

TIPS AND TRICKS

Windows

Pin programs to the taskbar

- ✓ Go to the program icon on your desktop or start menu and right click, choose pin

Customize the taskbar so that taskbar buttons never combine

- ✓ Right click on taskbar, properties, never combine taskbar buttons

Use Favorites (folders) for your current projects:

- ✓ Save current location to favorites
- ✓ You can rename the favorite
- ✓ You can delete it from the favorites list when the project is complete, or keep it forever

MS Office

The Quick Access Toolbar

- ✓ At the very top—Customize, More Commands

General Keyboard shortcuts (these work in most programs):

- ✓ Win+E "Explore" my computer
- ✓ Win+D Go to the desktop
- ✓ Ctl+C Copy
- ✓ Ctl+V Paste
- ✓ Ctl+X Cut
- ✓ Ctl+I Italic
- ✓ Ctl+B Bold
- ✓ Ctl+U Underline
- ✓ Ctl+D Font menu
- ✓ Ctl+A Select All
- ✓ Ctl+F Find
- ✓ Ctl+S Save
- ✓ Ctl+P Print
- ✓ Ctl+Z Undo
- ✓ Ctl+Y Redo
- ✓ Ctl+delete Deletes a word

Excel

- ✓ Alt+Enter to make line breaks in a cell
- ✓ F11 makes a table
- ✓ F2 allows you to edit the cell you are in, beginning with the last character
- ✓ F12 brings up the “save as” menu. (Also in Word)

Word

- ✓ Shift+F3 to change case (cycles through upper and lower case, all caps, all lower case)
- ✓ Double click to highlight a word, triple click for a paragraph.
- ✓ Formatting:
 - Format painter (great for bullet problems)
 - Line spacing:: Ctrl+1 for single, Ctrl+2 for double, Ctrl+5 for 1.5
 - Use ¶ to see formatting problems and Shift+F1 to reveal the formatting panel
- ✓ Insert screen shots or clips in Word or Outlook
 - In Word, choose a screen shot from any open window
 - In Outlook, you must be in the body of the message get the insert menu