

Microsoft Office General Tips & Tricks

Quick Access Tool Bar

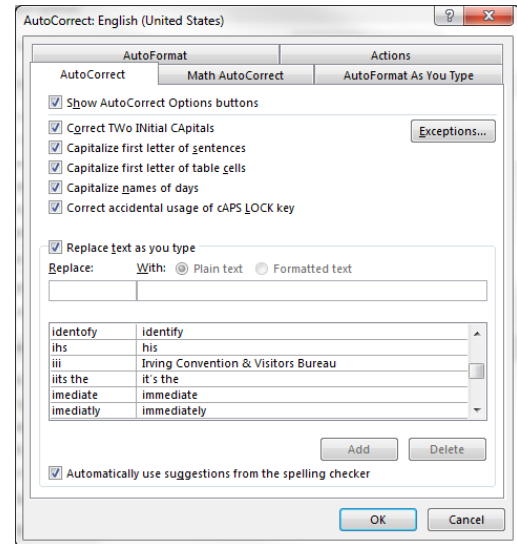
To access icons that YOU use frequently, use the Quick Access Tool Bar. By right clicking on the bar, you can choose which icons you would like quick access to. This bar is accessible in all Office products. The bar can be moved above or below the ribbon, depending upon your preferences.

Auto Correct

Go to File > Options > Proofing > Auto Correct Options

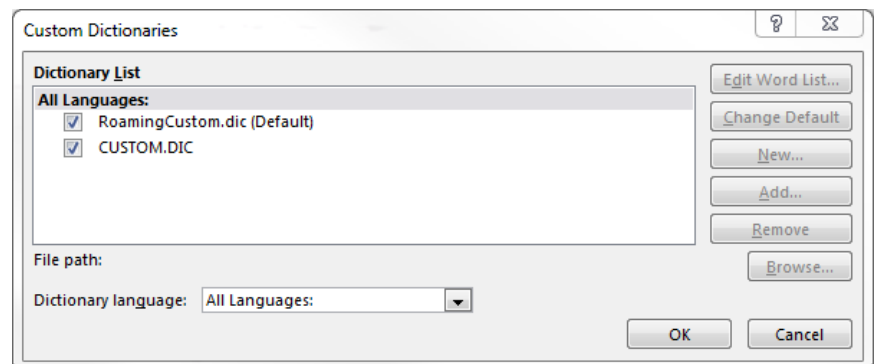
In the “Replace” field, enter the text you want Word to automatically correct for you, then in the “With” field, enter the correct spelling. Then click “ADD” and it will be added to the dictionary.

You can also choose to remove an item from this listing. As an example, I needed to be able to type “HSA”, but Word kept auto-correcting it to “HAS”. So, I just removed that item from the list.



Custom Dictionaries

Another option on the PROOFING tab within options is a Custom Dictionary. Items can be added to this so they do not appear as red underlined words within your document, making you think you have an error when you really don't. You can add the words here manually, or just right-click on the word within your document and choose “Add to Dictionary”.



Print to a PDF

When in an Office application, you have the ability to Save As PDF. You can also “print” to a PDF from other software applications by selecting the Adobe PDF printer as an option. This way, you don't need to print a document, take it to the scanner, and have a PDF of it emailed to yourself.

Format Painter

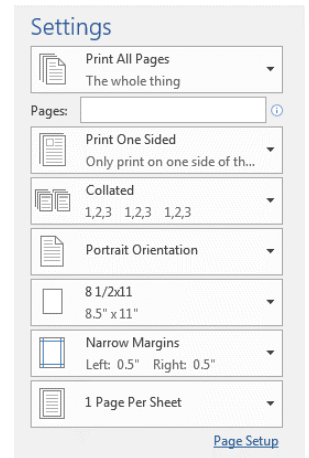
Use the Format Painter Paint Brush to copy formatting from one area of Word to another. (This works in other Office programs too). Place your cursor where you have the formatting you wish to copy, then click the Paint Brush icon. Your cursor will change to show a small paint brush. Then, use your mouse to highlight the text where you want this formatting applied. The icon will then change back to normal and no other formatting will be affected.

If you double-click the Format Painter icon, this “locks” the formatting, so that everything, everywhere you highlight will have this format applied. Click on the Format Painter icon, or press ESC to cancel the formatting lock.

Printing Selected Pages

Go to File > Print.

In the “Settings” area, you can change what pages are going to print. “The Whole Thing” is the default, but if you click on that box, you can also select “Just This Page”. This will print the page that your cursor was on when you selected this option. Alternately, you can just key in the page number(s) of the page(s) you want. Separate ranges with a dash, and separate specific pages or ranges by commas. ie: 2,4-7,9 will print pages 2,4,5,6,7,9.

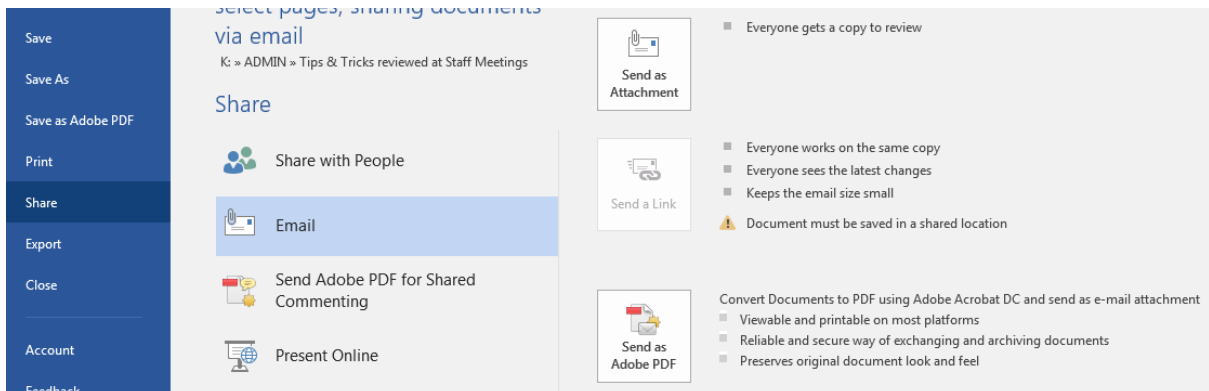


Sharing Documents via Email

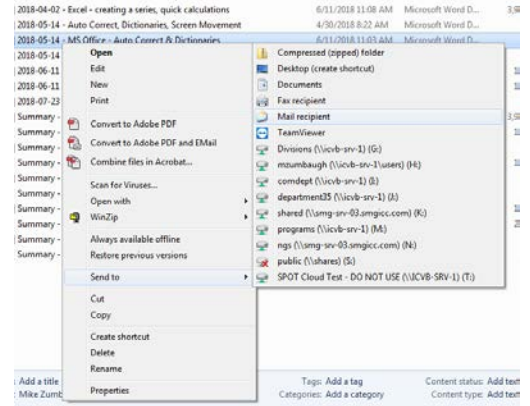
Obviously, you can email a document to someone by attaching it to an email message. You can also initiate the email from within MS Office. Go to File>Share>Email>Send as Attachment

This will initiate a new email and attach the document. If you have an email signature that auto populates, you will need to manually add it when initiating an email in this manner.

(This can also be done within Adobe – select File>Send File>Attach to email)



Alternately, when looking at a list of files within a Windows Explorer window, you can right-click and choose Send To>Mail Recipient which will also initiate a new email and attach the document.



Using the Clipboard

In Word, Excel, PowerPoint, Access, OneNote and Outlook (new message, task, etc.), you can open the Clipboard, which stores each item or block of text you have recently copied. This will allow you to paste that text into other documents, messages & tasks.

Click the small arrow in the lower righthand corner to open the clipboard. It will remain open until you click the X to close it. Using the downward pointing arrow to the right of the word Clipboard, you can also move and resize the clipboard window.

As you highlight text or select objects and copy them using any of the copying options, text or thumbnails of images will appear in the window, along with a small icon depicting which Office product the item originated from.

You can paste any of these items into the document you are working on simply by clicking on them.

Using this clipboard feature may be useful if you have several email messages that you want to send – you can easily paste these items into the Subject Line as well as the Body of the message repeatedly. Or, you may need to paste the same several blocks of text into multiple places within a document or spreadsheet.

The items you have copied will remain on the clipboard until you close all MS Office products. You can also clear the clipboard by clicking on the Clear All button.

