

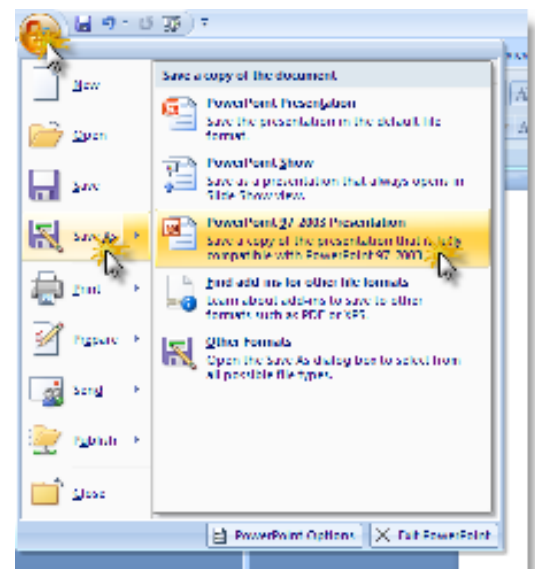
# Microsoft Tips & Tricks (Works in all Microsoft products and many others too!)

- Control drag to duplicate
- Control + Shift + > to increase text size
- Control + Shift + < to decrease text size
- Control + E to center text
- Control + R to right-align text
- Control + L to left-align text
- Complete list available on the Microsoft site - <http://office.microsoft.com/en-us/help/HA011407361033.aspx>
- Shift Key – hold down while drawing a line, perfect square, perfect circle
- Right click on an object, select order, choose back, forward, etc.
- **Selecting Text**
  - To select a word, **double-click** the left mouse button on the word
  - To select a sentence, hold down **CTRL** and **single-click** with the left mouse button on the sentence.
  - To select a line of text, **single-click** with the left mouse button in the **left screen margin** at the line you want to select.
  - To select a paragraph, **triple-click** the left mouse button in the paragraph.
  - To select the whole document, hold down **CTRL+A**, or **triple-click** the left mouse button in the **left margin** of the screen.
- **Zooming In & Out** – hold the **Ctrl** key on your keyboard and use the **scroll wheel** on your mouse to change the view of your document in any Microsoft office document.

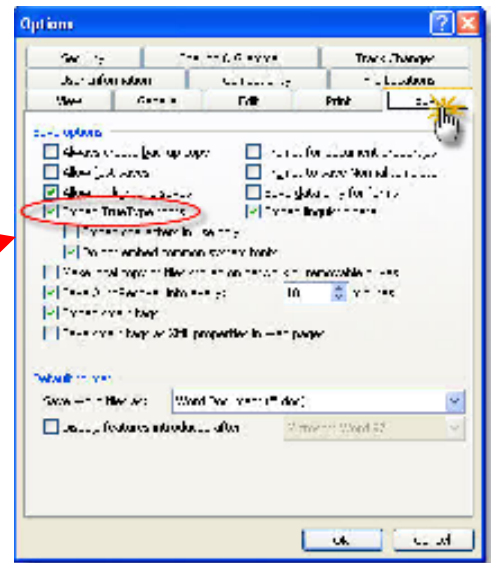
## Compatibility Issues

If you have the new Microsoft Office 2007 on your home computer and need to send it to someone who does NOT have it, you can save it in Compatibility Mode.

- '07 Compatibility Issues – Save as a PowerPoint 97-2003 Presentation so that others can view it.
- Fortunately, the new image for our computers has a converter, so this shouldn't be a problem at school.
- Cents-less? To get the ¢, hold down the CTRL key and press / then c. When you let go of the CTRL key, you will see the cents symbol.



- **Format Painter** – this is a quick and easy way to change the formatting (font, size, color, etc.) without changing the text itself. Highlight some text in a document that you'd like copied. Click on the Format Painter button in your standard toolbar. Your cursor changes into a small paintbrush. Click and drag over the words you want to change. (Single-click the format painter to copy the formatting only once. Double-click if you want to change the format in several different locations.)
- **Standardized Fonts** – if you've found the PERFECT font for a document, but you're not sure others have it you can still use it! Select **Tools > Options** Click on the **Save** tab. Check **Embed TrueType Fonts** and select **OK**.

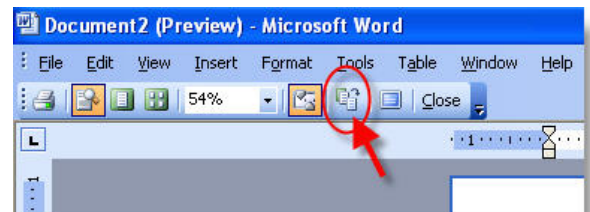


## Microsoft Word

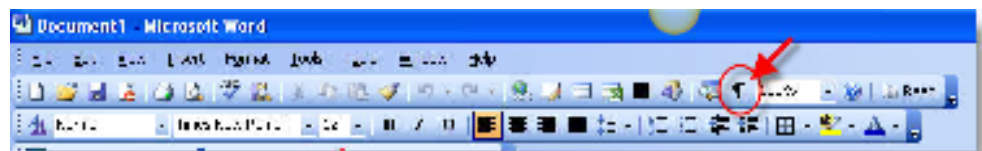
- In Word, if you do not want to see the space between the pages (makes it easier to scroll down and see your entire document), hover between the pages until you see this image, then double-click.



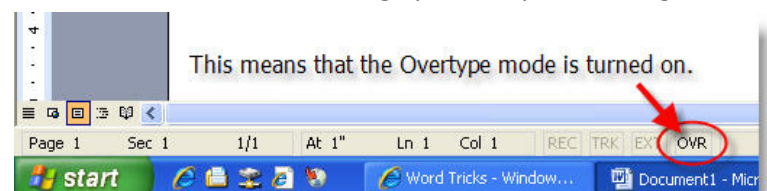
- **Shrinking a Document to Fit** – If you've created a document and one or two lines spill over into a new page, you can use the "Shrink to Fit" feature to fit everything on the page.  
**File > Print Preview**, click the **Shrink to Fit** button.



- **Little Nuisances!** Have you ever seen those little ¶ symbols all over your page? That means you have your Paragraph marking tools turned on. To turn them off, click on the **Show/Hide** tool on the standard toolbar. You can also turn them off by clicking on **Tools > Options**. On the **View** tab, uncheck the "Paragraph marks" choice under "Formatting marks".

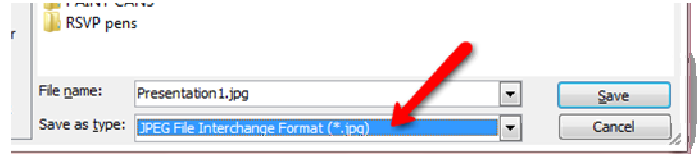


- What about **Overtyping**? If you've been typing along and it looks like each new letter is eating up one of your existing letters, your document is in Overtyping mode. To turn it off, hit the "**Insert**" key on your keyboard. (Chances are this got turned on by accidentally hitting the key while reaching for delete or backspace).



## Microsoft PowerPoint Tips & Tricks

- Hit the F5 key on the top of your keyboard to begin the presentation
- Save your presentation as a “**PowerPoint Show**” (.pps) and your presentation will open straight into screenshow mode. To change a .pps back to a presentation for editing, locate the file name, right click the file name, choose rename, and change the .pps extension to .ppt. A warning about instability will appear, but no harm will be done to the presentation.
- Save your PowerPoint slides as images!
  - **File > Save as ...**
  - In the **Save as type** field, choose **JPEG**
  - Click **Save**
  - Choose **Every Slide** or **Current Slide Only**
  - The slides will be saved as individual images, including the text, headings, clip art, etc. Animations will NOT be included.
- Print your PowerPoint documents as **handouts** (3 slides per page gives you lines to make notes, 4,6, or 9 slides per page also available) Cut out the slides, staple together to make mini-books.
- **Taking a Break** – if you’re in the middle of a PowerPoint presentation, but need to take a break just click the **B key** for a solid black screen to appear. Click **W key** for a solid white screen to appear. When you’re ready to resume the presentation, hit any key!
- **Printing Notes** – If you use the Notes feature in PowerPoint, you may have been disappointed before when you printed your handout and the notes weren’t there. (I’ve been there!) There’s an easy way to print a handout that includes your notes. **File > Send to > MS Office Word**, Choose the layout you prefer
- **Moving Items** – If you’ve ever tried to move a graphic, WordArt, or even a text box on a PowerPoint slide, it can sometimes be difficult to get it exactly where you want it.
  - **Click once** on the item and drag it somewhere else.
  - **Click once** on the item and use the **arrow key** to move it. (One click = 1/12 inch)
  - If you still can’t get it exactly where you want it, hold down the **Alt** key on your keyboard while dragging with your mouse and you should be able to place it in the absolutely perfect spot.



# Microsoft Excel Tips & Tricks

- **Select All** – Click the little square between the A and the 1 on a spreadsheet to select all cells.
- **Resizing Columns & Rows** – Hover your mouse between the Column headings (between the A and B) or between the Row headings (between the 1 and 2).
  - Click and drag left/right or up/down to resize the column or row
  - Double click on that line (between the headings) to make the column or row fit the cell with the most text
- **Moving** within a defined range of cells – First, highlight the cells you are using, then try these key combinations to move from cell to cell.
  - **Enter** will move you from top to bottom within the selected range, one cell at a time. (If you used the Options window to change the selection direction after an Enter, it will move in this direction instead).
  - **Shift + Enter** will move you from bottom to top within the selected range, one cell at a time.
  - **Tab** will move you from left to right within the selected range, one cell at a time.
  - **Shift + Tab** will move you from right to left within the selected range, one cell at a time.
  - **Ctrl + .** (period) will move you clockwise to the next corner of the selected range.
  - **Ctrl + Alt + Right Arrow**, for nonadjacent cells within the range, will move you to the next selection to the right in the range.
  - **Ctrl + Alt + Left Arrow**, for nonadjacent cells within the range, will move you to the next selection to the left in the range.
- **Same old, Same old ...** If you have a spreadsheet that you want to open every time you open Excel, you can set it up to do just that!
  - Create a folder (in My Documents) that contains the Excel file you want to open. Do not put any other files in this folder. Be sure you know exactly where this folder is located!
  - In Excel, **Tools > Options**, click **General Tab**
  - In the “At startup, open all files in:” field, enter the entire location where the document is located.
  - Click OK.
  - When you open Excel next time, that file will open in your workspace.
- To move to a second line in a cell, hold the Alt key and hit Enter. This will move you to a second line within the cell.

