

NEWSLETTER December 2009

Dear Debbie,

A few weeks ago, Microsoft announced the release of its Beta program for Office 2010. Outlook 2010 will have some great connectivity features for Social Networking. For more links and information, click here. It will be very exciting to see the new features in the rest of the Office Suite of products for the 2010 version.

Congratulations to the Winner of **November's "Forward to a Friend"** Contest - Diana Wittenberg! Diana will recieve one (1) month FREE of her Go Ask Debbie Membership.

Merry Christmas and Happy Holidays to all of you :)

As always, keep asking questions, we will have answers!

Sincerely,

Debbie McCusker Go Ask Debbie

Tips for Better Holiday Photos

Everyone wants that great Holiday Photo, but we tend to think that once we snap the picture, it's complete. With today's technology, there are many post-process software programs available to everyone, not just the professional photographer.

With your digital camera, take lots of snapshots during your holiday parties - it's free after all. Take the same picture from different angles and then use post-processing to get the photo you really wanted. Crop the picture, tilt the picture, or even use some of the interesting and fun effects available in these software programs.

Here are a few options for you to try:

Adobe Photoshop Elements 8 - Adobe's lower end version of Photoshop. Easy to use, even for the beginner, but has some amazing features.

GIMP - Free software to download and has many features similar to Adobe Photoshop Elements.

<u>Picasa</u> - Part of Google's package of online products. Organizes your photo collection, allows editing, and more. Also gives you the capability of password protecting your photos.

<u>Pixer</u> - Online software, very easily upload, edit, and save to your computer. Basic functions only, but they are the functions most people need to quickly improve upon a photo.

I would be remiss (and possibly in trouble with my husband, the professional photographer) if I didn't mention that when the occasion calls for it, it's better to leave it to the professionals.

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PowerPoint Slide Show Preview

When preparing a PowerPoint presentation, you don't have to view the entire Slide Show to see a specific slide's effects.

This handy trick will speed up your preparation time.

To view a Slide's Effects, simply press the CTRL key and click on the Slide Show View Button in the lower left corner of the screen.



A small window will open showing you the slide as it would appear in the Slide Show, showing all effects applied.

Press the **Escape** key to exit the preview.

It's that simple.

Outlook Notes

If you haven't used **Outlook Notes**, you could be missing a very easy way of saving information. Outlook Notes is a Folder within Outlook that looks like Yellow Sticky Notes. You can copy and paste information very quickly into Notes for future reference - the Title of the Note is the first sentence of your text.

Notes can be organized by right-clicking and changing the Color of the Sticky Note. For example, keep Christmas Shopping Notes all in Green and keep New Year's items in White.

Simply right-click to Print or Forward the Note.

When it comes down to it, Outlook Notes are basically Sticky Notes without all of the clutter of paper that some people keep on their desk.



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