

## **Quick Tips: What You Always Wanted to Know About Office But Were Afraid to Ask**

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<b>Task</b>	<b>Instructions</b>	<b>Applications</b>
<b>Quickly Navigate Through Applications</b>	To quickly move from application to application, hold down the Alt key and repeatedly press Tab key. When the desired application is selected, release the Alt key	
<b>Create 'Fake' Text</b>	Type the following: =rand(n,m) The <b>n</b> indicates the number of paragraphs The <b>m</b> indicates the number of sentences in each paragraph	Word, PowerPoint
<b>Zoom In and Out</b>	Hold down the Ctrl key and move the mouse wheel up or down	Word, PowerPoint, Excel
<b>Change the font size</b>	To increase/decrease the font size in increments of one point: hold the Ctrl key and press ] to increase or [ to decrease the font, or hold the Ctrl key and press shift and > to increase or shift and < to decrease the font.	Word, PowerPoint
<b>Repeat the Last Edit</b>	Press the F4 key	Word, Excel
<b>Using the Format Painter (Paintbrush)</b>	Place cursor within the text which has the desired format. Click the paintbrush on the tool bar and then select the additional text to be formatted If you double-click on the	Word, PowerPoint, Excel, FrontPage

	paintbrush you can select additional text multiple times (press the esc key to turn off the paintbrush)	
<b>Remove All Formatting</b>	Select the text then press Ctrl + spacebar	Word, PowerPoint, Publisher, FrontPage
<b>Position Graphics</b>	Select the graphic and format the wrapping style to something other than 'In line text'. With the graphic selected, nudge it using the arrow keys. (You may have to hold the Ctrl key down to nudge in smaller increments or Alt + left mouse button.)	Word, PowerPoint, Excel
<b>Extend Selected Text</b>	After selecting text, press the F8 key to allow you to extend the selection. When you perform an action such as bolding the selection mode is turned off. To manually turn off the mode press Esc. Or Hold the Shift key down to increase/decrease the selection.	Word, PowerPoint, Excel, Publisher, Outlook, FrontPage
<b>Select Noncontiguous Text</b>	Select the first desired text Hold the Ctl key down Select the next desired text	Word
<b>Change the Case of Text</b>	Select the text and press the Shift and F3 keys.	Word, PowerPoint
<b>Spacing Between Sentences</b>	Open the Tools menu then choose: Options – Spelling and Grammar – Settings	Word

<b>Horizontal Line Dividers</b>	Key in the following symbols and press Enter: --- 3 hyphens ___ 3 underscores === 3 equal signs ### 3 pound signs *** 3 asterisks ~~~ 3 tildes	Word
<b>Using Auto Correct for Text</b>	Open the Tools menu then choose: AutoCorrect Options Key in letter code to replace Key in the desired new text Click – Add - OK OR Key in desired text Select the text Tools AutoCorrect Options Key in letter code to replace Click – Add - OK	Word, PowerPoint, Excel, Publisher, Outlook
<b>Using Auto Correct for Symbols</b>	Open the Insert menu then choose – Symbol AutoCorrect Key in letter code to replace Click Add – OK	Word, Outlook
<b>Using Shortcut Keys for Symbols</b>	Open the Insert menu and then choose – Symbol Select symbol Shortcut Key Press key combination Assign - Close	Word, Outlook

<p><b>Using Shortcut Keys for Autotext</b></p>	<p>Step 1 – Create the autotext</p> <ul style="list-style-type: none"> <li>– Type in text</li> <li>– Highlight the text</li> <li>– Click Insert – Auto-text</li> <li>– Choose New</li> <li>– Type the name for the entry</li> </ul> <p>Step 2 – Customize the keyboard</p> <ul style="list-style-type: none"> <li>– Click Tools – Customize</li> <li>– Click the keyboard button</li> <li>– Select Autotext from the categories box</li> <li>– Type in the hot-key combination you wish to use</li> <li>-- Click - Close</li> </ul>	<p>Word</p>
<p><b>Save or Close All Documents</b></p>	<p>Hold the Shift down then select File then Close All</p>	<p>Word, Excel, FrontPage</p>
<p><b>Create a Chart</b></p>	<p>Select the data for the chart                  Press the F11 key                  (To modify the chart, point to the object to change then click your right mouse button and format...)</p>	<p>Excel</p>
<p><b>Create Random Numbers in Excel</b></p>	<p>Key =rand()                  This will generate a number between 0 and 1                  Key =rand()*(b-a)+a                  This will generate a number between a and b                  If you do not want the numbers to change                  Generate the numbers on a second worksheet                  Select the numbers                  Right-click – and copy                  On original sheet – right-click where numbers are to be positioned                  Choose paste special – values - OK</p>	<p>Excel</p>

<b>Take a Break</b>	To toggle a blank screen on or off, press b or period. To toggle a white screen on or off, press w or comma.	PowerPoint
<b>Quickly go to Any Slide</b>	Type the slide number and press enter. To go to the first slide, hold down both mouse buttons for two seconds.	PowerPoint
<b>Hide or Show the Pointer and Pen</b>	To hide the pointer, press Ctrl + H  To show the pointer press Ctrl + A  To show the pen press Ctrl + P	PowerPoint
<b>Select Dates</b>	Select the first date in the date navigator then hold the Ctrl key down and continue to click the additional dates. Up to 14 dates can be selected	Outlook
<b>Change Timeline</b>	While in the Calendar view, right-click on the times and choose the desired interval	Outlook
<b>Delete Messages Without Sending Them to the Deleted Folder</b>	Select items to be deleted then hold the Shift key down while deleting the items. Answer Yes in the dialog box.	Outlook
<b>Schedule an E-mail Response</b>	Drag the message from your Inbox to the Calendar icon or folder.  Fill in the needed information when the new appointment dialog box appears.	Outlook
<b>Quickly Send an E-mail to a Contact</b>	Choose the Contacts folder, then drag the contact onto the Inbox icon or folder. A new mail message will appear.	Outlook

<p><b>Quickly Set and Delete Tab Settings</b></p>	<p>Set tabs:                  Cycle through the tab indicators at the left of the ruler until the desired tab appears                  Click on the ruler in the desired location                  Delete tabs:                  Drag tab off the ruler</p>	<p>Outlook</p>
<p><b>Quickly Change Tab Settings</b></p>	<p>Select text that contains the tab settings                  Drag the tabs along the ruler to the desired location                  OR                  Select text that contains the tab settings                  Double-click on one of the tab settings                  Make the desired changes in the dialog box (be sure to click on set between each change)</p>	<p>Word</p>
<p><b>Add a Screen Shot</b></p>	<p>Tap the Print Scrn key then paste into a document                   (To modify the size, click on the ‘crop’ button on the pictures toolbar and remove the unwanted portion of the picture and then re-size the picture.)</p>	<p>Word, PowerPoint, Excel, Publisher, Outlook, Front-Page</p>