

Articles:

- PowerPoint – Using Grouping, Ungrouping and Regrouping
- Excel – Formatting Data Cells
- Turning Heads with Large Color Banners

June,
2009



We want to hear from you!

If you like this newsletter and find the information useful
[please let us know.](#)

SERVICES WE OFFER:

- **PowerPoint – Using Grouping, Ungrouping and Regrouping.** Grouping in PowerPoint provides a way to keep multiple objects (graphics and/or text) together for purposes of moving, [bringing forward or back](#) (see March '09 Digital Tips), using in animation or adjusting the objects size.

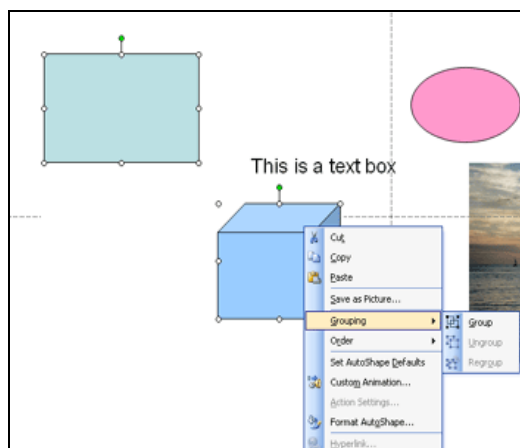
1. Gathering Objects for Grouping

There are two ways to gather objects – choosing one at a time or choosing a group at once. To choose one object at a time, click on the first object, hold down the Ctrl key (you'll see a plus sign added to the cursor) and continue clicking on the other objects. This technique is useful if the objects are not located together on the slide.

If your objects are located together, put your cursor above and to the right or left the objects, click and drag the box that appears around the objects, release and you will see the objects have been highlighted.

2. Grouping, Ungrouping and Regrouping

While you have your objects highlighted right click on one and choose – Grouping and **Group** from the menu (see example below). Now that all your objects are grouped together they can be resized, you can change fonts (if it's text) or move them as a unit.

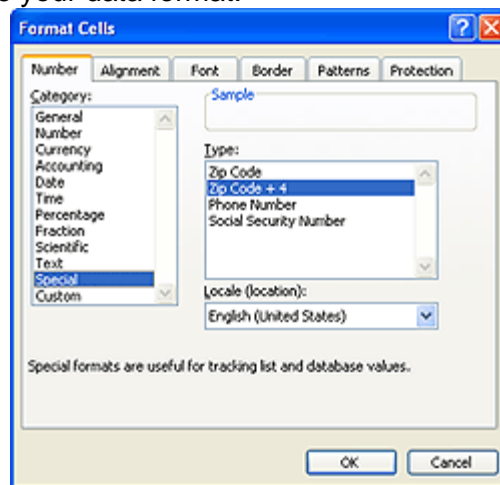


- Bindery service
- B/W copies
- Booth panels
- Brochures
- Catalogs
- CD/DVD duplication
- Course packets
- Customization
- Data warehousing
- Digital printing
- Fulfillment
- **Large-format prints**
- Logo creation
- One-to-one marketing
- Package design
- PowerPoint slides
- Printing
- Regulatory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

To **Ungroup** (for instance, if you need to make a change to just one object) – click on the group, then right click, choose Group and Ungroup from the menu. Once you have adjusted the one object, you can right click on the object, choose Group and **Regroup** to recreate the group you originally had it with (this is especially helpful when doing animation).

Excel – Formatting Data Cells. Excel provides a multitude of formats to show your data. From Date/time to Scientific to Zip codes, Excel makes it easy to format your data. So if you had a mailing list and you noticed that the zip codes for New England and New Jersey are dropping the first digit because it's a zero (i.e. 06516 appears as 6516). You could go in every cell and type in a single quote mark and the zero to avoid this, but its faster using Format Cells.

To activate these formats, highlight the cell or cells you want to change, right click and choose Format Cells (or choose Format, from the Menu bar, then Cells, or Ctrl+1). A menu will appear with multiple tabs, the Number tab is where you choose your data format.



On the left are Categories of formats and on the right are the choices within that category. With the zip codes highlighted, choose the Special Category and the Zip Code Type. Or you can customize one of your own in the Custom area.

Turning Heads with Large Color Banners. Stand out from the crowd this spring and summer with quality color banners. Whether you are sponsoring a sporting event, running a sale or a promotion, we can create a banner for you that makes an impact.

When ordering your next banner from us it helps to be familiar with the terms so below is your starting guide to banners.

Size:

Banners come in a variety of sizes, from the traditional 10'W x 2'H banner with grommets (reinforced holes) to wall banners and pole banners. Banners can be cut to any size that you require.

med guides)

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

In collaboration with





Material:

Nylon-reinforced vinyl – great for tradeshow and outdoor signage. This material can withstand harsh weather conditions. Choose from Matte or Gloss finish (Gloss is recommended for outdoor use).

Mesh – Lightweight, flame-resistant, yet strong. Perfect for banners and flags. This material can withstand harsh weather conditions.

Polyester – A paper thin plastic material which works best for close viewing. Can be used indoors or outdoors and won't crack or fade.

Solvent Semi-Gloss – A tough Polyester scrim sandwiched between two PVC layers give this product a strong and durable foundation with a semi-gloss finish. Ideal material for long-term outdoor banners

Call us today to talk about your large printing needs (203-934-4275) or visit us at www.UnivGraph.com for more information.

Fun Facts for June

June Observances:

Adopt-A-Shelter-Cat-Month, Aphasia Awareness Month, Audiobook Month, Candy Month (I like this one), Dairy Month, Drive Safe Month, Firework Safety Month, Flag Month, Fresh Fruit and Vegetable Month, Gay and Lesbian Pride Month, Iced Tea Month, People Skills Month, Rose Month, Safety Month, Scleroderma Awareness Month, Turkey Lovers Month (guess it wouldn't have been appropriate in November?), Vision Research Month, and Zoo and Aquarium Month.

Universal Graphics, 375 Morgan Lane, Suite 203, West Haven, CT 06516

[Universal Graphics - one call...one source](http://www.UnivGraph.com) Phone 203-934-4275 Fax 203-934-4324

To [unsubscribe click here](#). To add a friend to this e-newsletter, [click here](#).

amy.potts@univgraph.com