



Digital Tips e-newsletter

Articles:

April 2009



SERVICES WE OFFER:

- Excel – Sorting Data
- On-line – Typing Characters From An Image When Completing An On-line Form
- Universal Graphics – Thinking Large-Format

● **Excel – Sorting Data.** Excel is a great way to “massage” data into a format that you can use for a variety of applications (i.e., Word merges, e-mail lists, or tracking transactions). Excel allows you to sort a section of data or specific rows or columns. The sort can be done in three levels and in ascending or descending order.

1. Choose the data to sort – columns/rows vs. sections

- If your spreadsheet contains all the data you want to sort, put your cursor on the column or row area and drag to include all rows or columns needed for the sort (in the example below all data contained in Rows 2-16 will be sorted).

- If you only want to sort a section of the worksheet – highlight just that data. The non-highlighted data around it will maintain its order after sorting.

- There is no need to highlight your header rows (Row 1 in example below)

2. Choose the sorting order

- On the menu bar click Data / Sort and the Sort popup window will appear. In the example below I have chosen to sort Column B first (Company), then F (State) and finally G (Zip). This will result in a list that shows all CompanyA persons sorted by state and zip (alphabetically).

- If you chose descending vs ascending order for Column B then CompanyB would be listed first.

1	A	B	C	D	E	F	G
2	Co	Company	Contact	Address1	City	State	Zip
2	CompanyA	Ladonna Elliott	113 Cliffwood Lane	Birmingham	AL	35226	
3	CompanyA	Mandy Finklea	2186 Allendale Road	Montgomery	AL	36111	
4	CompanyA	Sug P		Greenville	MS	38701	
5	CompanyA	Guy G		Tupelo	MS	38801	
6	CompanyA	John		Mt Juliet	TN	37122	
7	CompanyA	Russe		Old Hickory	TN	37138	
8	CompanyA	Beth C		Chattanooga	TN	37415	
9	CompanyA	Marsh		Millington	TN	38053	
10	CompanyA	Jerry B		Jackson	TN	38305	
11	CompanyA	Donna		Cookeville	TN	38506	
12	CompanyA	Guy P		Houston	TX	77065	
13	CompanyA	Tiffany		Cypress	TX	77433	
14	CompanyA	Jeff Williams	20410 Morning Creek Dr	Katy	TX	77450	
15	CompanyB	Marie Goldweber	1222 Bunting Dr	Alabaster	AL	35007	
16	CompanyB	Charlotte West	3444 Country Ridge Drive	Antioch	TN	37013	

- Bindery service
- B/W copies
- Booth panels
- Brochures
- Catalogs
- CD/DVD duplication
- Course packets
- Customization
- Data warehousing
- Digital printing
- Fulfillment
- Large-format prints
- Logo creation
- One-to-one marketing
- Package design
- PowerPoint slides
- Printing
- Regulatory services (labels, package inserts, brief summaries, and


● **On-line – Typing Characters From An Image When Completing An On-line Form.** I am sure you’ve encountered a box at the end of a form

that requires you to type the characters shown in an image and often wondered why. Well let me explain.



This is known by several names: a word (or visual) verification, CAPTCHA, or a Reverse Turing test. This test is used to prevent automated systems from abusing a site for a spammer's gain (i.e., obtaining mailing lists, taking over a site's resources, or optimizing search engine placement by automatically posting to blogs or forums).

Because the characters are shown as a graphic image it is impossible for a computer program to interpret. The rationale is that there is no software available that can read and reproduce the distorted image accurately, so any system able to do so is likely to be a human (although I have to admit, as a human, I've had trouble reading the characters on some sites).

 **Universal Graphics – Thinking Large-Format.** Universal Graphics has expanded our services to include in-house large-format printing. In partnership with Hewlett-Packard and an experienced large-format printer, we now offer our clients more print options – from small print-on-demand jobs to large-format printing.

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med guides)

- Sales aids
- Training manuals
- Training (Excel, PowerPoint, etc.)



Fun Facts for April

How April 15th Became Tax Day. Congress passed the Sixteenth Amendment to the Constitution, which allows for the implementation of personal income tax on February 3, 1913, and chose March 1 of the following year as the filing deadline. The deadline was changed to March 15 in 1918, and then the date was moved to April 15 in 1955. Moving the date back a month may have been due to the increase in work load – more middle class citizens were getting refunds and the IRS needed more time to process the work.

April is Alcohol Awareness Month, Cancer Control Month, Counseling Awareness Month, Irritable Bowel Syndrome Awareness Month, Autism Awareness Month, Donate Life Month (Organ Donation), STD Awareness Month, and Sexual Assault Awareness Month

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