

# BetterSolutions.com

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Tutorials and Add-ins for Microsoft Excel, Word and PowerPoint

## March 2007 - Letter from the Editor

Welcome to the very first edition of the BetterSolutions.com newsletter and thank you for signing up and expressing an interest. This newsletter is intended to help you use and understand the Microsoft Office suite of applications and to help raise awareness of its many built-in features. A lot of the functionality is common to several of the applications and we also hope to highlight this as much as possible. This newsletter will concentrate on Excel but will also include a few Word and PowerPoint tips as well. This regular publication will complement the website and will help us to communicate the information you need in order to be more productive. The exact size, layout and format of this newsletter will change from month to month especially for the first few issues. You will always receive an email when the next issue has been released so you can download the PDF file from the website.

[support@bettersolutions.com](mailto:support@bettersolutions.com)

This email address is the one you should use when you have any problems or questions with Microsoft Office and you want some FREE help and advice. Sending us your questions and problems will not only mean that you get a reply immediately but will also allow us to publish the answer or solution in the next issue which will no doubt help other people as well. We spend a lot of time checking and testing the information to ensure that it is accurate but if you do spot any mistakes or find any information that is not accurate then please tell us. If you have any comments or suggestions regarding this newsletter and its content or would like to suggest any topics for us to cover then please tell us. We are always looking for ways to improve our products and services and would appreciate your feedback.

### What is going to be in this newsletter?

Every issue will try and contain the following:

- An editor's paragraph talking about the latest developments from the Better Solutions team.
- A couple of paragraphs describing the recent changes to the website.
- News and information on any current issues, relevant office online, knowledge base or MSDN articles.
- Any known bugs or problems with suggested workarounds and solutions.
- A section where e-mailed questions and problems will be answered and discussed.
- Syntax for useful worksheet functions with plenty of examples.
- Detailed tutorials of built-in functionality with plenty of screen shots.

### How often are we going to produce this newsletter?

We are going to try and produce this newsletter at least once a month.

### How can I unsubscribe to this newsletter?

All you need to do is send us an email and ask to be removed. We will then confirm that your email address has been deleted from our mailing list and you will not receive any more emails from us. Your email address will not be shared or used for any other purpose and confidentially is assured at all times.

## Changes to the website

There have not been that many changes to the website this month because most of our time has been focused elsewhere. We are currently documenting all the knowledge base articles related to Microsoft Office so we can add them to the website. This has been a slow and laborious process but the good news is that it is almost finished and we should be able to add these links in the next month or so. We will be providing more details on this in the next issue. We are also busy working on several utility add-ins for Excel, Word and PowerPoint which will be available for users to download and test very shortly. The first Excel add-in will be available next month.

### Excel

The function IRR() has been moved to the financial category. It was previously listed in the statistical category. We have also included individual links to some of the basic financial functions in the Financial section. There are also a few more screen shots included on the Worksheets > Edit Find Dialog Box page illustrating how you can quickly find numbers, text and formulas in your worksheets. A lot more words have been added to the alphabetical Search pages and these will hopefully be linked in April. There have also been a few subtle formatting and consistency changes.

### Word

The Styles section has been expanded to include a lot more pages. The Styles and Formatting Task Pane has now been split into four separate pages to allow us to cover all the functionality.

### PowerPoint

In PowerPoint all the (Tools > Options) screen shots have been corrected, they were previously all distorted.

## Your Questions

Why does the "Modify Style" dialog box appear when I re-apply an existing style?

This is caused by the following user setting. (Tools > Options)(Edit tab, "Prompt to update style") checkbox. When this is not ticked the style is just re-applied to the selected text.