

Microsoft Office Productivity

Buy yourself some time: Switch rows of data into columns without retyping

Information Systems Protection

Fine-tune security on your workstations with Vista's advanced firewall features

Design, Media & Graphics

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From the Editor

When you import data into Excel, it doesn't always go as planned. You often need to flip-flop, or transpose, your data so that the columns become rows and the rows become columns. We'll show you how to do it without spending hours of valuable time.

You probably use firewalls to protect your company's network, but what about individual workstations? We'll step through setting up firewalls to protect your Vista workstations from attackers.

Placing new images or text in your InDesign document can test anyone's patience. Get the job done faster by placing several objects at once in InDesign CS3.

MICROSOFT OFFICE PRODUCTIVITY

Buy yourself some time: Switch rows of data into columns without retyping

Sometimes a worksheet you've already created has the potential to perform a new function in a different worksheet, but you need to tweak it — for example, you need the new worksheet to be row-oriented rather than column-oriented. You may worry that copying and pasting, or retyping, is the only way to make this happen. We'll show you how you can use the TRANSPOSE function to make Excel do double duty — not you.

When TRANSPOSE trumps Paste Special

Using TRANSPOSE is not the quickest way to transpose data. As we describe in the section "Transpose data when you paste it," you can use Excel's Paste feature to transpose information. Both methods have their benefits in certain situations. Here are some of the times when TRANSPOSE works and pasting falls short:

- You want your transposed data to be linked to its non-transposed source. This means that if you change the non-transposed data, the corresponding transposed data automatically changes.
- You want to transpose data without displaying it. This behind-the-scenes transposing works well when you only need transposed data for a calculation.

Prepare a TRANSPOSE function

The TRANSPOSE function involves just one component: the array, or range of cells you wish to transpose. The function's syntax is as follows:

=TRANSPOSE(array)

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- 4002 Forecasting and Trend Analysis Using Microsoft Office Excel 2003
- 4003 Summarizing Microsoft Office Excel 2003 Data to Make Better Business Decisions

Figure A shows a TRANSPOSE function and its corresponding array for the formula:

=TRANSPOSE(A2:F6)

Create employee reports that maintain privacy

Our sample file contains a lot of personal information that must be kept confidential. In

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order to create individual reports for each employee that display this information, we'll pull each employee's information into a separate worksheet. We'll need to transpose the row-based data into columns so it will easily print on just one page. Also, these transposed worksheets are easy to update and reuse.

Set up a TRANSPOSE function

We'll create a personal information worksheet for our first employee by

linking his information from the first sheet of the workbook to the second.

To transpose data from rows to columns:

1. On the All Employees sheet, note the data range you'll need for Jacob Stevens' personal information and for the column labels. This range, or array, is A1:L2. It contains 2 rows and 12 columns.
2. Move to the J. Stevens worksheet and select 12 rows and 2 columns, cells A1:B12.

3. Type the formula =TRANSPOSE('All Employees'!A1:L2).

Tip: We instructed you to type 'All Employees'! at the beginning of your array because your array resides on the All Employees worksheet.

4. Press [Ctrl][Shift][Enter] to apply the formula. When you click any cell within your transposed data, brackets surround the formula in the Formula Bar, signaling that you have typed an array formula.

	A	B	C	D	E	F
1						
2	City	Q1	Q2	Q3	Q4	Average
3	Tuskaloosa	189358	125227	170258	130575	153854.5
4	Athens	144282	135087	192208	120197	147943.5
5	Mobile	162948	129293	164183	115080	142876
6	Atlanta	176346	160082	173385	107336	154287.25
7						
8	=transpose(a2:f6)					
9						
10						
11						
12						
13						
14						

	A	B	C	D	E	F
1						
2	City	Q1	Q2	Q3	Q4	Average
3	Tuskaloosa	189358	125227	170258	130575	153854.5
4	Athens	144282	135087	192208	120197	147943.5
5	Mobile	162948	129293	164183	115080	142876
6	Atlanta	176346	160082	173385	107336	154287.25
7						
8	City	Tuskaloosa	Athens	Mobile	Atlanta	
9	Q1	189358	144282	162948	176346	
10	Q2	125227	135087	129293	160082	
11	Q3	170258	192208	164183	\$ 173,385.00	
12	Q4	130575	120197	115080	\$ 107,336.00	
13	Average	\$ 153,854.50	\$ 147,943.50	142876	\$ 154,287.25	
14						

A Excel creates a border to set off the array you specify in a TRANSPOSE function.

Format your results

As you can see, the TRANSPOSE function doesn't retain cell formatting. To properly format the cells, we'll:

- Resize columns and left-align text.
- Hide the zero in cell A1.
- Format the cell for the employee's hire date.
- Format the cell for the employee's gross salary.

Special considerations

- None of the source cells can overlap with a destination cell.
- In Excel 2002 and 2003, you can transpose data by clicking the dropdown arrow on the Standard toolbar's Paste button and selecting Transpose.

Transpose data when you paste it

If you want to transpose row-based data to columns, or vice versa, consider using the easiest method: Paste Special. This method works well in the following situations:

- You want to retain the selection's formatting (shading, font, etc.) when you transpose it.
- Your selection contains some blank cells. (In contrast, using TRANSPOSE leaves a zero in any blank cells.)

To transpose data from rows to columns:

1. Select the cells in the row (or rows) you wish to transpose.
2. Press [Ctrl]C, or select Edit | Copy from the menu bar, to copy the row(s). (Don't try to use [Ctrl]X or Edit | Cut — it won't work for transposing.)
3. Right-click on the first cell of the column into which you want to paste the data. Select Paste Special from the shortcut menu.
4. Select the Transpose check box in the Paste Special dialog box, and click OK.
5. If you'd like to delete the row-based source data, select it and press [Delete].

Fine-tune security on your workstations with Vista's advanced firewall features

Administrators typically deploy firewalls at the network perimeter. The purpose of these "edge" firewalls is to protect the network at large from unauthorized or unauthenticated public access. Unfortunately, these firewalls provide little (if any) protection for individual workstations. After all, a bold attack against a workstation may not originate outside your network at all, but rather from a "trusted" source within the organization itself. In today's computing environments, enabling a firewall on a workstation is part and parcel of a multilayered approach to security, especially when the workstation in question is a mobile unit. In this article, we'll examine the protective capabilities that Vista's advanced firewall provides.

Reset Windows Firewall

If your users have been experimenting with Windows Firewall and are having problems, it's often easier to simply reset it rather than trying to troubleshoot it. For the purpose of this article, we'll also reset it prior to delving into the Windows Firewall With Advanced Security.

To reset the firewall:

1. Open the Security control panel.
2. Click on the Windows Firewall link.
3. In the Windows Firewall window, click on the Change Settings link.
4. On the Advanced tab of the Windows Firewall Settings window shown in **Figure A**, click the Restore Defaults button.
5. Click the OK or Apply button, and then close any open windows.

Manage Windows Firewall With Advanced Security

There are several different ways to manage Windows Firewall With Advanced Security, including the following:

- Group policy.
- A pre-configured Microsoft Management Console (MMC).
- An MMC snap-in.
- Command line, using the netsh advfirewall context.

For the purpose of this article, we'll work with the MMC shown in **Figure B**.

To manage Windows Firewall With Advanced Security:

1. Open the System And Maintenance control panel.

2. Click on the Administrative Tools link.
3. Double-click on the Windows Firewall With Advanced Security shortcut.

Configure Firewall Properties

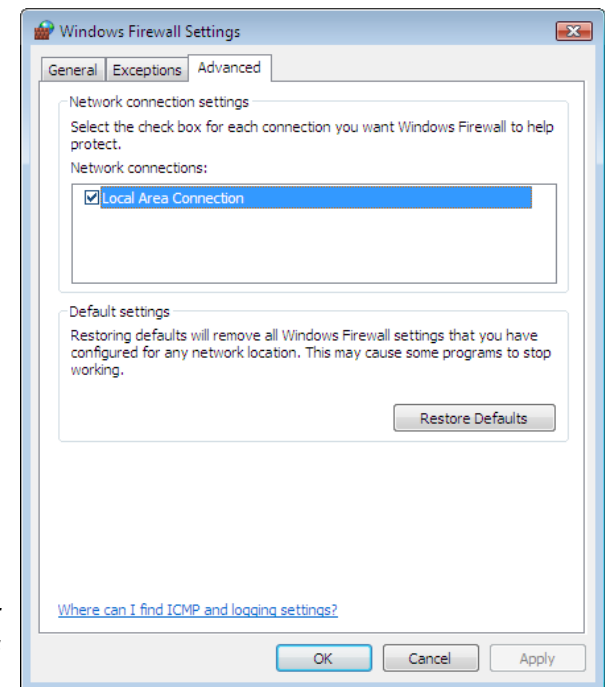
Before creating connection rules, you should examine the properties of each default firewall profile. The firewall profiles included with Vista are:

A

You can easily reset Windows Firewall to its default settings.

Related Courses

- 5115 Installing and Configuring the Windows Vista™ Operating System
- 5117 Installing, Configuring, Troubleshooting, and Maintaining Windows Vista®



- **Domain Profile.** Applies to computers connected to a domain.
- **Private Profile.** Applies to computers connected to private network.
- **Public Profile.** Applies to computers connected to a public network.

To configure Firewall Properties:

1. In the Overview section of the MMC, identify the three default profiles and note which one is currently active.
2. At the bottom of the list of profiles, click on the Windows Firewall Properties link.

3. As shown in **Figure C**, select the tab of the profile whose settings you want to modify.

Regardless of which profile you're configuring, you can make the following changes:

- Turn the firewall on or off.
- For inbound connections, specify whether to block connections (other than those on the exceptions list), block all connections (including those on the exceptions list), or allow connections.

- For outbound connections, specify whether to block or allow connections.

In addition to configuring firewall profiles, you can specify methods for establishing secure communications. To do so, select the IPsec settings tab, and then configure the IPsec Defaults and IPsec Exceptions. As you can see, the IPsec Defaults allows several layers of configuration and gives you granular control over your communications.

Create connections rules

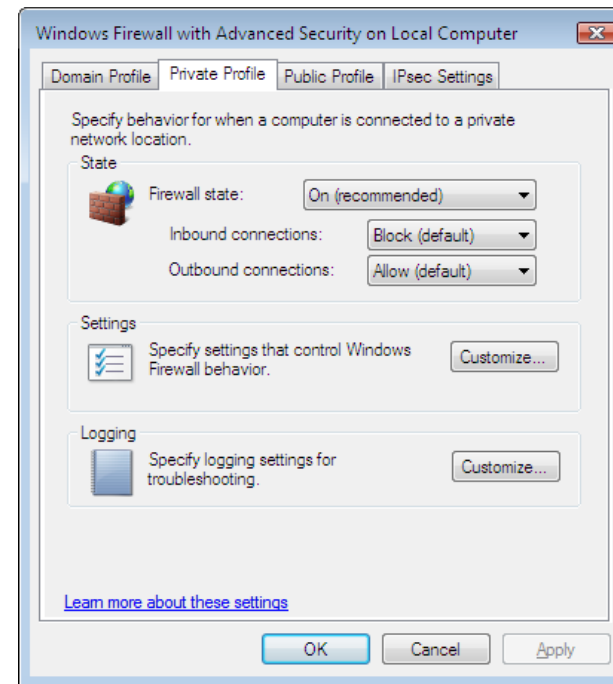
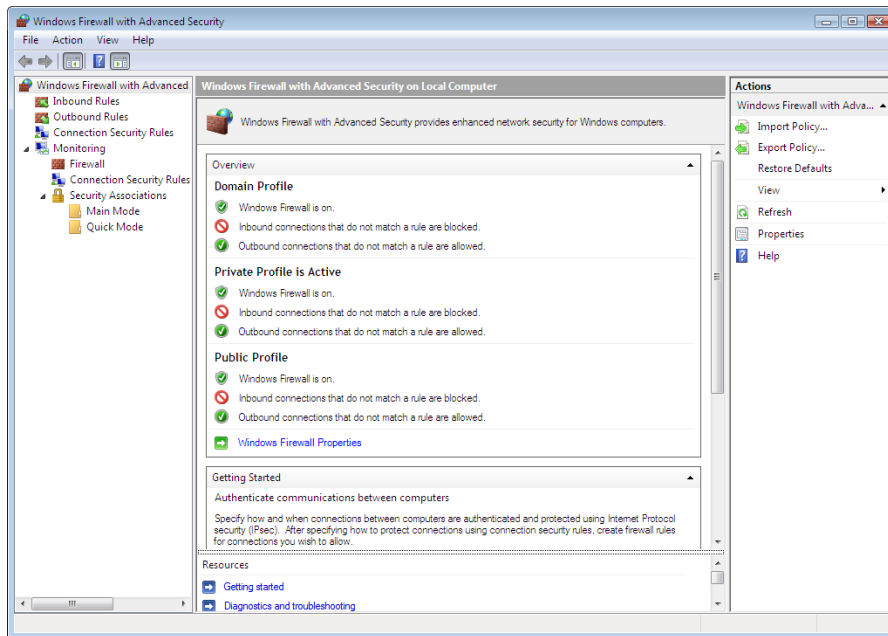
By default, Windows Firewall With Advanced Security blocks all incoming connections (unless they originated inside the firewall) and allows all

outbound connections. You can change this behavior, however, by modifying inbound and outbound rules.

Figure D shows the default inbound rules; a similar list appears for outbound rules. Rules whose icons are dimmed are currently disabled; those whose icons appear normal are currently enabled. From the list of rules, you can perform the following common tasks:

- Right-click on a rule, and then choose Enable or Disable, as appropriate.
- Right-click on a rule, and then choose Delete to permanently discard it.

- Right-click on a rule, and then select Properties to configure advanced settings.
- You can also create your own connections rules for situations not addressed by the default rules. To do so, you launch the New Rule Wizard.



C Each network profile has unique settings.

B Using this MMC, you can configure Windows Firewall With Advanced Security.

To create a connection rule:

1. In the MMC console tree, first select either the Inbound Rules or the Outbound Rules node, as appropriate.
2. In the Actions pane, click on the New Rule link.
3. Select the option button corresponding to the type of rule you want to create.
4. Click Next, and then follow the wizard's prompts.

Create security rules

While inbound and outbound rules define the types of traffic to allow or block, as well as its direction, security rules define methods for encrypting the communication. In short, security rules IPsec policies. By default, no security rules are defined.

To create a security rule:

1. In the MMC console tree, select the Connection Security Rules node.
2. In the Actions pane, click on the New Rule link.

3. Select the option button corresponding to the type of security rule you want to create.

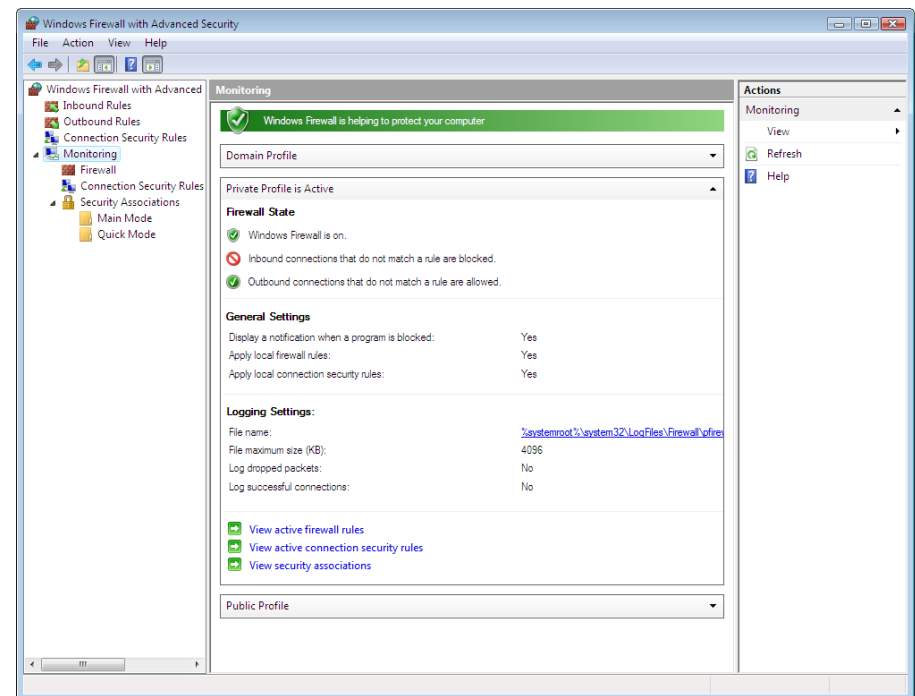
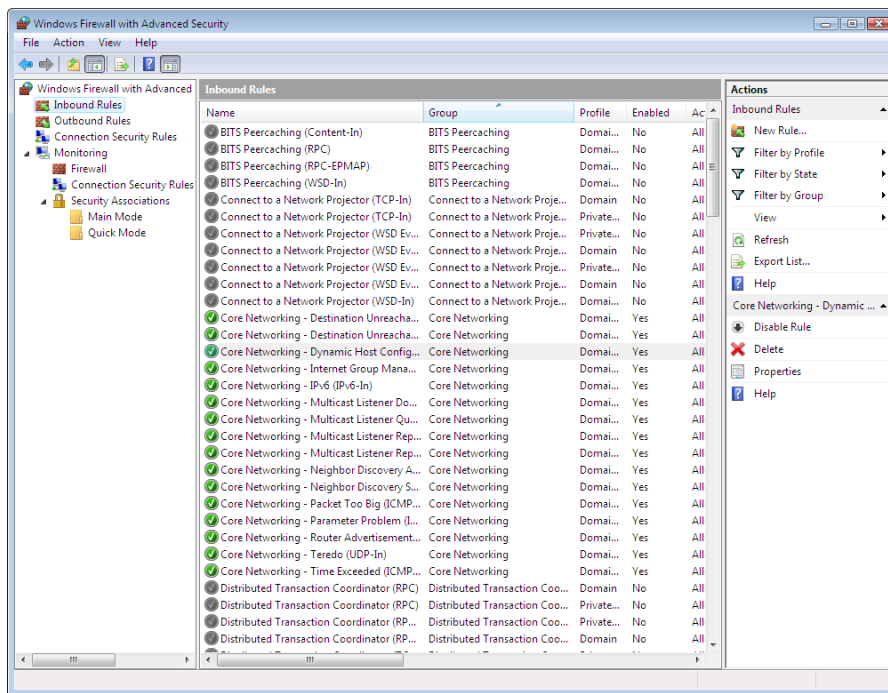
4. Click Next, and then follow the wizard's prompts; as with connection rules, the prompts vary based on your selection in the previous step.

Monitor your firewall

After you define connection and security rules, you must monitor the firewall's operation. It's far too easy to inadvertently allow unwanted traffic, or block otherwise permissible communications.

To monitor your firewall:

1. In the MMC console tree, select the Monitoring node.
2. In the Monitoring pane shown in **Figure I**, examine the Firewall State as well as the General and Logging Settings.
3. Click on the appropriate links to view the active firewall rules, the active connection security rules, and the security associations.



D Several inbound rules already exist but only a few are enabled by default.

E Use the Monitoring pane to keep tabs on your firewall's state.

Speed up your design time and place multiple files quickly with InDesign CS3

With every new software release, the improvements leave us wondering how we ever survived doing layout and design work in the early '90s! We had to fake drop shadows, had limited file-format support, and lacked the processing power to import high-resolution images (thus the need to use FPOs). For that matter, we didn't even have InDesign! So, we feel a little lazy complaining about how inconvenient it used to be—before CS3—having to import every image into an InDesign layout separately. But lazy feelings aside, let's take a look at this great new feature!

Related Courses

- InDesign CS3 - Level 1
- InDesign CS3 - Level 2

Rev up your layout

To demonstrate this new feature, we'll show you how we quickly placed the images into the flyer shown in **Figure A**. Before we can place multiple image files, we need to load them. (Images provided by PhotoSpin. Some images modified for educational purposes.)

Tip: For the purpose of this article, we're placing graphics files, but you can also place multiple text files with this new feature.

To load multiple image files:

1. Launch InDesign CS3 and open your InDesign file ready for placement, as shown in **Figure B**.
2. Choose File > Place or press [Ctrl]D to display the Place dialog box.

3. Navigate to the cars folder, press [Shift], and click on all the files in the folder.

Tip: Pressing [Shift] allows you to select multiple contiguous files. To select multiple non-contiguous files, press [Ctrl].

To place multiple image files:

1. Hover the loaded cursor over the top-left graphic frame. Notice the loaded cursor displays an image thumbnail and the number 9, as shown in **Figure C**.
2. Click the cursor on the top-left graphics frame to place the image. Notice the loaded cursor now displays the number 8, indicating that there are only 8 images loaded.



VINTAGE CAR SHOW



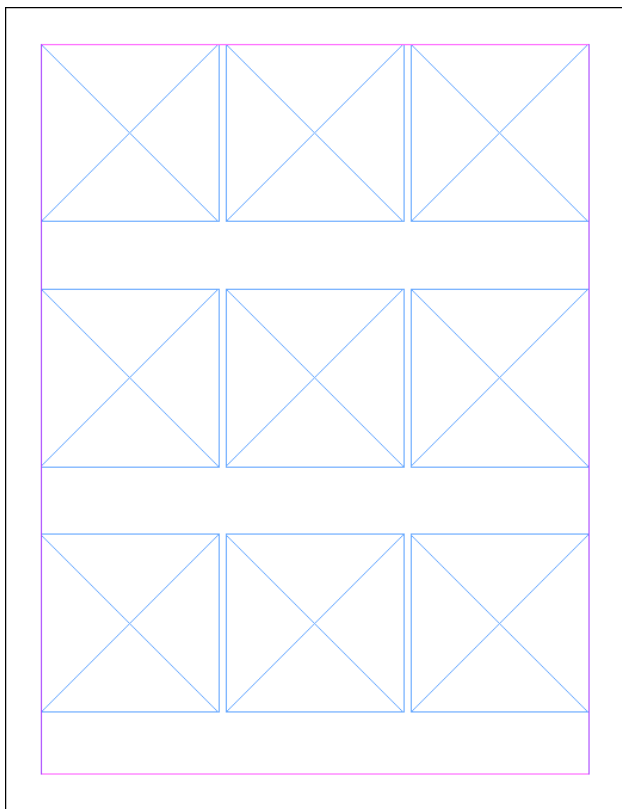
AT THE DOME



APRIL 25, 2008 • NOON TO 6PM

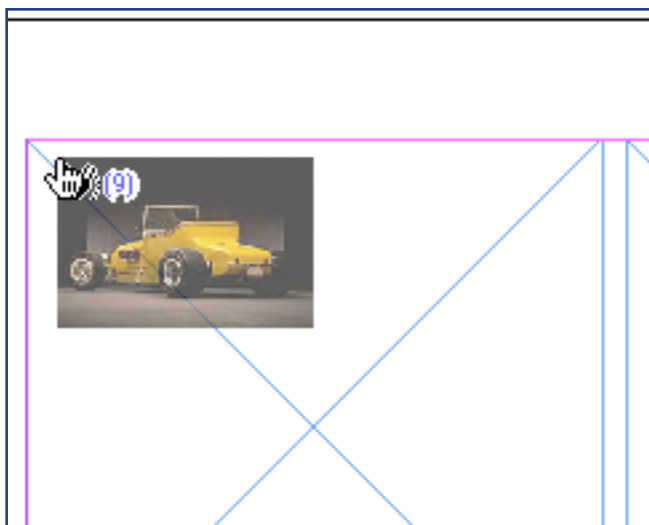
A

You can place all of these images at once instead of wasting time to place them separately.



B

This InDesign file is ready for you to place your images.



C

When you load several images, InDesign gives you a preview of what image is on deck before you place it.

- Continue clicking in the remaining graphics frames to place the rest of the images.

Tip: When the cursor is loaded with multiple images, a number displays indicating how many images are loaded and a thumbnail preview displays indicating which image will be placed next. To cycle through the thumbnail previews and select a different image, simply press the arrow keys.

Resize the images quickly

Now that we've placed the images, we need to resize them. We want our images to fill the frames, but we'd like to preview more of the cars. We'll resize all of the images at the same time with the Fitting command.

To resize the images quickly:

- Press [Ctrl]A to select all the graphics frames.
- Choose Object > Fitting > Fill Frame Proportionally.
- Select the Direct Selection tool from the Tools panel and click inside each photo, and nudge it with the left and right arrow keys to center position the image how you like it.

For results shown in **Figure A**, we applied a drop shadow to the images and added text. 🌐

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Quick Tips

Eradicate unwanted imported hyperlink boxes (InDesign CS/CS2/CS3)

An annoying occurrence that often confuses new InDesign users is imported text displaying with a box around it. Intuitively, you should be able to select and delete the box—but you can't. There is, however, an easy way to remove it. Here's how:

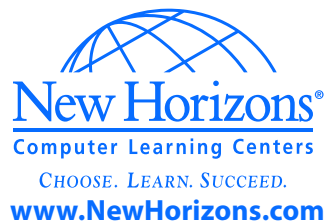
Choose > Window > Interactive > Hyperlinks to display the Hyperlinks panel. You'll see a hyperlink listed in the panel for each boxed text segment in your InDesign document. Click on a hyperlink and drag it to the Trash icon at the base of the Hyperlinks panel to remove it. Click Yes in the resulting warning box asking if you're sure you want to remove it. Repeat this step for each hyperlink present.

You may also notice a new hyperlink style in the Character Style panel. To delete that, simply click on the character style and drag it to the Trash icon located at the base of the Character Style panel.

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