

I Didn't Know You Could Do That in MS Office

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Session 400



Today's session focuses on integration between the Office applications, and we also wanted to provide some often-overlooked shortcuts and tips to help you work efficiently in the Office applications.

Microsoft Office 97, 2000, and 2002

Resize Text -- Word, PowerPoint, Publisher 2000 and 2002

Select the text then press Ctrl+Shift+> to increase font size, Ctrl+Shift+< to decrease font size.

Enable Shortcut Key Display in Screen Tips – Office 2000, 2002 except Excel

Choose Tools > Customize. On the Options tab enable the Show Shortcut Keys in ScreenTips checkbox.

Painlessly Insert a Hyperlink – Office XP

1. Highlight the text for your link. Press Ctrl+K to open the Insert Hyperlink dialog box.
2. Click in the Address text box.
3. Launch your default browser and navigate to the web site.
4. Switch back to the Office application. Click OK to create the link.

Microsoft Word

Versioning in Word – Word 2000 and 2002

Unlike saving the file with a different name or creating a backup, a version is saved within the same document so you can review, print, and manage earlier versions of a document from one file.

Saving as a Version in Word

1. Choose File > Versions to open the Versions In... dialog box
2. Click the Save Now button to open the Save Version dialog box
3. Enter a description of the version
4. Click OK

Switching Between Versions

1. Choose File > Versions to open the Versions In...dialog box
2. Select a version and click Open.

Skip Spell Check for a Section of a Document – Word 97, 2000, 2002

1. Select the text that you don't want to spell check.
2. Choose Tools > Language > Set Language to open the Set Language dialog box.
3. Enable the Do Not Check Spelling or Grammar check box (2002 or 2000) or No Proofing (Word 97) then click OK.

Format, Copy, or Move Text with a Specific Format – Word 2002 Only

1. Click in any text that has the formatting you want to select.
2. Choose Format > Styles and Formatting to open the Styles and Formatting task pane.
3. Click Select All to select all text with the same formatting. Cut, copy, or delete as always.

Using Word's "Back Button" – Word 2000, 2002

Word tracks the last three positions of the insertion point. Press Shift+F5 one or more times to return to your previous location(s). This also works when you open a document that you've previously edited. Just press Shift+F5 to return to the last position you edited.

Toggle Text Case – Word 2000/2002

Select the text then press Shift+F3 to switch to the next case. Repeat as needed.

Save/Close Multiple Documents – Word 2000, 2002

Hold Shift then click File to open the file menu. Check out what happens to the Save and Close commands.

Extend Selection – all versions

Place the insertion point at the beginning of the selection, then press F8 (Extend Select). Use the mouse or the arrow keys to move to the end of the selection. Esc clears the selection.

View Text Formatting – Word 2000 and 2002

Choose Help > What's This from the menu, then point and click in your document.

Select Non-Consecutive Text – Word 2002 Only

Select the first section of text. Hold CTRL and select additional items. This also works in tables.

Editing the Custom Dictionary – Word 97, 2002, 2002

In every version of Word, you can edit the custom dictionary.

- In Word 2002: Choose Tools > Options to open the Options dialog box. On the Spelling & Grammar tab click the Custom Dictionaries button then click Modify.
- In Word 97 and Word 2000: Choose Tools > Options. On the Spelling & Grammar tab select CUSTOM.DIC then click Dictionaries, then Edit.

Precision Tab Placement – Word 2000 and 2002

Hold Alt while dragging a tab on the ruler for the precise location of the tab stop.

PowerPoint

Create a Presentation From Pictures – PowerPoint 2000 and 2002

In PowerPoint 2002, choose Insert > Picture > New Photo Album. Select the pictures you want to use (hold Ctrl to select multiple images), then click Insert and Create.

For PowerPoint 2000 you must first download and install the free Photo Album Add-in Program from the Microsoft web site: <http://office.microsoft.com/downloads/2000/album.aspx>

Save a Presentation for the Web – PowerPoint 2000 and 2002

(There's a Web Publishing Wizard for PowerPoint 97, but it's a bit clunky.)

When your presentation is complete, choose File > Save As Web Page to start the web publishing wizard.

Excel

Toggle Formulas On/Off – Excel 97, 2000, 2002

To toggle between the content layer and display layer, press CTRL+` , which shares a key with the tilde ~

Create a Chart Using the Default Settings – Excel 97, 2000, 2002

Select the data to be charted and press F11.

Select the Occupied Worksheet Area – Excel 97, 2000, 2002

Press Ctrl+Shift+*

Cell Copy and Date Insert – Excel 97, 2000, 2002

Ctrl+' copies the cell above. Ctrl + ; inserts today's date. These shortcuts also work in Access.

Outlook

Apply Automatic Formatting to Appointments – Outlook 2002 Only

1. Open the Calendar. Switch to the view you want to create automatic formatting rules for.
2. Choose Edit > Automatic Formatting or click the Calendar Coloring button on the toolbar and choose Automatic Formatting to open the Automatic Formatting dialog box.
3. Click the Add button to create a new rule.
4. In the Name textbox, enter a name for the rule.
5. Select a label from the label drop down list.
6. Click the Condition button to open the Filter dialog box.
7. Set the filter conditions and click OK.
8. Click OK to apply automatic formatting.

Create a Contact from an E-mail Address – Outlook 98, 2000, 2002

In an email message, right click any addressee (To, From, cc, bcc) and choose Add to Contacts.

Shortcut to an Outlook Application or Form – Outlook 98, 2000, 2002

The shortcut keys for Outlook are easy to remember: Ctrl+Shift and:

- **I** to jump to the Inbox
- **N** to create a new note
- **C** to create a new contact
- **A** for a new appointment
- **K** for a new task

Integration with a Contact or Distribution List – Outlook 98, 2000, 2002

Drag a contact or distribution list item and drop it on the Calendar to create a meeting with the contact. Drop a contact on the Inbox to address a message to the contact. Drop a contact on Tasks to assign a task to the contact. (Hold Ctrl and select multiple contacts to invite several people to a meeting or choose multiple recipients for a message.)

Integration with E-mail Message Items – Outlook 98, 2000, 2002

Drag an email message to the Calendar to save the text of the message in the appointment form. Drop an email message on Contacts to create a new contact for the sender and include the text of the message in their contact.

Arrange Outlook Contacts by Last Name – Outlook 2000, 2002

The default sort order for the Contacts Address Book in the Select Names dialog box is by first name. Follow these steps to sort by last name:

1. Choose Tools > E-mail Accounts
2. Click View Or Change Existing Directories Or Address Books. Click Next.
3. Click the Change button.
4. Choose the address book: Contacts: Mailbox – your name.
5. In the Show Names By section, choose the File As (Smith, John) option.
6. Click Close. Click Finish.
7. Choose Tools > Options.
8. On the Preferences tab click Contact Options.
9. In the Default "File As" Order list, select Last, First.
10. Click OK. Click OK again, then close and restart Outlook.

Note: You can't change the default order for Microsoft Exchange Address Books.

Additional Resources

Download templates for all versions of Office at the Microsoft web site:
<http://officeupdate.microsoft.com/templategallery/>

Do you like shortcut keys? Download an Excel worksheet with all the Office shortcut keys from:
<http://office.microsoft.com/Downloads/2000/O2kkeys.aspx>

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