

Microsoft Office Productivity

Automate your project planning with a few simple functions

Information Systems Protection

Don't land in hot water with new Vista users: Simplify the transition by migrating profiles

Design, Media & Graphics

Five table tricks to increase your InDesign productivity

From the Editor

Keeping a project on schedule first means creating an accurate schedule that includes only workdays — and excludes company holidays. We'll show you how Excel's date functions can make project planning a breeze.

Moving to a new operating system is hard enough without losing your existing Windows profile. Make sure your migration to Windows Vista doesn't leave users starting from scratch. Instead, you can use the Windows Easy Transfer feature to move user profiles, including settings and files.

Finally, creating and working with tables in InDesign can take up hours of your time and frustrate you to no end. We'll give you five table tricks that can speed along your table work right away!

MICROSOFT OFFICE PRODUCTIVITY

Automate your project planning with a few simple functions

Planning a project is often easier said than done. If your staff is only in the office on weekdays, you'll need to omit weekends when building your project schedule, as shown in **Figure A**. There are many complex project management programs on the market that can make this task less daunting, but they don't come cheap. Fortunately, Excel offers the only tools you'll need — the `WORKDAY` and `NETWORKDAYS` functions.

Install the necessary ToolPak

These functions are included in Excel's Analysis ToolPak add-in. If the Analysis ToolPak isn't enabled, the functions will return a `#NAME?` error.

To install the Analysis ToolPak:

1. Launch Excel and open a new workbook.
2. Choose Tools | Add-Ins from the menu bar.
3. In the Add-Ins dialog box, select the Analysis ToolPak check box in the Add-Ins Available list box, and then click OK.

WORKDAY function syntax

The `WORKDAY` function uses the following syntax:

```
WORKDAY(start_date, days, holidays)
```

The `start_date` argument is the date to which you want to add workdays, and the `days` argument is the number of workdays you want to add. The `holidays` argument is optional; if there are any holidays you want to exclude from your workday calculation, just specify their dates as the `holidays` argument.

Create the sample worksheet

Let's see how these functions can simplify your project management.

To set up the worksheet:

1. Enter the necessary text and formatting.
2. Apply Date number formatting to cells D3:E11 with the Format Cells dialog box, as shown in **Figure B**, but leave those cells empty for now.

Calculate the due date

The value in the Due Date column should calculate the due date by adding the number of workdays specified in the Allotted Days column to the date specified in the Start Date column. With the `WORKDAY` function, this task will be easy.

To calculate the due date based on allotted days:

1. Enter `9/15/08` in cell D3 and press the [Tab] key to activate cell E3.
2. Type `=WORKDAY(D3,C3)` in cell E3 and press [Enter].

Analyze the formula's results

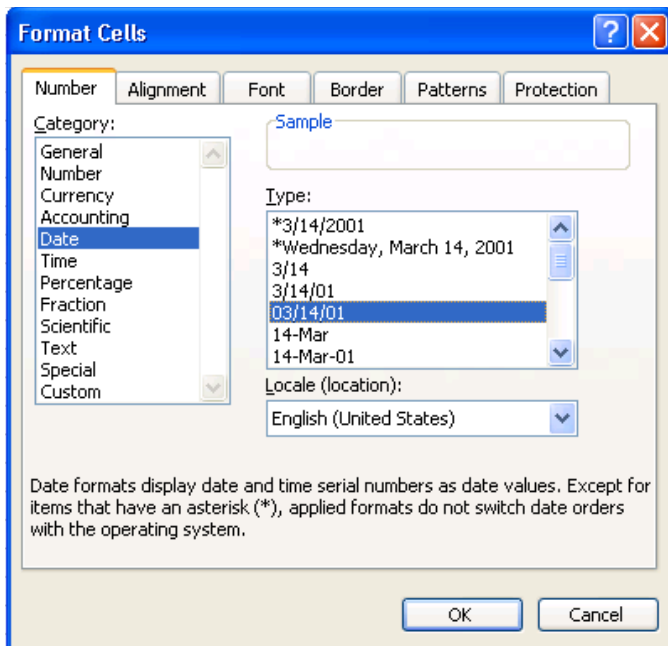
The due date in cell E3 displays as 10/03/08. If you check your calendar, you'll find that there are 14 workdays between 09/15/08

Related Courses

- Project Management Fundamentals
- Excel 2003 - Level 2
- Excel 2003 - Level 3
- Excel 2007 - Level 2
- Excel 2007 - Level 3

	A	B	C	D	E
1	Project #462A				
2	Stage	Assigned To	Allotted Days	Start Date	Due Date
3	Proposal Draft	JT	15	09/15/08	10/03/08
4	Proposal Presentation	RK	4	10/03/08	10/08/08
5	Production Schedule	MP	6	10/08/08	10/15/08
6	Board Approval	RK	3	10/15/08	10/17/08
7	Building - Stage 1	WG	31	10/17/08	11/28/08
8	Building - Stage 2	WG	31	11/28/08	01/09/09
9	Inspection	RK	4	01/09/09	01/14/09
10	Completion	WG	16	01/14/09	02/04/09
11	Review and Invoicing	JT	8	02/04/09	02/13/09
12					
13	Company Holidays				
14	Thanksgiving	11/20/08			
15	Christmas	12/25/08			
16					
17	Vacation Days				
18		10/13/08			
19		10/14/08			

A We used the **WORKDAY** function to calculate the due dates and start dates for our project list.



B To ensure our **WORKDAY** formulas work correctly, we need to apply date formatting to cells that will contain date values.

and 10/03/08. Notice that the start date, 09/15/08, is included as one of the 14 workdays; however, the due date, 10/03/08, is not. The **WORKDAY** function begins counting each day at 12:00 a.m. So, the six workdays our sample formula calculates fall between 12:00 a.m. 09/15/08 and 12:00 a.m. 10/03/08. Simply put, if you start the First Draft stage first thing in the morning on 09/15/08 and have 14 days to work on it, it will be due first thing in the morning on 10/03/08.

Fill in the remaining start dates

Let's set up each remaining stage's start date to match the preceding stage's due date. By using a cell reference, the start dates update automatically if there are any changes to the preceding due dates.

To synchronize your start dates and due dates:

1. Select cell D4 and type =E3, or type an equals sign (=) and select cell E3.
2. Press [Ctrl][Enter] to save the formula without changing the active cell.
3. Double-click on the cell's Fill handle to copy the formula down to the remaining Start Date cells.

To copy your WORKDAY formula to other cells:

1. Select cell E3.

2. Double-click on the cell's Fill handle down to copy down the formula. Since your **WORKDAY** formula contains relative references, the copied formulas update when you paste them in a new location.

Tip: In our example, you can not only plan each stage of a project before you've started it, but you can also revise your project schedule along the way. For instance, imagine that the Production Schedule stage took only four days as opposed to the five days you originally assigned. If you change the value from 4 to 5, all of the dates affected update automatically.

Exclude holidays from your calculation

At this point, our sample worksheet plots start dates and due dates that begin on 09/15/08 and end on 02/13/09. However, there are a lot of holidays that take place during that time period, including Thanksgiving and Christmas. Let's account for the 11/20/08 and 12/25/08 holidays in each relevant project stage.

To add company holidays to your worksheet:

1. Select cell A13 and type *Company Holidays*.
2. Press [Enter], type *Thanksgiving*, and then press the [Tab] key.
3. Enter *11/20/08*, press [Enter], and then type *Christmas* in cell A15.

4. Press [Tab] again and enter *12/25/08*.
5. Select cells A13:B15, click on the Borders button's dropdown list borders in the Formatting toolbar, and then choose Thick Box Border from the resulting palette.
6. Select cells B14:B15 and apply the same Date number format you applied to cells D3:E11.

Note: If you don't want to put your holidays or other exceptions right in your worksheet, you can input the *holiday* argument as a date within quotes. For example, instead of `=WORKDAY(D3,C3,B14)`, you can enter `=WORKDAY(D3,C3,"11/20/08")`.

To exclude holidays from a time span:

1. Select cell E7 and click in the formula bar to place your insertion point directly before the closing parenthesis.
2. Type *,B14* in the formula bar and press [Enter] to accept the change.

3. Select cell E8 and click in the formula bar to place your insertion point directly before the closing parenthesis.
4. Enter a comma and select cell B15.
5. Press [Enter] to accept the holiday.

Note: If Excel tags a cell in which you've added a holiday to the `WORKDAY` function with a green triangle in the upper-left corner, don't be alarmed. Excel is letting you know that the formulas you AutoFilled in the Due Dates column are now inconsistent. If you click on the smart tag and choose Ignore Error from the resulting shortcut menu, the tag disappears.

You can include as many holidays as you like, as long as you also include them in your *holidays* argument. In our example, we included two vacation days in cells A18:A19 in addition to the company holidays.

Notice that each time you add a holiday as a date for Excel to exclude

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from the workday count, the other dates in the worksheet update accordingly.

Note: If you're entering your *holiday* argument with text (e.g., "10/12/08"), you can include more than one by putting the dates in curly braces ({} and separating them with a comma. For instance, you can enter the formula `=WORKDAY(D11,C11,{"8/22/08","8/23/08"})`.

Count the workdays that fall between two dates

What if you know which dates you want to start and end your project, and you'd like to find out how many workdays you have to accomplish it? This is where the `WORKDAY` function's relative, the `NETWORKDAYS` function, can work its magic.

Change the scenario

With the end and start dates already decided, you just determine the values in the Allotted Days column. The only difference in syntax between the `WORKDAY` function and the `NETWORKDAYS` function is that the `NETWORKDAYS` function's second argument is *end_date* instead of *days*.

To find the number of allotted days:

1. Select cells D3:E11 and press [Ctrl][C] to copy the values.
2. With these cells still selected, choose Edit | Paste Special from the menu bar to open the Paste Special dialog box.

Adapt for Excel 2007

To install the Analysis ToolPak in Excel 2007, you need to click the Office button and then click the Excel Options button. Select Add-Ins in the left panel. Choose Excel Add-ins from the Manage dropdown list and click Go. Then, you'll see the familiar Add-Ins dialog box where you can install the add-in as you would in earlier versions.

The `WORKDAY` and `NETWORKDAYS` functions operate the same in Excel 2007 as they do in earlier versions. And in 2007, a helpful ToolTip including the function's arguments pops up as you type your formula in the Formula bar.

3. Select the Values option button in the Paste panel and click OK. Excel converts the date values from formula results to static values.
4. Select cells C3:C11 and press [Delete] to clear the values.
5. Select cell C3 and enter `=NETWORKDAYS(D3,E3)`.
6. Press [Ctrl][Enter] to accept the formula without changing the selected cell.
7. Double-click on the cell's Fill handle to copy down the formula. You can use the same procedures for excluding holidays and vacation days from the allotted days in the `NETWORKDAYS` function as you did with the `WORKDAY` function. 🌐

Don't land in hot water with new Vista users: Simplify the transition by migrating profiles

With any OS upgrade, one of your primary concerns is making sure your users can get down to business with their new OS/computer. To migrate hundreds or thousands of users, you'll use the User State Migration Tool to do the job. However, at this point your Vista plan may be limited to piecemeal upgrades as your company buys new computers to replace existing ones. Since the new computer users will have enough trouble adjusting to the new OS, make sure you transfer their files and settings with Windows Easy Transfer. **Bonus:** With your guidance, savvy users can save you time by doing it themselves.

Windows Easy Transfer in a nutshell

Windows Easy Transfer is the Vista version of Windows XP's Files And Settings Transfer Wizard. With this new wizard you can transfer files from Windows 2000 and XP systems. If transferring files from an XP computer,

you can also transfer a user's system and program settings.

Start at the new computer

Begin on the new Vista (target) computer by launching the Windows Easy Transfer wizard from the Welcome Center (click the Transfer Files And Settings button and click the Start Windows Easy Transfer link) or select Start | All Programs | Accessories | System Tools | Windows Easy Transfer. The Windows Easy Transfer window appears. Let's take a look at how to transfer files from a Windows XP computer to a Vista computer using a USB flash drive.

Note: The transfer file can be large depending on the number of users you plan to migrate. For a single user who saves his personal files on the network, a 512 MB USB card will do.

To start a new transfer:

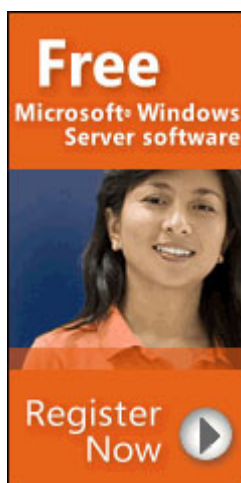
1. Click Next on the Windows Easy Transfer welcome page.
2. If you left any programs running that can't run during the transfer, the Close Programs page appears. Click Close.
3. Click the Start A New Transfer link.
4. On the Which Computer Are You Using Now page, click on the My New Computer link.
5. On the Do You Have An Easy Transfer Cable page, click on the Yes link if you do, or click on the No link to designate a different transfer method. We clicked on the No link.
6. On the following page, designate whether you need to install Windows Easy Transfer on the old

computer. Click on the No, I Need To Install It Now link.

7. As shown in **Figure A**, the following page asks you to designate the media you'll use to install Windows Easy Transfer on the old computer. Click on the link

Related Courses

- 5115 Installing and Configuring the Windows Vista™ Operating System
- 5117 Installing, Configuring, Troubleshooting, and Maintaining Windows Vista®
- Windows Vista - Level 1
- Windows Vista - Level 2



What's an Easy Transfer cable?

Many users and IT pros alike have tried to use a USB Bridge cable to migrate settings from one XP computer to another, without success. Windows just didn't have the capability built-in. To answer customer demand for the feature, Microsoft added USB functionality to Windows Easy Transfer, so long as you buy the specially designed cable. The Easy Transfer Cable for Windows Vista made by Belkin costs around \$40.

Get it right with USB flash drives

You may think that using a USB flash drive is a convenient way to transfer files with Windows Easy Transfer because doing so doesn't require CD burning software and blank CDs or network privileges. You're right, but consider these warnings when using a flash drive or you could run into trouble:

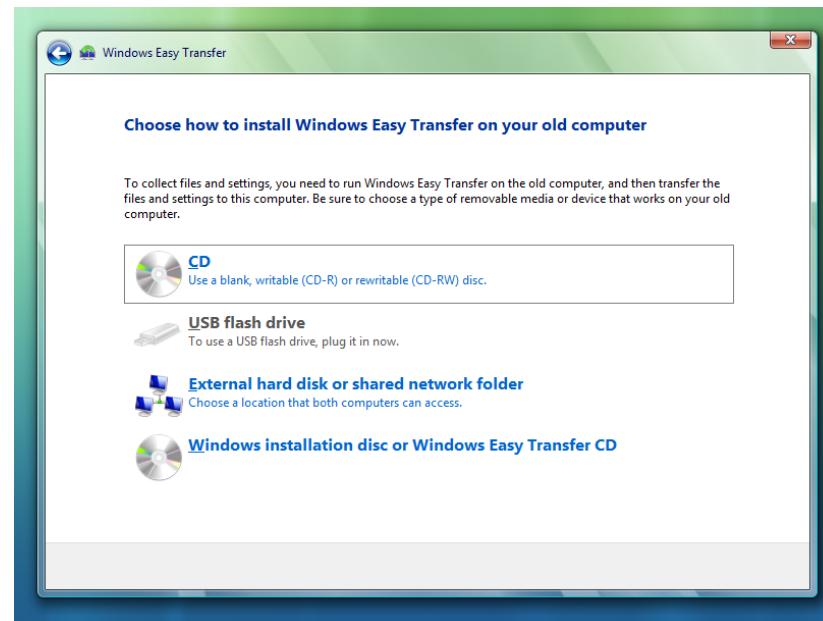
- **Remove hardware safely.** During the entire process, you must remove USB flash drives using the Safely Remove Hardware icon in the system tray. Because the Windows Easy Transfer window covers your entire monitor, including taskbar—even if you designated that the taskbar should remain on top of other windows—you might be tempted to skip this step. If you don't remove it properly, you'll have problems with the transfer later in the process. To access the Safely Remove Hardware option, simply press the Windows key.
- **Monitor transfer size.** If you try to transfer several GB of data, you'll need to have several USB flash drives at hand, or expect to run from computer to computer to transfer the profile in steps.

for the method you want to use. We clicked on the USB Flash Drive link.

8. On the following page, specifically designate the path to the chosen media type. We selected the G: drive. Click Next.

Note: If you selected USB Flash Drive in step 7 but didn't connect it to the computer, Windows Easy Transfer will prompt you to insert it before listing the drive letter in the dropdown list.

Windows Easy Transfer copies the wizard to the media. When complete, it instructs you to remove the media and insert it into the old computer.



A Pick the most efficient and affordable method for transferring files based on availability to the source and target computers.

Jump over to the old computer

Now remove your USB flash drive and insert it into the old (source) computer. The computer should automatically offer to run Windows Easy Transfer on the old computer. If it doesn't, browse to the MigWiz folder on the USB drive using Windows Explorer and double-click on the file *migwiz.exe*. The Starting Windows Easy Transfer dialog box appears while it loads.

To collect data from the old computer:

1. Select the media type to which you want to transfer the data. We clicked on the USB Flash Drive link.

2. On the next page, select the drive letter for the USB device you want to use.
3. To password protect the data enter a password in the Create Password (Recommended) and Confirm Password text boxes. Click Next.
4. On the following page, choose which files you want to transfer: All User Accounts, My User Account, or Advanced Options. We clicked on the Advanced link.
5. In the Advanced Options, select the check boxes for each folder you want to transfer.
6. Note the Transfer Size, which we've highlighted in **Figure B**, and make adjustments according to your media's capability. Click Next.

Windows Easy Transfer creates a Migration Store (.MIG) file and copies it and other files and folders to your media.

Bring it full circle — transfer to the target PC

When Windows Easy Transfer indicates the transfer is complete, return to the target Vista computer and insert the media. To complete the transfer process:

1. Launch Windows Easy Transfer and click Next.
2. Click on the Continue A Transfer In Progress link.

- On the following page, select a username for the new user from the User Account On The New Computer dropdown list or type a new username in the text box.
- On the Review Select Files And Settings page, review the files and click Next to proceed with the transfer.

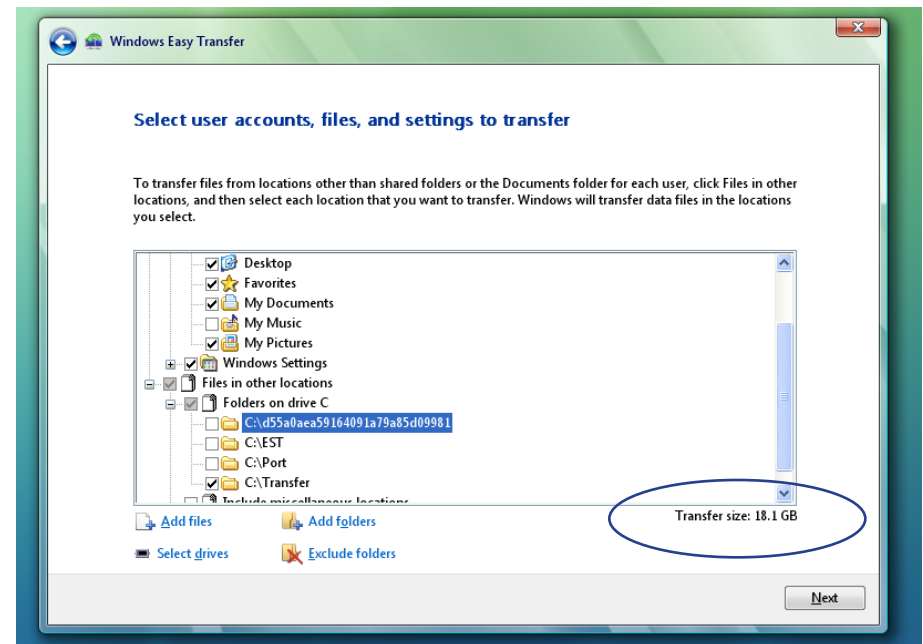
When complete, Windows Easy Transfer lists the number and type of files it transferred. For a complete list, click on the Show Me Everything That Was Transferred link. **Figure C** shows a sample of the resulting report which you can print or save as an HTML file.

Support tip: If you ask your user to complete these steps, instruct him

to save the report for you to review. Use it to ensure that he transferred all the necessary files before you take his old computer out of production.

Log in for final results

Once the transfer is complete, have your user log in to his user account on the new Vista computer and use the computer for several days. When he initially logs in, Windows prompts him to change the password from the one he used on his Windows 2000 or XP machine to a new one for Vista. Remind him to choose a strong password, and to report any problems he encounters with his new machine.

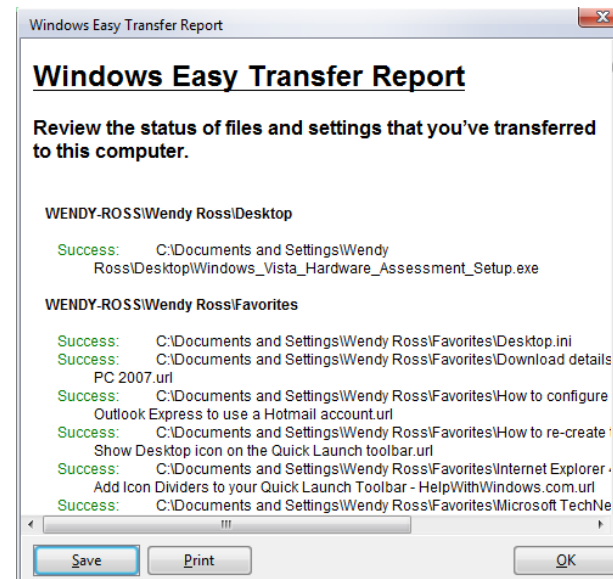


B Pay attention to the Transfer Size and make tough choices based on the user's needs and your hardware.



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C Save the report for review, and examine it closely before ditching the old computer.

Five table tricks to increase your InDesign productivity

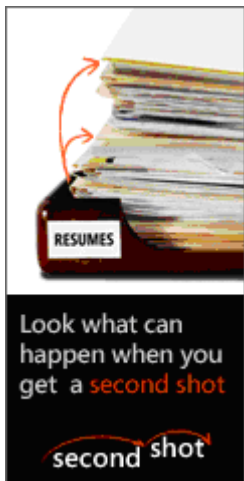
Using tables is a great way to organize your data and present it to your reader in an easily viewable fashion. But tables can stump even the advanced InDesign user. Implement these five tips to skate around table woes and keep yourself moving smoothly along your layouts.

Table trick #1: Rearrange table rows

Perhaps a Move Row or Move Column feature will appear in a future version of InDesign, but for now, when you want to rearrange your table components, you're left to do it the down-and-dirty way: cutting and pasting.

If you've ever cut and pasted a table row or cell, you might be

groaning now remembering some of the oddities that occurred when you pasted your row to its new location. Sometimes folks inadvertently paste rows into cells by having cell content



selected when they paste, instead of having the cell itself selected.

Use the following guidelines to cut and paste table rows — and note that these steps will work for columns as well.

To cut and paste rows:

1. Select the Type tool.
2. Hover the cursor to the left of the row you wish to cut until you see the right-pointing arrow, and then click to highlight the row.
2. Press [Ctrl]X to cut the row contents.
3. Place the cursor in the row above where you want to insert a new row and choose Table ▶ Insert Row.
4. Select the Below radio button in the Insert Row dialog box and click OK.
5. Highlight the new row that you wish to paste the content into, or just highlight the complete first

cell in that row. (Make sure that you select the entire cell.)

Tip: With your cursor inside a cell, press [Esc] to toggle between selecting a cell or selecting the cell text.

6. Press [Ctrl]V to paste the content into the new row, and then press [Shift][Ctrl]A to deselect all.

Table trick #2: Tab inside a table

If you press the [Tab] key while your cursor is inside a table cell, the cursor jumps to the next column. So how do you insert a tab into a table cell? Well, as with most functions, there's more than one way to do the same thing in InDesign, so we'll show you two ways to do this task.

To tab inside a table, place the cursor where you want to insert a tab. Then select Type ▶ Insert Special Character ▶

Related Courses

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

Other ▶ Tab. InDesign inserts a tab where your cursor was! The second way is of course a little easier: press [Alt][Tab] to insert a tab where your cursor is. So why would you use the first method? Well, if you have one hand on your mouse and need to do everything with your mouse hand, you'll benefit from knowing how to do it via menu options!

Either way, once you insert tabs into table cells, choose Type ▶ Tabs to display the Tabs panel and edit your tab stop or alignments and insert tab leaders as necessary.

Table trick # 3: Align table text without tab stops

Did you know you can align table text to certain characters even if you don't have any tab stops in your tables? So, for example, if you have a table with monetary values and you want to align the text at the decimal point, it's possible to do this without inserting a single tab stop.

To align text without tab stops:

1. Choose Type > Tabs to display the Tabs panel.
2. Select the table rows you wish to align.
3. Click the Decimal Align tab stop.
4. Click anywhere in the ruler to set the text alignment.
5. Click and drag the tab stop to adjust your text location, and then press [Shift][Ctrl]A to deselect all.

To mimic web-table cell padding:

1. Select the Type tool and highlight your table cells.
2. Choose Table > Cell Options > Text to open the Cell Options dialog box.
3. Increase the Cell Insets. We set the Cell Insets to 1p4.
4. Click on the Strokes And Fills tab, increase the weight, and change the line type. For our example, we set the weight to 6 pt and selected Thick Thin from the Type pop-up menu.

Table trick #4: Add cell padding

Anyone who's streamlined over to print design from web design probably gets frustrated that InDesign doesn't offer tables with the same padding options that HTML does. But that doesn't mean you can't trick your tables a little to mimic the same kind of padding you'd get in the web world.

Table trick #5: Speed it up

This last trick is actually a multitude of tricks: Keyboard shortcuts! One of the best ways to become more efficient using InDesign tables, other than using them frequently, is to learn the keyboard shortcuts. First, insert your cursor into a table cell, and then use the shortcuts shown in **Table A** to help you build and navigate your InDesign tables easily. 🌐

Table A:

Use keyboard shortcuts to help you navigate InDesign tables easily

Command	Keyboard shortcut	
	Macintosh	Microsoft Windows
Insert Table	[command][option][shift]T	[Ctrl][Alt][Shift]T
Table Setup	[command][option]T	[Ctrl][Alt]T
Text tab in Cell Options	[command][option]B	[Ctrl][Alt]B
Insert Row	[command]9	[Ctrl]9
Insert Column	[command][option]9	[Ctrl][Alt]9
Delete Row	[command][delete]	[Ctrl][Backspace]
Delete Column	[shift][delete]	[Shift][Backspace]
Select Cell	[command][/]	[Ctrl][/]
Select Row	[command][3]	[Ctrl]3
Select Column	[command][option]3	[Ctrl][Alt]3
Select Table	[command][option]A	[Ctrl][Alt]A
Move to next cell*	[tab]	[Tab]
Move to previous cell	[shift][tab]	[Shift][Tab]
Move to first row	[page up]	[Page Up]
Move to last row	[page down]	[Page Down]
Start row on next frame	[shift][enter](numeric)	[Shift][Enter]

* Pressing the [Tab] key in the last cell will create a new row



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