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## From the Editor

Interaction can make your PowerPoint presentation memorable and effective. In this issue of *Elevate*, we'll show you how to take advantage of the vast online resources available to you using a built-in web browser in your presentation.

In the last ten years, Internet access has extended to include many more locations. You can walk into a local coffee shop or airport and connect to a wireless network. Fortunately, Vista automatically detects available networks and ensures that your data remains safe no matter what network you're connected to.

Finally, as you move up the corporate ladder, you'll find yourself teetering between a team role and a leadership role. We'll show you how to make the switch gracefully.

## MICROSOFT OFFICE PRODUCTIVITY

# Insert a browser to connect your slide show to the web

If you're like most professionals using PowerPoint, then you've probably used the web for research — and you'll want to use hyperlinks in your slideshow. However, that can get tricky when clicking on a hyperlink could open a new window and block your presentation. This tutorial will help you insert a web browser right into your slideshow to ensure that you maintain your presentation's look and feel while also letting your audience view a variety of information sources.

## Add the browser control to your slide

To insert a browser into your slide, you first need to add a WebBrowser control on the desired slide. Once you navigate to the chosen slide (in Normal or Slide view), choose View | Toolbars | Control Toolbox. Next, click the More Controls button to display a dropdown list of additional controls you can add to your slide. It may take a few seconds for the list to display since there are many options to choose from. Scroll down the list and select Microsoft Web Browser, as shown in **Figure A**.

When you do so, your insertion point changes to crosshairs. Click and drag the crosshairs to form a frame in the approximate area in which the browser window should appear on your slide, as

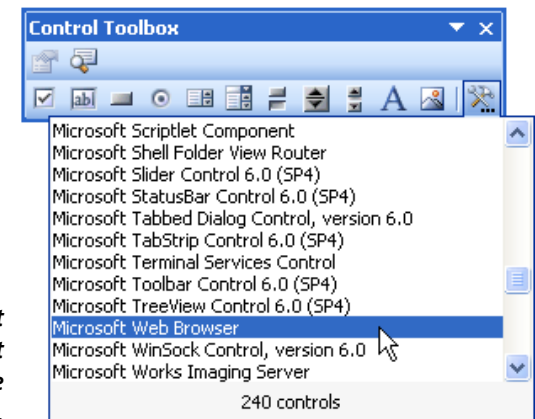
shown in **Figure B**. When you release the mouse button, a pixilated Windows logo appears, notifying you that the control is in place. Finally, reposition and resize the WebBrowser control if necessary (the control's frame serves as the boundaries of your window to cyberspace).

## Launch your web page

Once the WebBrowser control is in place, you need the ability to connect to the web during your presentation. Note that until you

# A

From the More Controls list, select Microsoft Web Browser to insert a WebBrowser control onto the current slide.



## Related Courses

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Let's begin by drawing the text box where you'll enter the web address (URL) of the page to which you want to navigate. To create this textbox, click the Text Box button on the Control Toolbox and use the crosshairs to draw an empty box close to the WebBrowser area.

To actually connect to the web, your textbox needs a companion command button (we'll call it a launch button) to initiate the action. To create this type of control, click Command Button on the Control Toolbox. This changes your insertion point to crosshairs so

### Lost browser logo

Once you run your slide show for the first time and return to PowerPoint, you may notice that the Windows logo representing your WebBrowser control has disappeared. The loss of this logo has no effect on your WebBrowser control's functionality.

you can click and drag to create a small rectangular button near the textbox, as shown in **Figure C**.

**Tip:** You can size the launch button and textbox exactly the way you want by holding down the [Alt] key while you drag the bounding handles to the appropriate length and width.

### Add VBA to the command button

To make the WebBrowser and its command components work together, we need to add a small amount of code to the command button. To do so, first double-click on the command button to launch a new module in the Visual Basic Editor (VBE). Then, below the `Private Sub CommandButton1_Click()` and above the `End Sub` lines of code, type:  
`Me.WebBrowser1.Navigate TextBox1.Value`

Next, choose File | Close And Return To Microsoft PowerPoint, or simply press [Alt]Q. That's it!

**Note:** By default, every command button begins a designated operation with a mouse click, as indicated by Click in the VBE Procedure dropdown list (on the right side of the module window). If you want to designate a different procedure for your command button, such as a double-click, simply select it from the Procedure dropdown list.

### Format the command button

To view the command button's Property window (if it isn't already visible), right-click on the button and choose Properties from the resulting shortcut menu. Then, in the Properties window, change the

Caption field to whatever you want to name your button; we're calling ours *Launch*. To change the caption's font type, style, and/or size, click in the Font field and then click the Build button that appears at the right side of the field to launch the Font dialog box, as illustrated in **Figure D**. Once you've made the appropriate formatting changes, close the Properties dialog box. Now, we're ready to test. Save your presentation prior to testing a newly inserted web browser.

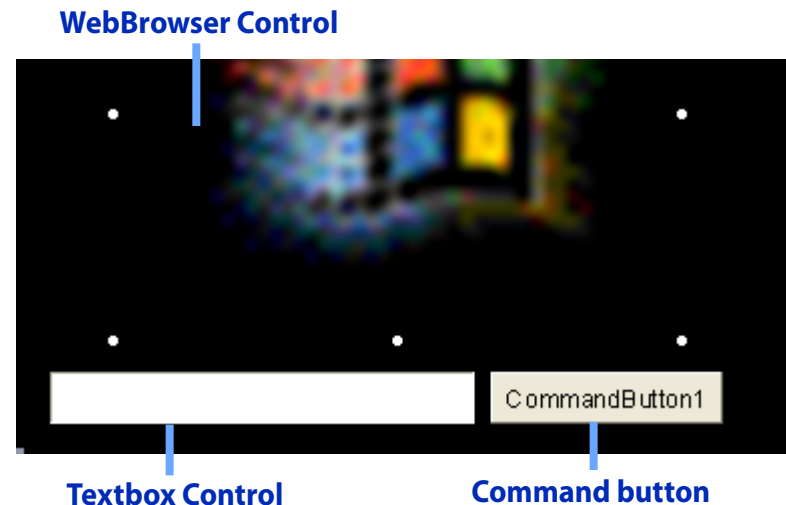
### Navigate the web during your slide show

To test your inserted browser, you need to be in Slide Show view — the browser you just created won't operate in Normal view. When you reach the slide containing the inserted



**B**

Resize your web browser frame by dragging the crosshairs into the desired position.



**C**

Keep your WebBrowser controls grouped together near the browser window to show their relationship.

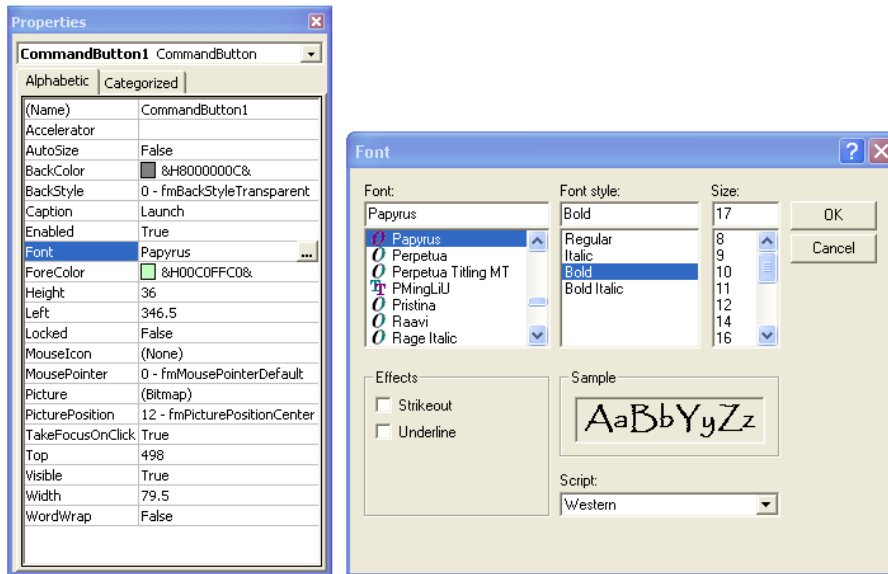
controls in Slide Show view, type in any URL and click the Launch button to view the live online content within your slide. Keep in mind that your modem speed determines how long it takes for the browser to appear.

Once the web is up and running on your slide, the WebBrowser window functions exactly like any other browser, so you can use its horizontal and vertical scrollbars, in addition to any buttons and links appearing on the web page, as you would normally. You may notice, however, that your usual browser toolbars are missing. To compensate, there are a few important keyboard

shortcuts to remember. To return to the previously viewed page, press [Alt][Left Arrow]. To move forward again, press [Alt][Right Arrow]. To refresh the data on the web page, press [F5].

## Troubleshoot common problems

The technique we provided should be largely error-free, but there are always exceptions and glitches. We wanted to share some common problems and solutions with you in case you run into any snags while linking your browser.



[http://www.space.com/spacewatch/aurora\\_cam.1](http://www.space.com/spacewatch/aurora_cam.1)



**D** You'll find a lot of additional formatting options once you begin exploring the fields in the Properties window.

## The miniature or gray browser

This problem occurs when you first run your show in PowerPoint. Your browser may look miniaturized or may appear as an empty gray square when you click the Launch button. If this occurs, re-enter the URL in the text box and click Launch again. If this doesn't work, exit Slide Show view, save your file, and close PowerPoint. When you reopen your presentation in PowerPoint, the glitch should correct itself.

## "No object" error message

If you receive an error saying *There is no object in this control* when you preview your presentation, there may be a bug in the controls. Return to your slide containing the WebBrowser control, and in Normal view, select the WebBrowser control, press [Ctrl]X to cut the browser, and then press [Ctrl]V to reinsert it.

## Corrupt browser file

Sometimes your web browser may develop a corrupted or missing file that goes unnoticed until you attempt to link it in this way. Try downloading a new copy of your browser and repeat the process outlined above. Of course, Internet Explorer is the preferred browser for this function, and you can find it at [www.microsoft.com/downloads](http://www.microsoft.com/downloads).

## Enable macros

Any presentation that utilizes VBA code must have macros enabled before the code works correctly. If you don't receive a dialog box asking permission to enable macros, you either have your security settings set to High, which *disables* all unsigned macros without notifying you, or to Low, which *enables* all macros regardless of their source.

To change your settings, choose Tools | Macro | Security to open

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# Easily manage security on mobile computers with Vista's network location profiles

In today's highly mobile society, it's commonplace for users to connect to a variety of networks. For example, users may connect to a centralized domain when working at a corporate site, a residential gateway device when working from a home office, or a public access point (such as an airport or coffee shop) when traveling. Because each of these environments has different security requirements, it's critical that mobile computers are configured appropriately. As outlined in this article, Windows Vista includes a mechanism for automatically detecting different locations and applying the appropriate security settings.

## Choose a network location

Using an integrated discovery facility, Windows Vista automatically detects different types of networks. It then classifies the connection as one of the following network locations:

- **Domain.** The computer is joined to a domain controller, e.g. an Active Directory domain on a company intranet.
- **Private.** The computer is on a trusted network, e.g. one residing behind an internet gateway device in a home office.
- **Public.** The computer is connected to a public access network that has a direct internet connection, e.g. a public hot spot.

When Windows Vista detects a new network, it displays the Set Network Location dialog box. In this dialog box,

you can confirm the network location by clicking on the appropriate link.

## Open the Network And Sharing Center

After set your network location, you can manage network connectivity via the Network And Sharing Center.

### To open the Network And Sharing Center:

1. Select Start | Control Panel.
2. Click the Network And Internet link.
3. Click on the Network And Sharing Center link.

The main section of the Network And Sharing Center displays a network map depicting the state of your current network connection as well as the two subsections: Network and Sharing And Discovery.

## View the full network map

The network map that appears depicts the result of the initial network discovery. For a more detailed view of the network, you can display a full map.

### To view the full network map:

1. Click on the View Full Map link.
2. Wait for Windows Vista to create the network map.
3. Review the results for your network; an example is shown in **Figure A**.
4. Close the Network Map window.

## Customize the network location

You can see that the Network section of the Network And Sharing Center reports that our network is private. The discovery process identifies a network as private if it detects some form of protection (e.g., an internet gateway device) during the discovery phase. If the

discovery mechanism doesn't detect any protection, it identifies the network as public. But you can easily modify the network location, if necessary.

## Related Courses

- 5115 Installing and Configuring the Windows Vista™ Operating System
- 5116 Configuring Windows Vista Mobile Computing and Applications
- 5117 Installing, Configuring, Troubleshooting, and Maintaining Windows Vista®
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**To customize the network location:**

1. In the Network section, click on the Customize link.
2. In the Set Network Location dialog that appears, change the Network Name if desired.
3. Specify the network's location by selecting the appropriate option button; click Next.
4. Review the summary of the network settings, and then close the Set Network Location dialog box.

**Location behaviors**

When you set a network location, Windows Vista automatically configures the appropriate firewall settings for the target location. You can use the Windows Firewall With Advanced Security, a local group policy object, to examine (and modify) each network location profile's behavior.

**To view the behavior settings for network location profiles:**

1. Select Start | Control Panel.
2. Click on the System And Maintenance link.
3. Click the Administrative Tools link.
4. Open Local Security Policy.
5. Expand the Windows Firewall With Advanced Security node, and then select the like named Local Group Policy Object.

6. In the details pane, click on the Windows Firewall Properties link.

**The Domain location**

When a computer running Windows Vista joins an Active Directory domain, it automatically configures the existing network for the Domain location type. The computer determines that it's on a network of the Domain location type because it can perform a computer-level authentication with a domain controller as part of normal Active Directory operations.

The following settings are automatically configured for networks of the Domain network location type:

- Windows Firewall is turned on by default and configured by Group Policy settings downloaded from the Active Directory domain.
- Configuration for network discovery and file and printer sharing is based on Group Policy settings downloaded from the Active Directory domain.

**The Private location**

For the Private location type, Vista assumes that the computer is directly connected to a network that you know doesn't contain malicious users and is separated from the Internet by a gateway or router with a firewall against incoming Internet traffic.

Because of a safer networking environment, the following default set-

tings are automatically configured for the Private network location type:

- Windows Firewall is turned on.
- Network discovery is turned on.
- All forms of file and printer sharing are turned off, including file sharing, printer sharing, public folder sharing, and media sharing.

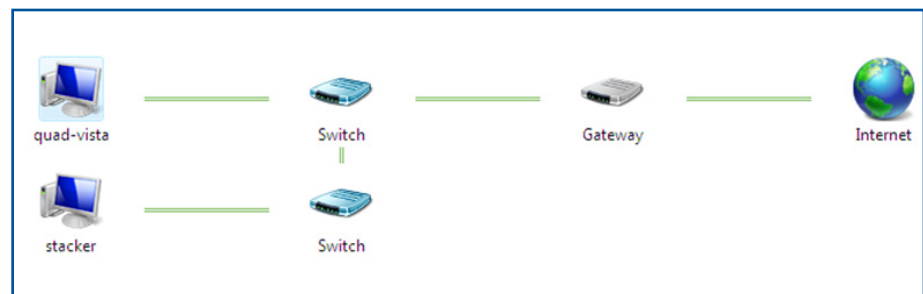
**The Public location**

For the Public location type, Vista assumes that the computer is directly connected to the Internet, and therefore exposed to incoming malicious traffic.

**Note:** Once you change Public or Private location default settings, the changes apply to every network assigned to that particular location type.

The following default settings are automatically configured for the Public location type:

- Windows Firewall is turned on.
- Network discovery is turned off.
- All forms of file and printer sharing are turned off, including file sharing, printer sharing, public folder sharing, and media sharing. 🌐



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# From project manager to team member: Managing a graceful transition

Flexibility and the ability to be self-directed are key skills in today's environment. Organizations are reorganizing and downsizing, requiring individuals to multi-task, contribute to multiple projects, and assume many responsibilities, often in very different roles. Depending on the organizational structure, individuals may need vastly different skills for their various tasks.

The roles of the project manager and project team members differ. Yet the same person may, at times, be the project manager of one team and a member of a different team. Or, a project manager may suddenly find her project has been cancelled, positions are being eliminated, and job retention means taking a job as a member of another team. That requires changing hats very quickly, and the results can be detrimental if you wear the wrong hat to the wrong meeting.

## Two hats required

In this article, we'll provide guidelines for doing a graceful balancing act between the roles of project manager and team member, using Michelle as our example. We'll see how she balances between her roles as project manager and team member. First, we'll look at the responsibilities of each position. Next, we'll see how Michelle handles

her project manager role and interacts with the team members during a team meeting. Then, we'll watch her behavior at a product meeting in which she's a team member. We'll identify where she had problems changing her hat and the problems that ensue. Finally, we'll discuss how Michelle could behave differently to promote a far more positive outcome.

## Understand Michelle's responsibilities

Michelle is a mid-level manager at a mid-sized company that develops software products for the optics industry. She acts as project manager for all training or documentation projects required to support the software her company develops. Additionally, she must participate as a member on the product team for each new software product.

As project manager for her teams, Michelle is responsible for communicating new projects and assigning

resources. She's in charge of approving the media used for the projects, monitoring those projects, removing any barriers to success, and reviewing the quality of the projects. Additionally, she's responsible for maintaining a program of skill development for her teams and guiding her members toward professional growth.

Michelle's role on the product teams is very closely tied to her teams' functions. However, she isn't the manager of these teams, but simply a team member representing a functional area. She's responsible for understanding the new product, its development timeframe, and the requirements for her functional area. Working with other cross-functional team members, she develops an overall training and documentation plan for the product. She's responsible for working with the engineering representative to identify the subject matter experts who will work with her team. She provides engineer-

ing with an estimate of when and how long subject matter experts are needed. She coordinates schedules with the development team to secure access to products for her trainers and writers.

## Participate differently in meetings

Due to different personality styles, project managers may vary in how they approach their roles during team meetings. Yet, regardless of the stylistic differences, team members expect their project managers to lead and demonstrate their control. They expect other team members to defer to this control.

## Do's for project managers

Here are some do's for the project manager during meetings:

- Do manage the agenda. The agenda may include introducing the new product the team will be working on and describing the

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- Project Management for Professionals
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team's involvement with the new product. The agenda will include administration items, such as scheduled shutdowns, changes in office procedures, and more.

- Do convey information from management and from the teams on which you're a member.
- Do assign resources to your projects. Consider the competencies, interests, and availability of team members when assigning resources to the project.
- Do keep the meeting focused on business. It's up to the project manager to rein in those who stray from the topic at hand and to get input from those who may be reluctant to participate.

Michelle, the project manager in our example, conducts weekly meetings with her teams. When one team member comes in late and asks Michelle what was already covered, she tells him to see her after the meeting so she can bring him up to speed.

### Don'ts for project team members

Just as team members expect certain behaviors from the project manager conducting a meeting, they have expectations for other team members. These include the following:

- Don't take charge of the meeting.

- Don't usurp the role of the project manager. Some team members may like to be in control and may be capable leaders, yet respectful team members allow the designated leader to lead. But team members can take a participatory role.
- Don't treat team members as subordinates.

Let's look in on Michelle at a product team meeting. Here, she announces she'd like to discuss some items from the last meeting. The project manager asks her what those items are so he can cover them at the end of the meeting. Rather than simply stating the items as asked, Michelle digresses and questions the development representative about system availability. The project manager finally directs the team back to the agenda by scheduling a follow-up meeting with Michelle and the development representative.

When the engineering representative walks in late and asks what he missed, Michelle tells him to meet with the project manager after the meeting. Later in the meeting, the project manager requests that representatives adjust their plans to accommodate new product features. Michelle suggests including the other team members when sending the revised plans, so everyone can review them before the next meeting. As the project manager reaches the end of the agenda, Michelle

reminds everyone to review the revised plans before the next meeting.

### Select the right hat

Clearly, Michelle had a difficult time transitioning from her project manager role to her team member role. As a project manager, she was in charge, running her meeting and setting the rules and agenda. Switching to her team member role, Michelle continued to take charge. She clearly wore the wrong hat to that meeting.

First, she begins the meeting, which isn't her meeting, by saying what she wants to discuss. Then, she pulls the development representative into a specific discussion that's outside the scope of the agenda. This would probably make the project manager either angry or frustrated and cause him to lose focus, get defensive, or otherwise abandon control of the situ-

ation. It could also make other team members uncomfortable.

When the engineering representative arrives late, it's Michelle who tells him to catch up later with the project manager. When the project manager isn't leading the meeting, other team members can become annoyed, less focused, or uncomfortable. Michelle steps into the project manager's role one more time when she reminds team members to send their plans to the project manager before the next meeting.

### Get used to the team member role

Michelle appears to have a good grasp of her role as project manager. She acknowledges her team members' needs, asks for their input, takes control of her meetings, and follows her agenda. She's polite, yet in control.

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How could she have better handled her role as a team member? She could have waited for the meeting to begin and asked to add her items to the agenda. This would have allowed the project manager to establish his position as team leader and keep control of the agenda.

It wasn't Michelle's place to decide how to handle the engineer's late arrival. She could have let the project manager handle it. If the project manager chose to delay the rest of the team by reviewing the earlier part of the meeting for the engineer, Michelle could have chatted with the project manager after the meeting or sent him an email suggesting how she's handled those sorts of things successfully.

Much of her behavior went beyond the scope of her team member role and clearly detracted from the project manager's authority. Michelle has a hard time taking off her project manager hat. Here are some tips that

might help a project manager make the transition to team member:

- When you're put in the position of filling both roles, write up a role definition, much as you would when you're starting a project and identifying the necessary roles and responsibilities. This will help reinforce the differences in the roles.
- Recognize which role is more natural for you and be aware of your tendency to take on that role. You may ask team members to keep an eye on you and let you know if you overstep your role. The fact that you've recognized the possibility and asked for help will gain you respect, even if you do slip now and then.
- Listen and watch the people around you. If team members bristle, roll their eyes each time you speak, interrupt you, or ignore you, evaluate your behavior.

## Successful balancing benefits everyone

The transition from project manager to team member can be a tricky one for some people. Don't feel you need to completely bury your experience in one role or the other. A team member with

project manager experience can help tremendously. Giving the project manager an occasional second opinion or a bit of advice on how to handle a problematic situation is often welcome support. Conveying to the team the challenges the project manager faces can help the entire team work more cohesively. 🌐

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