Text 270° button on the Control panel.

## Format the table

The next step is to use some of the table and cell options, which are conveniently located on the Control panel, to remove the table border and rotate the heading in the left-most column.

### To set the table and cell options:

1. Hover the text cursor in the upper-left corner of the table to display an arrow cursor and click to select the entire table, as shown in **Figure C**.

## Format the text

Now that all our text elements are in place, we can spend some time formatting the vertical side head so it fits nicely in its appointed cell.

**B**  
*It's easiest to place your text first, and then you can convert it into a table.*

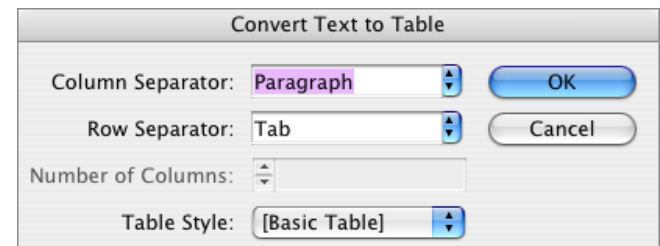
## The Heavenly Bodies

The heavenly bodies fall into two very distinct classes so far as their relation to our Earth is concerned; the one class, a very small one, comprises a sort of colony of which the Earth is a member. These bodies are called planets, or wanderers. There are eight of them, including the Earth, and they all circle round the sun. Their names, in the order of their distance from the sun, are Mercury, Venus, Earth, Mars, Jupiter, Saturn, Uranus, Neptune, and of these Mercury, the nearest to the sun, is rarely seen by the naked eye. Uranus is practically invisible, and Neptune quite so. These eight planets, together with the sun, constitute, as we have said, a sort of little colony: this colony is called the Solar System.



The second class of heavenly bodies includes those that lie outside the solar system. Every one of those glittering points we see on a starlit night is at an immensely greater distance from us than is any member of the Solar System. Yet the members of this little colony of ours, judged by terrestrial standards, are at enormous distances from one another. If a shell were shot in a straight line from one side of Neptune's orbit to the other it would take five hundred years to complete its journey. Yet this distance, the greatest in the Solar System as now known (excepting the far swing of some of the comets), is insignificant compared to the distances of the stars. One of the nearest stars to the earth that we know of is Alpha Centauri, estimated to be some twenty-five million millions of miles away. Sirius, the brightest star in the firmament, is double this distance from the earth.

**A** *This vertical headline is a welcome change from the traditional headlines you're accustomed to.*



## Related Courses

- InDesign CS, CS2 & CS3

**To format the text:**

1. Click the Align Bottom button on the Control panel, while the left column is still selected.
2. Choose a font from the Font Family pop-up menu on the Control panel, and increase the font size via the Font Size pop-up menu until the heading fills the cell. We chose Philing at 32 points.
3. Choose Table | Cell Options | Text to open the Cell Options dialog box. Select the Preview check box, and then increase the Right cell inset value until the side head no longer overlaps the text in the adjacent column, as shown in **Figure D**. Click OK.
4. Press [F5] to show the Swatches panel, click the Formatting Affects Text button, and then select a swatch color for the text.

**Create a special effect**

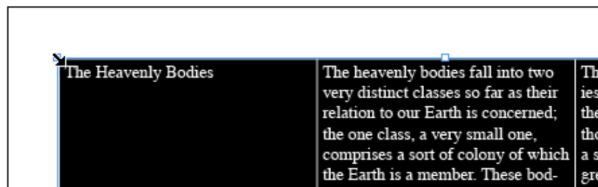
The final step is to add a drop shadow to the vertical side head. To do this without affecting the entire table, however, we must first convert the side head to outlines.

**To create this effect:**

1. Select the left column of text, and then choose Type | Create Outlines.
2. Press V to switch to the Selection tool, and then click on the side head to select the frame of what is now an inline graphic.
3. Choose Object | Effects | Drop Shadow (Object | Drop Shadow in earlier versions).
4. Set the options in the Effects dialog box, as shown in **Figure E**, and then click OK to complete the effect ... and this technique.

**Note:** In earlier versions, just set the Drop Shadow options the best that you can. You won't be able to recreate our exact results because you don't have all the new Drop Shadow options that CS3 features.

The added benefit of converting text to outlines is that you no longer need the font to print it. There's no chance for font substitution, so you can rest assured that your vertical side heads will print correctly (assuming you select the proper transparency flattener preset, of course!).



**C**

Select the entire table using the upper-left corner handle.

**D**  
Make sure that your headline doesn't overlap with the article's main text.



The heavenly bodies fall into two very distinct classes so far as their relation to our Earth is concerned; the one class, a very small one, comprises a sort of colony of which the Earth is a member. These bodies

**E**  
A drop shadow makes your vertical headline pop off the page.



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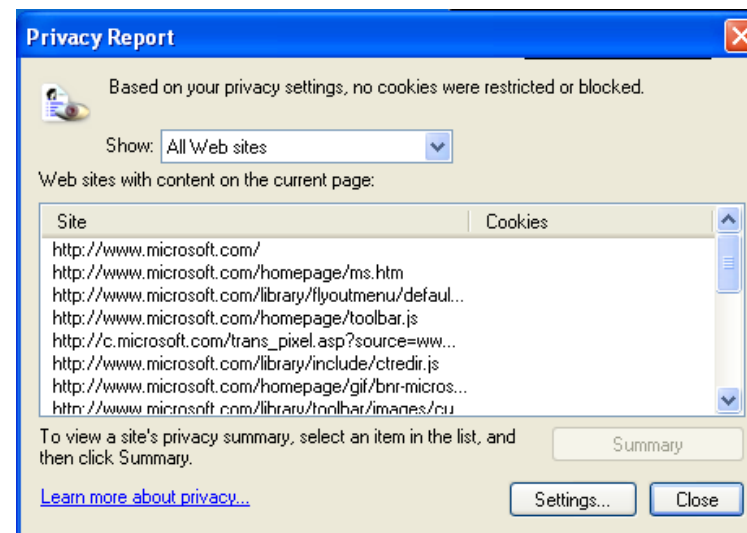
# Take charge of PC security with custom cookie-management and privacy policies

With the proliferation of online security breaches that exist today, it's no wonder that many web users are now surfing with a certain level of caution. Not only can savvy hackers infiltrate even the strongest of firewalls, but your very own computer can also betray your privacy by allowing the storage of cookies on your system so that the websites that place them there can retrieve personal information about you. Luckily, Internet Explorer 6.x includes some heavy-hitting security features in the form of Platform for Privacy Preferences (P3P) technology, which enables you to set privacy policies for the websites you visit. That way, your computer is accepting cookies only for the trusted sites you choose, and not for any other. In this way, you can protect your system from disclosing information to unauthorized sites, while at the same time ensuring that your computer is as safe as possible.

## Evading the cookie monster

Taking charge of the way your system handles cookies is an excellent and easy-to-learn way to prohibit unauthorized websites from extracting data from your system. We'll begin by providing you with a brief introduction to cookies and how they were handled by previous versions of Internet Explorer. Then, we'll explore the improvements in IE 6.x as we show you how to view a website's privacy report, such as the one shown in **Figure A**, and how to configure your own privacy policy using IE's built-in privacy preferences. Next, we'll guide you as you create your own privacy policy and enhance IE's cookie-handling methods with custom settings. Finally,

we'll explore some additional security settings you might want to implement before you return to surfing.



## Cookie-handling 101

As a Windows power user, chances are you're running anti-virus software, creating secure passwords, and are

### Related Courses

- Security+
- Security 5
- Security Awareness Concepts and Practices



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## A

You can find out which organizations provide content and use cookies with an active website by using the Privacy Report dialog box.

working behind a strong Internet firewall to protect your system from intruders. But to fully ensure your privacy and security, you need to configure your system's cookie-management as well.

Previous versions of Internet Explorer contained some cookie-management technology that enabled you to automatically accept or reject all cookies, or to receive a prompt to accept or reject a cookie each time the

### What is a cookie?

A cookie is a small text file that a website creates and stores on your computer for later retrieval. For example, a cookie might contain your user ID and password, as well as your viewing preferences for that site. The next time you visit the site, it retrieves the personal information stored in the cookie it saved to your hard drive and uses that information to construct a personalized interface. While cookies can come in handy with sites like news portals and home pages (for example, a news portal cookie might store your ZIP code so it can provide you with local headlines each time you visit the site), unfortunately, some cookies have ulterior motives that you might find less appealing. For instance, many banner ads use cookies to retrieve information about your computer, such as your IP address, which you might prefer not to give out.

browser encounters one. Although its intentions are good, this all-or-nothing degree of control usually proves to be more trouble than it's worth. To protect your system from unwanted cookies, you have to forego cookies altogether—even those that are helpful. Fortunately, IE 6.x offers a much more enhanced approach to cookie management by incorporating P3P technology, which discloses the intent of the website's cookies and accepts or blocks them according to the preferences you set.

### View privacy policies

Now that you have a basic understanding of how P3P can help you protect your private information from disclosure to websites, let's dive right in and start by viewing the P3P privacy policy for a web page. Open Internet Explorer, and then navigate to [www.microsoft.com](http://www.microsoft.com). Then, choose View | Privacy Report from IE's menu bar. The Privacy Report dialog box, shown in **Figure A**, lists the URL of each organization that provides content on the current page.

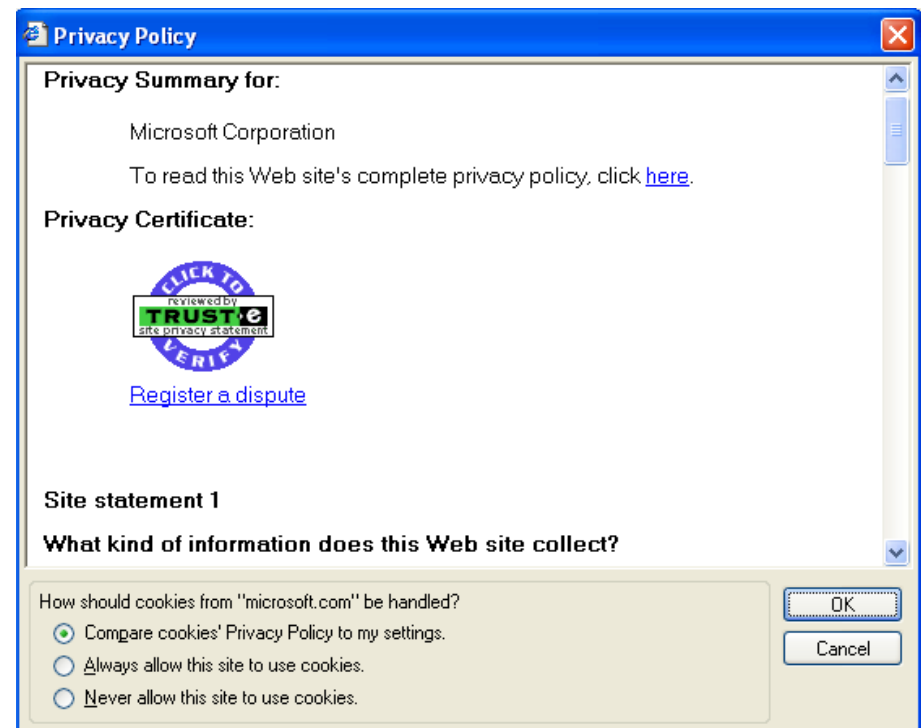
**Note:** As an alternative, you can access the Privacy Report dialog box by double-clicking on the Privacy Report icon in the status bar at the bottom of the application window. This icon appears whenever IE 6.x blocks cookies used by the current web page.

Once you've accessed the Privacy Report dialog box, if you'd prefer to view only the URLs of sites whose cookies are blocked, choose Restricted Websites from the Show dropdown list. To view a particular organization's P3P privacy policy, select its URL from the Websites With Content On The Current Page list box, and then click the Summary button.

The resulting Privacy Policy dialog box retrieves the site's P3P privacy policy (if it has one in place), as shown in **Figure B**. Here you can peruse an

organization's P3P privacy policy and determine whether its practices are acceptable to you. You can specify cookie handling for this particular site by choosing the desired option buttons near the bottom of the Privacy Policy dialog box. When you've finished, click OK.

In addition, you can customize cookie handling for any site listed in the Privacy Report dialog box by right-clicking on its URL. To enable cookies for that site, choose Always Accept Cookies From This Site from the result-

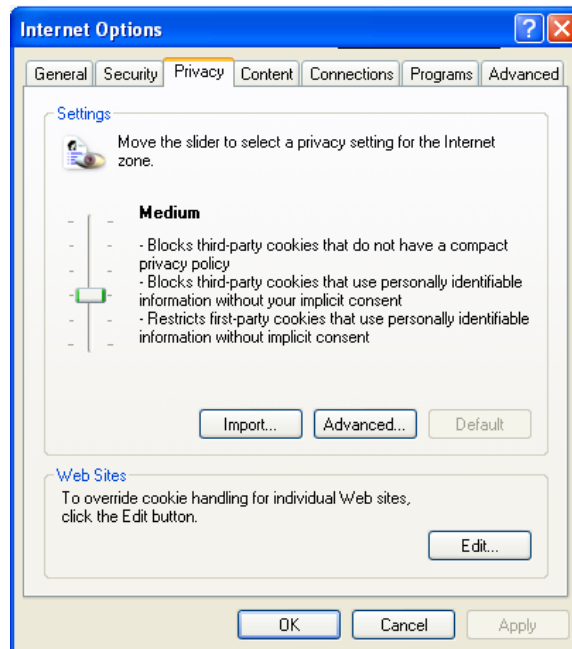


**B** You can view a site's P3P policy and configure cookie handling on a site-by-site basis using the Privacy Policy dialog box.

ing shortcut menu. To block them, choose Always Reject Cookies From This Site instead. This option is especially handy when you want to block cookies used by ad sites that appear

on the current web page. Yet another alternative is to leave cookie handling to the current privacy preference configuration by choosing Use Default Behavior For This Site. Now, let's take

a closer look at how to set your privacy preferences.



## Configure your individual privacy policies

The privacy preferences you specify in IE 6.x are the key to accepting cookies from sites that you trust and blocking cookies used



*You can configure cookie handling by choosing an appropriate privacy level.*

by sites you don't trust. To configure your privacy settings, choose Tools | Internet Options from IE's menu bar, and then select the Privacy tab. As shown in **Figure C**, here you can choose from six different privacy levels. These levels accept or block first-party and third-party cookies to varying degrees.

*First-party* cookies are used by the organization behind the active website; *third-party* cookies are used by other organizations that provide content on the active website, such as advertisers. Handling of first- and third-party cookies is based on whether the site has a P3P (compact) privacy policy, whether the cookie stores personally identifiable information, and whether you've explicitly consented to cookies used by a particular organization.

To change the current privacy level, simply drag the slider up or down. The lowest level, Accept All Cookies, permits any site to create, store, and access cookies on your computer. The next level, Low, permits all cookies; however, third-party cookies without a compact privacy policy and/or that use personally identifiable information are deleted when you close the browser. The Medium setting blocks these third-party cookies altogether but accepts all first-party cookies. First-party cookies that don't have a compact privacy policy and/or use personally identifiable information are deleted from your system when you

close your browser. The Medium High privacy level blocks both first- and third-party cookies that use personally identifiable information without your consent but permits first-party cookies with a P3P policy. The High level blocks all cookies without a P3P policy and without consent. And finally, the Block All Cookies level prevents storage and retrieval of cookies altogether.

**Note:** When choosing a privacy level, keep in mind that preventing a particular type of cookie from being stored on your computer may compromise your ability to view and use the site that uses that cookie. In addition, IE may continue to use any cookies already stored on your computer when you change your privacy level. To make sure that all unwanted cookies are blocked, delete them from your system before you change your privacy level. To do so, choose Tools | Internet Options from IE's menu bar, and then select the General tab. In the Temporary Internet Files panel, click the Delete Cookies button, and then click OK when prompted. Finally, click OK to close the Internet Options dialog box.

## Create a custom privacy policy

If you find that none of IE's built-in privacy preferences meet your specific needs, you can create a custom level, which provides you with the flexibility

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you may need to take charge of your system's security. To do so, choose Tools | Internet Options from the menu bar and then select the Privacy tab. Next, click the Advanced button on the Settings panel to access the Advanced Privacy Settings dialog box. Select the Override Automatic Cookie Handling check box, and then select the appropriate handling methods you'd like to use for first- and third-party cookies. If you'd like IE to always permit cookies that are only used during the current browser session, select the Always Allow Session Cookies check box. When you've finished, click OK to return to the Advanced Privacy Settings dialog box, and then click OK to close the Internet Options dialog box.

## Block and accept cookies according to your preferences

After you've selected a privacy level, you aren't limited to its default cookie-

handling regimen. You can instead enhance the default cookie-handling methods to accept or block cookies from specific sites. For example, if you've selected a privacy level blocking cookies that collect personal information, you might find that you'd like to permit these types of cookies for certain sites while blocking them for others. One method for doing so is to use the Privacy Report dialog box as we discussed earlier. However, you can also block or accept cookies for individual sites from the Privacy tab. To do so, choose Tools | Internet Options from the menu bar, select the Privacy tab, and then click the Edit button on the websites panel.

In the Per Site Privacy Actions dialog box, type the URL of the website whose cookies you'd like to block or accept in the Address Of Web Site text box. To reject cookies used by that site, click Block; to permit cookies used by that site, click Allow. When you've finished, click OK to commit the changes,

and then click OK to close the Internet Options dialog box.

## Add your own security ingredients

In addition to the privacy levels and cookie-handling options we've discussed so far, you can configure other important security settings for IE 6.x, including digital certificate handling for downloadable files and plug-ins. To do so, choose Tools | Internet Options from the menu bar, and then select the Advanced tab. In the Settings list box, scroll down to the Security section. Select and clear the check boxes in this area as desired.

For example, you can select the Empty Temporary Internet Files Folder When Browser Is Closed check box to maximize your hard drive's available space. And when it comes to cookie handling, you can prevent access to personal information you've stored in the Profile Assistant, such as your name

and address, by clearing the Enable Profile Assistant check box. The Profile Assistant, which you can access via the Internet Options dialog box's Content tab, stores your user profile. When the Profile Assistant is enabled, IE can share the information in your user profile with websites. When you've finished customizing IE's advanced security options, click OK.

## Pull down the privacy blinds

With new viruses and hacker infiltrations increasing in frequency these days, it's absolutely essential that you take all the steps you can to protect your private information and your system's security as well. By taking charge of your PC's cookie management and through setting individual privacy policies using P3P technology, you're significantly decreasing your system's security vulnerability while surfing the web. 🌐



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