



## OFFICE TIPS & TRICKS

1. If you ever lose your menus and toolbars, don't panic. You can use your keyboard to get to the menus. Just hold down the Alt key and click F. That will bring down the File menu. From there you can use your mouse to move around the menus. If you want to use those shortcuts regularly, you can hold down the Alt key and type whatever letter is underlined in the menu title you want (W for View, N for Insert, etc.).
2. If you have a file that you need to open but don't want to make changes (accidentally or otherwise), you can open it as a copy or as read-only. Instead of just clicking on File, Open, choose File and then right-click on the file name. Choose the most appropriate option.
3. Often when you need to highlight a lot of text in Word or rows in Excel, the screen starts scrolling so fast you can't stop it until it's way past what you wanted to highlight. The simplest way to highlight more than what's on your screen is to use the Shift key in combination with cursor movement keys. For example, hold down the Shift key and the down arrow. Much less frustrating.
4. If you want to take control of your programs and have them work how you like to work, click on the File menu, then Options (at the bottom left of your screen). Each program has dozens of ways you can customize how the program works.
5. There are other things you can do in the File menu. You can create new folders, delete files, rename files, and more. Explore when you have a few minutes and don't have a critical file open.
6. File, Print often has some options you've needed and didn't know existed. For example, if you just want to print a few paragraphs in Word, slides in PowerPoint, or cells in a spreadsheet, highlight them first. Then, when you click on File, Print there should be an option to print Selection.
7. You can customize the Quick Access Toolbar and ribbons to show icons for features you use most often. For example, I like to use Small Caps in Word. Click on File, Options, Customize Ribbon, then add New Group. On the left side you'll see menu titles. On the right side are the items in that menu. If you see an icon you want to have on your toolbar, just click and drag it to where you want it to appear. With that dialog box open, you can move icons around, too. And, to get rid of an icon, with that dialog box open, just click on the icon in the toolbar and click on Remove.
8. While there are more shortcut keys than you will ever need to know, it does help to learn a few that work in all of the applications. You can search on shortcut keys in Help. To use these shortcuts, hold down the Ctrl key and click the letter. Here are a few examples of commonly used shortcuts:  
Ctrl-O for Open; Ctrl-S for Save; Ctrl-P for Print; Ctrl-Z for Undo