










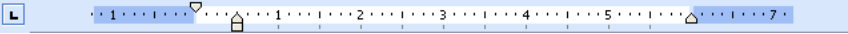









Microsoft Office & Windows Tips & Tricks

Word	
Tip	Technique
Quick Zoom	[Ctrl] + Scroll wheel on mouse
Reveal Formatting	<p>Yes, Word can reveal the details of the formatting used in your documents. It still doesn't look like WordPerfect's reveal formats, but works.</p> <ul style="list-style-type: none"> • Press  for hidden characters • Press [Shift] [F1] (Word 2003 & Word 2007) • Choose Format, Reveal Formatting (Word 2002)
Format Paint	<ul style="list-style-type: none"> • Highlight text containing format to duplicate • Click Format Paint tool  on toolbar • Highlight text to apply format
Repeat format paint (provided by PACS member)	<ul style="list-style-type: none"> • Highlight text containing format to duplicate • Double-click Format Paint tool  on toolbar • Highlight text to apply format as many times as desired • Click Format Paint tool  on toolbar to stop
Smart-Tags	<ul style="list-style-type: none"> • When you see a word or phrase underlined with purple dots, right-click to show options • When you see the smart-tag  symbol, click the drop down arrow to show options
Add a line without a bullet in a bulleted list	<p>In a bulleted list, new lines automatically get a bullet</p> <ul style="list-style-type: none"> • Press [Enter] to start a new paragraph • Press [Backspace] to remove bullet <p>or</p> <ul style="list-style-type: none"> • Press [Shift] [Enter] to create a line feed in the same paragraph <p>Remember all paragraph formatting (indents, tabs, etc.) are actually contained in the ¶ symbol at the end of the paragraph. The first technique creates two paragraphs can be formatted independently while the 2nd technique only creates one paragraph with two lines.</p>



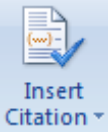
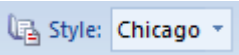
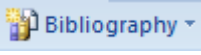
Microsoft Office & Windows Tips & Tricks

Word	
Tip	Technique
Save All menu	<ul style="list-style-type: none"> • Hold [Shift] key and click File menu to reveal the Save All menu choice which saves all open documents
Jump to last changed item	<ul style="list-style-type: none"> • [Shift] [F5] will move the cursor back to the last changed item in the document
Draw paragraph lines: <hr style="border: 1px solid black;"/> <hr style="border: 3px double black;"/> <hr style="border: 1px solid black;"/> Override to show raw characters	Type: - - - and press [Enter] _ _ _ and press [Enter] = = = and press [Enter] <ul style="list-style-type: none"> • Press [Backspace] to revert conversion back to typed characters
Move through the document	<ul style="list-style-type: none"> • Click the Select Browse Object button at the bottom of the vertical scroll bar • Select the desired movement increment 
Work on two different sections of the same document at the same time	Drag & Drop the document split, found at the top of the vertical scroll bar, half way down the screen 
Non-break [space] and [hyphen]	Normally the [space] and [hyphen] characters will be used to wrap a line of text to the next line. But if you want to keep both parts of a name or hyphenated phrase together, use a non-break [space] or [hyphen] <ul style="list-style-type: none"> • [Ctrl] [Shift] [space] • [Ctrl] [Shift] [hyphen]
Multiple selections	<ul style="list-style-type: none"> • Select the first block of text • Hold the [Ctrl] key down and select more text • Repeat for as many selections as desired • All formats will be applied to all of the selections


Microsoft Office & Windows Tips & Tricks

Word	
Tip	Technique
<p>Multiple highlights (thanks to Jim Powell and the Office Letter: www.officeletter.com)</p>	<p>Rather than highlighting one block of text at a time, treat the highlight tool and you document like you would have used a highlighter in a regular document: read and highlight without returning to the toolbar each time.</p> <ul style="list-style-type: none"> • Choose the highlight color you want using the dropdown arrow next to the highlight tool  on the toolbar • Click the highlight tool again – this will keep the button in a depressed state  • Highlight desired blocks of text • Click the highlight tool again to turn off the highlight mode
<p>Formatting with the Ruler Bar</p>	<p>The dialog boxes under the Format menu provide precise control of margin, indent, and tab settings, but using the Ruler Bar</p>  <p>provides instant feedback.</p> <ul style="list-style-type: none"> • Highlight the lines to be formatted • Adjust first line , remaining lines , or right  indent • Click the button on the far left of the ruler bar to add left aligned , center aligned , right aligned , or decimal aligned  tabs. Click the location on the ruler bar where the tab should be added. Drag & drop a tab to adjust it's location. Drag & drop a tab up or down to delete the tab. • Adjust the left  or right  margin
<p>Rearrange paragraphs</p>	<p>To swap the order of two paragraphs</p> <ul style="list-style-type: none"> • Highlight the paragraph to be moved • Hold the [Shift] and [Alt] keys • Press the [Up] or [Down] arrow key to move the paragraph
<p>Insert a page break</p>	<ul style="list-style-type: none"> • Press [Ctrl] [Enter]


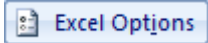
Microsoft Office & Windows Tips & Tricks

Word	
Tip	Technique
Change text case	<p>(Word 2003)</p> <ul style="list-style-type: none"> • Highlight text • Press [Shift] [Ctrl] [a] <p>(Word 2007)</p> <ul style="list-style-type: none"> • Click the Change Case button  on the Home Ribbon • or press [Shift] [F3] to cycle through options
Footnotes	<p>(Word 2007)</p> <ul style="list-style-type: none"> • Position cursor where you would like the footnote to appear • Click the Insert Footnote button on the Reference Ribbon • Repeat for additional footnotes <div style="text-align: right; margin-top: 10px;">  </div>
Bibliography	<p>(Word 2007)</p> <ul style="list-style-type: none"> • Position cursor where you would like the citation to appear • Click the Insert Citation button on the Reference Ribbon • Repeat for additional citations <div style="text-align: right; margin-top: 10px;">  </div> <p>• Position cursor where you would like to insert the bibliography.</p> <ul style="list-style-type: none"> • Choose the bibliography style  from Reference Ribbon. • Click the Bibliography button  on the Reference Ribbon.


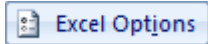
Microsoft Office & Windows Tips & Tricks

Excel	
Tip	Technique
Insert live, stock information	<ul style="list-style-type: none"> • Type the stock symbol into a cell and press [Enter] • Click the Information smart tag  • Select the information to be inserted based on the stock symbol
Zoom to fit	<ul style="list-style-type: none"> • Highlight the cells which will fill the screen • Click the dropdown arrow on the Zoom tool on the toolbar • Select the Selection option on the dropdown list
Format with currency	<ul style="list-style-type: none"> • Highlight the cells to format • Press [Ctrl] [Shift] \$
Copy cells	<ul style="list-style-type: none"> • Highlight the cells to copy • Click & drag the small square in the lower right corner of the highlighted area
Move cells	<ul style="list-style-type: none"> • Highlight the cells to move • Click & drag on any border of the highlighted area
Create a form quickly	<ul style="list-style-type: none"> • Create the spreadsheet • Highlight a cell that will accept input • Right-click and select Format Cells... • Select the Protection tab • Uncheck the Locked checkbox • Repeat • Select Tools, Protection, Protect Sheet... • Type in an optional password • Click OK <p>(Excel 2007)</p> <ul style="list-style-type: none"> • Highlight multiple cells using the [Ctrl] key • Make sure the first cell to be filled is the last selected • Type the desired value and press [Enter]

Microsoft Office & Windows Tips & Tricks

Excel	
Tip	Technique
Where should you move when you press the [Enter] key	<p>(Excel 2003)</p> <ul style="list-style-type: none"> • Select Tools, Options • Select the Edit tab • Select your preference for the Move selection after Enter • Click OK <p>(Excel 2007)</p> <ul style="list-style-type: none"> • Select the Office Start button  • Select the Excel Options button  • Select the Advanced option • Enable/Disable After pressing Enter, move selection check box • Select the Direction drop the drop-down list box • Click the OK button
<p>Auto fill</p> <p>Numbers</p> <p>Dates</p> <p>Days</p> <p>Months</p> <p>Custom list</p>	<ul style="list-style-type: none"> • Enter first two numbers of sequence • Highlight first two cells • Copy to end of sequence <ul style="list-style-type: none"> • Enter first date • Copy to end of sequence <ul style="list-style-type: none"> • Enter first day of week • Copy to end of sequence <ul style="list-style-type: none"> • Enter first month • Copy to end of sequence <ul style="list-style-type: none"> • Select the Tools, Options... menu • Select the Custom Lists tab • Type the sequence into the List entries: text box • Click the Add button
Switch sheets in a workbook	<p>Using the keyboard</p> <ul style="list-style-type: none"> • [Ctrl] [PgUp] or [Ctrl] [PgDn]



Microsoft Office & Windows Tips & Tricks

Excel	
Tip	Technique
Enter fractions	<ul style="list-style-type: none"> • Type [0][space] followed by the fraction. The fraction will be displayed but the decimal value will be stored in the cell. For example "0 1/4" displays 1/4 but contains 0.25
Enter the current date and time	<ul style="list-style-type: none"> • [Ctrl] ; (semi-colon) for the date • [Ctrl] : (colon) for the time
Quick format number, currency, percent, and boarder	<ul style="list-style-type: none"> • [Ctrl] [Shift] " for number • [Ctrl] [Shift] \$ for currency • [Ctrl] [Shift] % for percent • [Ctrl] [Shift] & for boarder
Adjust column width or row height	<ul style="list-style-type: none"> • Highlight the column(s) by selecting the column letter(s) at the top of the sheet • Make a fixed width adjustment by clicking and dragging the column boundary line that follows the last column letter • Auto fit the column width(s) by double-clicking the column boundary line that follows the last column letter • Apply the same techniques to the horizontal rows and row numbers
Show each open spreadsheet on the taskbar	<p>(Excel 2003)</p> <ul style="list-style-type: none"> • Select Tools, Opens • On the View tab • Check the Windows in taskbar checkbox • Click the OK button <p>(Excel 2007)</p> <ul style="list-style-type: none"> • Select the Office Start button  • Select the Excel Options button  • Select the Advanced option • Scroll down • Check the Show all windows in the taskbar checkbox • Click the OK button

Microsoft Office & Windows Tips & Tricks

Excel	
Check spelling	<ul style="list-style-type: none">• [F7]
Change a setting for the whole spreadsheet	<ul style="list-style-type: none">• Select the empty cell above row 1 and to the left of column A


Microsoft Office & Windows Tips & Tricks

PowerPoint	
Tip	Technique
Preview while editing	<ul style="list-style-type: none"> • Press [Ctrl] [Shift] [Show]  button
Change background on part of the presentation	<ul style="list-style-type: none"> • Select View, Task Pane from the menu • Select Slide Design from the Task Pane dropdown list • Highlight the slides to change • Click the dropdown arrow next to the desired background from the Task Pane • Select Apply to Selected Slides from the menu
Align objects	<ul style="list-style-type: none"> • Highlight two or more objects on the slide • Select the Draw button  on the Drawing toolbar often at the bottom left of the screen • Select Align or Distribute from the menu • Select the desired alignment for the highlighted objects
Nudge objects	<ul style="list-style-type: none"> • Highlight object • Press arrow keys to move object
Hide slide	<ul style="list-style-type: none"> • Right-click slide from the slide preview list • Select Hide Slide from the menu • Same technique to un-hide slide
Custom slide sequences	<ul style="list-style-type: none"> • Select Slide Show, Custom Shows... from the menu • Click the New button • Type in the Slide show name: • Select and order the slides in the show using the Add > >, Remove, and arrow buttons • Click OK and then Close when done
Menu slide with links to other slides in the show	<ul style="list-style-type: none"> • Right-click object • Select Hyperlink from the menu • Select Place in this Document from the Link to: list • Select the desired "go to" slide or custom show in the Select a place in this document: list • Click OK

Microsoft Office & Windows Tips & Tricks

PowerPoint	
Tip	Technique
Jump to slide	<ul style="list-style-type: none">• During the slide show, type slide number to jump to and press [Enter]
Blackout slide	<ul style="list-style-type: none">• During the slide show, press B
Whiteout slide	<ul style="list-style-type: none">• During the slide show, press W

Microsoft Office & Windows Tips & Tricks

Outlook	
Tip	Technique
Sort by multiple columns	<ul style="list-style-type: none"> • Select the column title for the primary sort • Hold the [Shift] key and select the column title for the secondary sort
Document cusom flag colors or catagories	<p>Color Flags (Outlook 2003)</p> <ul style="list-style-type: none"> • Create a new toolbar • Choose View, Toolbars, Customize • On the Toolbars tab, click the New... button • Type "Flags" and click OK • Drag the Flags toolbar to the toolbar area <p>Add the Flag buttons</p> <ul style="list-style-type: none"> • Choose Commands • Select Actions from the Categories list • Drag each flag to the Flags toolbar <p>Change the name of each flag button</p> <ul style="list-style-type: none"> • Right-click on each flag button • Enter the Name: for each flag button • Check the Image and Text checkbox option <ul style="list-style-type: none"> • Close the Customize dialog box <p>Color Categories (Outlook 2007)</p> <ul style="list-style-type: none"> • Right-click on a category • Choose "All Categories" • Manage the categories using the resulting dialog box
Color Catagorize Appointments	<p>(Outlook 2007)</p> <ul style="list-style-type: none"> • Right-click on an appointment • Highlight Categorize from the drop down list • Choose the desired colored category as defined above
Advanced Search	<p>(Outlook 2007)</p> <ul style="list-style-type: none"> • Click the down chevron  to the right of the search icon.

Microsoft Office & Windows Tips & Tricks

Outlook	
Instant Task	<p>(Outlook 2003)</p> <ul style="list-style-type: none">• Select a message• Drag and drop the message on the Task button• Define parameters• Click Save and Close toolbar button <p>(Outlook 2007)</p> <ul style="list-style-type: none">• Select a message• Right-click the flag icon• Choose the approximate task date
Instant Calendar Appointment	<p>(Outlook 2003 & Outlook 2007)</p> <ul style="list-style-type: none">• Select a message• Drag and drop the message on the Task button• Define parameters• Click Save and Close toolbar button <p>(Outlook 2007)</p> <ul style="list-style-type: none">• Go to Calendar• Select a task• Drag and drop the task on a timeslot
Message Preview	<ul style="list-style-type: none">• Choose View, Reading Pane, and desired location from the menu
Attachment Preview	<p>(Outlook 2007)</p> <ul style="list-style-type: none">• In the reading pane preview window, click the attachment icon once• Click the Preview file button
Signature Block Selection	<ul style="list-style-type: none">• Right-click signature block• Choose desired signature block


Microsoft Office & Windows Tips & Tricks

Outlook

Delay Sending a Message

- Choose Tools, Rules & Alerts... menu
- Click the New Rule... button
- Under the "Start from a blank rule" category, highlight "Check messages after sending"
- Click the Next> button
- Check "On this machine only" and click Next>
- In the "Step 1" list box, check "Defer delivery by a number of minutes"
- In the "Step 2" list box, click "a number of" link
- Choose a value from 1 to 120 and click OK
- Click the Finish button
- Click OK to confirm it is a "client only" rule
- Click OK again to exit the Rules & Alerts dialog box






Microsoft Office & Windows Tips & Tricks

Windows XP, Windows Vista, & Windows 7	
Tip	Technique
Edit Start menu	<p>To edit the user's personal menu:</p> <ul style="list-style-type: none"> • Right-click the Start button • Select Explore from the menu <p>To edit the shared menu:</p> <ul style="list-style-type: none"> • Right-click the Start button • Select Explore All Users from the menu
Send To	<ul style="list-style-type: none"> • Create a shortcut to the target object (printer, folder, application, etc.) • Highlight the shortcut • [Ctrl] X to cut the shortcut • Start exploring a particular user or All Users under the Documents and Settings folder • Go to the SendTo folder • [Ctrl] V to paste the shortcut into the SendTo folder <ul style="list-style-type: none"> • Right-click a document • Select the Send To menu • Select the Send To target link from the list
Quick Launch	<ul style="list-style-type: none"> • Right-click an empty portion of the taskbar • Select Toolbars, Quick Launch <p>You can then drag & drop application shortcuts onto the Quick Launch toolbar</p>
Show Desktop	<ul style="list-style-type: none"> • Select the Show Desktop button  on the Quick Launch toolbar
Keyboard start of Quick Launch applications	<ul style="list-style-type: none"> • [Windows key] [number] where the number represents the application shortcut on the Quick Launch toolbar
XP / Classic Start menu	<ul style="list-style-type: none"> • Right-click an empty portion of the taskbar • Select Properties from the menu • Select the Start Menu tab • Select the Classic Start Menu radio button

Microsoft Office & Windows Tips & Tricks

Windows XP, Windows Vista, & Windows 7	
Tip	Technique
XP / Classic Control Panel	<ul style="list-style-type: none"> • Select Start, Control Panel • In the left column, click Switch to Classic View
Hibernate configuration	(Windows XP) <ul style="list-style-type: none"> • Select Start, Control Panel • Double-click Power Options • Select the Hibernate tab • Click the Enable hibernation check box • Select the Advanced tab • Define what should happen when the laptop lid is closed, the power button is pressed, and the sleep button is pressed • Click OK
Open new window while browsing in IE	<ul style="list-style-type: none"> • Hold the [Shift] while clicking on the link
Open new tab while browsing in IE 7	<ul style="list-style-type: none"> • Hold the [Ctrl] while clicking on the link
Force IE to remember window size	<ul style="list-style-type: none"> • [Shift] [Close]
Access IE menus	<ul style="list-style-type: none"> • Press the [Alt] key
Remove choices from Right-click menu	<ul style="list-style-type: none"> • Download TweekUI from www.microsoft.com
Clean application entries from Add or Remove control panel	<ul style="list-style-type: none"> • Go to technet.microsoft.com • Search for knowledge base article 314481
Minimize all open windows	<ul style="list-style-type: none"> • [Windows key] [m]
Display System Properties dialog box	<ul style="list-style-type: none"> • [Windows key] [Break]



Microsoft Office & Windows Tips & Tricks

Windows XP, Windows Vista, & Windows 7	
Tip	Technique
2D application switch	<ul style="list-style-type: none"> • [Alt] [Tab]
3D application switch	(Windows Vista) <ul style="list-style-type: none"> • [Windows key] [Tab]
Faster folder access	(Windows Vista) <ul style="list-style-type: none"> • Select , Layout, Navigation Pane to show the Favorites and Folders panes • Select the desired folder • Drag & drop the folder into the Favorites pane
Document preview	(Windows Vista) <ul style="list-style-type: none"> • Select , Layout, Preview Pane • Select the desired file
Faster application start	(Windows Vista) <ul style="list-style-type: none"> • Click the [Windows pearl]  • Type in the name of the application in the Search text box
Change [Power]  button action	(Windows Vista) <ul style="list-style-type: none"> • Click the [Windows pearl]  • Type "power" in the Search text box • Select Power Options • Click any Change plan settings • Click Change advanced power settings • Expand Power buttons and lid • Expand Start menu power button • Select the new action from the Setting drop down list • Click the OK button

Microsoft Office & Windows Tips & Tricks

Windows XP, Windows Vista, & Windows 7	
Screen Snip	(Windows Vista) <ul style="list-style-type: none"> • Press [Windows key] [s] • Select the portion of the screen to capture • This embeds the “snip” into Office OneNote if available • Switch to the target application • Press [Ctrl] [v]
Desktop Hide / Show	(Windows Vista) <ul style="list-style-type: none"> • Press [Windows key] [d]
Open Explorer Window	(Windows Vista) <ul style="list-style-type: none"> • Press [Windows key] [e]
Customize Explorer folder view	(Windows Vista) <ul style="list-style-type: none"> • Right-click the folder to customize • Select Properties • Click the Customize tab • Select the desired folder type from the folder type dropdown list • Click the OK button
Resizing your windows (Aero Snap)	(Windows 7) <ul style="list-style-type: none"> • To dock your window on one half of the screen, drag it to the left or right and it will change its size to fit that half of the screen • To manipulate the vertical size of a window, you can drag the window to the top to maximize it, or double-click the window’s top or bottom border to maximize it vertically while keeping the same width You can also perform all of these functions with keystrokes: <ul style="list-style-type: none"> • [Windows key] [Left arrow] and [Windows key] [Right arrow] dock to half the screen • [Windows key] [Up arrow] and [Windows key] [Down arrow] maximize and minimize • [Windows key] [Shift] [Up arrow] and [Windows key] [Shift] [Down arrow] maximize and restore vertical size

Microsoft Office & Windows Tips & Tricks

Windows XP, Windows Vista, & Windows 7	
Multi-Monitor Window Management	<p>(Windows 7)</p> <ul style="list-style-type: none"> • [Windows key] [Shift] [Left arrow] and [Windows key] [Shift] [Right arrow] to move windows from one monitor to another
Project your display	<p>(Windows 7)</p> <ul style="list-style-type: none"> • Press [Windows key] [p] and the following pop-up window will appear: <div style="text-align: center; margin: 10px 0;">  <p style="font-size: small; margin: 0;">Show desktop only on computer display (current setting)</p> </div> <ul style="list-style-type: none"> • Press your arrow keys or [Windows key] [p] to switch through multiple display settings, such as “clone”, “extend” or “external only”
Get rid of all the windows behind your active window (Aero Shake)	<p>(Windows 7)</p> <ul style="list-style-type: none"> • Click on the title bar and shake the mouse back and forth <p>You can perform this function with a keystroke</p> <ul style="list-style-type: none"> • Press [Windows key] [Home] <p>Repeat the shake or keystroke to restore the windows</p>
Record your keystrokes	<p>(Windows 7)</p> <ul style="list-style-type: none"> • Run the Problem Steps Recorder (psr.exe)
Peek at your desktop (Aero Peek)	<p>(Windows 7)</p> <ul style="list-style-type: none"> • Hover over the button to the right of the Notify area <div style="text-align: center; margin: 10px 0;">  </div> <ul style="list-style-type: none"> • Move the mouse anywhere to restore the desktop • You can minimize all open windows by clicking on the peek button • Click the peek button again to restore the desktop <p>You can perform this function with a keystroke</p> <ul style="list-style-type: none"> • Press [Windows key] [Space] • Press [Windows key] [Space] to restore the desktop

Microsoft Office & Windows Tips & Tricks

Windows XP, Windows Vista, & Windows 7	
Switch documents within an application	(Windows 7) <ul style="list-style-type: none"> • Press the [Ctrl] and click on the application icon on the taskbar
Pin frequently accessed folders to the Windows Explorer icon on the taskbar	(Windows 7) <ul style="list-style-type: none"> • Right-click and drag the desired folder to the taskbar Windows 7 will automatically add the folder to the Jump List of the Windows Explorer icon <ul style="list-style-type: none"> • Right-click the Windows Explorer icon on the taskbar • Select the folder to open
Open another application instance	(Windows 7) <ul style="list-style-type: none"> • Press the [Shift] and click on the desired application on the taskbar
Sharpen text and adjust colors	(Windows 7) <ul style="list-style-type: none"> • From the Control Panel, search for: ClearType Text Tuning Display Color Calibration
Reorder the icons on the taskbar	(Windows 7) <ul style="list-style-type: none"> • Click and drag the icon from one location on the taskbar to another
Launch a taskbar application using the keyboard	(Windows 7) <ul style="list-style-type: none"> • Press the [Windows key] and a number from 1 to 5. The number selects which of the first five applications on the taskbar will be opened. For the other applications on the taskbar <ul style="list-style-type: none"> • Press [Windows key] [t] to set the focus on the taskbar • Press the [Right arrow] or [Left arrow] keys to select the desired application • Press [Enter] to start or set focus on that application

Microsoft Office & Windows Tips & Tricks

Sources for this document:

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- Jim Powell and the Office Letter (www.officeletter.com)
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(<http://gallery.live.com/LiveItemDetail.aspx?li=23353790-9689-4ff8-9dc4-64306756f8fe>)
- Suite101.com
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Sign-up for more live Tips & Tricks at www.microsoft.com/office

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Steve