

Coming Soon SPAWAR Institute



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DSN 564-4945

SPAWAR Systems Center Charleston Technology Training Center Norfolk is undergoing an exciting revitalization with a focus on arming the warfighter with 21st century technology. The transformation will result in the standup of SPAWAR Institute — delivering C4ISR training solutions. We are enthusiastically looking forward to meeting the training demands of the 21st century warrior and exceeding expectations for quality, service and professionalism.

With opportunity comes change, the popular column, "How Can I" by the training team of SPAWAR Systems Center Charleston Technology Training Center Norfolk will be phased out. Through the years many Information Technology users have come to depend on the expert advice the training team has shared, but it is time to move in a fascinating new direction to meet the warfighter's requirements with right on target C4ISR training. SPAWAR Institute will partner with Navy trainers and customers to bridge the gap between informal SPAWAR installation training and formal schoolhouse instruction. This nontraditional, integrated approach will provide timely and flexible C4ISR training to meet today's shipboard requirements.

How Can I?

Thanks to the following SPAWAR Systems Center Charleston Technology Training Center Norfolk instructors for their input: Alice Butler, Ronald Bailey, Katie Bierman, Gregory Browning, Colleen Jobe, Glynda Roffman and Muriel Taylor. Some of their most recent inquiries are listed below. If you would like further information or have questions, please call (757) 444-7976, DSN 564 or e-mail to forinfo@spawar.navy.mil. Visit their Web site at www.training.norfolk.navy.mil

Microsoft Access

QUESTION: Is there a way to create a shortcut on the desktop that will open Access, open a specific database and open a form?

ANSWER: Open the database. Use **Tools ... Startup** to set the opening form. Make a desktop shortcut to the Access database. When you click on the shortcut, Access will open the correct database and the selected form.

QUESTION: What should you do when you set the database to open to a form and want to then gain access to the other objects in the database?

ANSWER: Hold the shift key while opening the database to bypass any start-up settings.

Microsoft Outlook XP

QUESTION: I lost the envelope that pops up when you get new mail. How do I get it back?

ANSWER: To restore the Envelope icon in your system tray follow the steps below.

- ◆ Start Outlook.
- ◆ Click the **Tools** menu, Select **Options**.
- ◆ On the **Preferences** Tab, Click **E-mail Options**.
- ◆ Click **Advanced E-mail Options**.
- ◆ Check to select the **Show an envelope icon**.

Microsoft PowerPoint

QUESTION: How can I change things that are the same color in a piece of clip art into a variety of different colors?

ANSWER: To get pieces of the clip art to each be a different color, **double-click** the piece of clip art - click "**yes**" to convert to a Microsoft Office drawing object (this will ungroup the image) - **left click** outside of the image to deselect it - **double-click** on any piece you would like to recolor - **click** the drop down list to change the fill color - **regroup** the image when you're finished.

In order to regroup, click on each part of the image using both the shift and control keys until all pieces of the image have been selected. Then, right click on the image and choose the Grouping option and then Group.

Tip You can keep ungrouping and regrouping the image as often as you like to change the colors.