

Right-clicks, Tips & Other Tricks

*A compilation of tips & tricks
for some
Microsoft Office Products*

by

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*1998 Teacher Leadership
Project Recipient*

First Edition

Foreword

It didn't take long after beginning this book for me to realize that this would be an on going project. The more I looked for tips and tricks, the more I found with varying degrees of usefulness depending on the level of the user. This first edition is by no means a complete guide but a partial compilation of some of the tips and tricks for Windows, Word, Excel and PowerPoint. I hope to someday create a second edition that would include tips for some of the other Microsoft Office products such as Access, Publisher, PhotoDraw and Outlook. The purpose of this project was two-fold. First, I wanted to create a reference that could be used by instructors in the Teacher Leadership Project to be used in the training of their participants. Secondly, I wanted to "give back" to the Teacher Leadership Project in appreciation for all that I have gained from the program, both on a personal and professional level. I would like to thank the many individuals who encouraged me to compile this book and to the Bill & Melinda Gates Foundation for affording me the many opportunities the Teacher Leadership Grant has given me. Last but not least, I would like to thank my wife, Dianna, for putting up with a guy like me.

Jeff Miller

a.k.a. Right-click King

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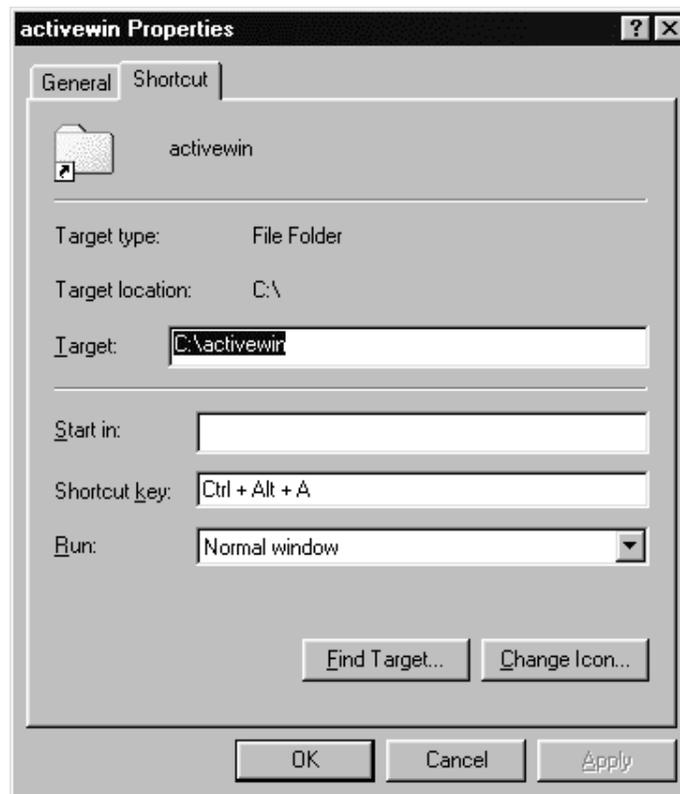
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Windows 98/Me/XP

Windows Tips

Using HotKeys On The Desktop

You can actually assign hotkeys for all your shortcuts on your desktop. Right-click the desktop shortcut and select Properties. Click on the Shortcut tab. In the Shortcut key text box, choose what is the combination of shortcut key you want. Hold down Ctrl+Alt or Ctrl+Shift combination while selecting another key.



Assigning custom hotkeys to shortcuts

You can even activate the hotkey without the desktop in view! But you have to make sure your hotkey combination won't clash with the key commands of the active application. You can do the same thing with the items listed in the START, Programs menu. These are shortcuts as well and can be assigned HotKeys just like the shortcuts on the desktop, but without all the clutter.

Getting Help & Programming Tools

Help	F1
Menu and Dialog Explanations	Shift+F1
Right Mouse Click without Mouse	Shift+F10
Bring up Visual Basic Editor	ALT+F11
Macro Recorder	ALT+F8

Open Everything At Once

Like many other programs, Office 97 applications let you open more than one file at once. In the File Open dialog box, hold down the Ctrl key while selecting as many files as you like. Click OK, and they'll all open.

Restart Windows Only

This is one of the undocumented tips in Windows. Instead of restarting the whole system, you might just want to restart Windows only. Click on shut-down and select the Restart option. Hold down the **Shift** key and you will find that by clicking on the OK button, Windows will restart without resetting the whole system.

WinKey Shortcuts

Other than just bringing up the start menu, the Winkey has other special functions.

WinKey+E	Open an Explorer window
WinKey+R	Open the Run dialog
WinKey+Pause	Open the System Properties
WinKey+F	Find: All Files
WinKey+Ctrl+F	Find: Computer
WinKey+M	Minimize all open windows
WinKey+D	Show/Hide Desktop
WinKey+Shift+M	Undo minimize all open windows
WinKey+Tab	Cycle through taskbar program buttons
WinKey+F1	Open Windows Help

Change Registered Owner

1. Run Regedit
2. Navigate to the following folder:
[HKEY_LOCAL_MACHINE\SOFTWARE\MICROSOFT\WINDOWS\CURRENT VERSION]
3. Double click on: **RegisteredOwner**
4. Type in any name you like

Quickly Zoom In and Out of Your Office Documents

If you have a Microsoft IntelliMouse® pointing device, you can use the wheel button, the third (middle) button, to quickly zoom in and out of an Office document.

Simply hold down the CTRL key as you rotate the wheel button forward or back.

This tip works in the latest versions of Microsoft Excel, Microsoft Word, Microsoft PowerPoint®, Microsoft Publisher, Microsoft PhotoDraw®, and Microsoft Project, as well as many other Microsoft Windows® programs. You can also use it in Internet Explorer to increase or decrease to size of text on the screen.

Send an Office Document Without Opening Outlook

Ever need to get that important Word document to your boss in a hurry? Here's how you can do it without even opening Outlook.

1. On the **File** menu, point to **Send To**, and then click **Mail Recipient (as Attachment)**.
2. Fill in the **Receipts**, **Subject**, and message boxes and click **Send**.

Or if you have Word 2000:

1. On the Standard toolbar, click **E-mail**.
2. In the **To** and **Cc** boxes, enter the recipient names separated by semicolons.
3. By default, the name of the document appears in the **Subject** box. If you want, you can type your own subject name.
4. Click **Send a Copy**.



Using this tip is a lot easier than going into Outlook, creating a new message, and browsing for the attachment on your hard drive.

This tip also works in Excel and PowerPoint.

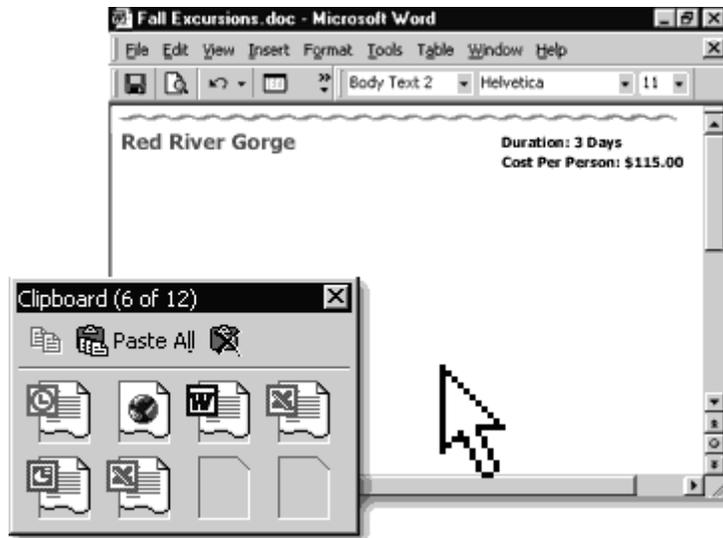
Copy and Paste up to 12 Pieces of Information at Once

If you're constantly copying text and data between different Office programs, here's a way to save time by copying multiple items at once.

For example, you can copy a chart in Microsoft Excel, switch to Microsoft PowerPoint® and copy a bulleted list, switch to Microsoft Internet Explorer and copy a page of text, and then switch to Microsoft Word and paste the collection of copied items into your document.

Here's how:

1. In any Office 2000 program, on the **View** menu, point to **Toolbars** and click **Clipboard** to display the Office Clipboard.
2. Select an item you want to copy.
3. Copy the item into the Office Clipboard by clicking **Copy** on the **Edit** menu or clicking the **Copy** button on the Clipboard toolbar.
4. Repeat steps two through four until you have copied all the items (up to 12) you want. If the item you want to copy is in another program, switch to that program first.
5. In an Office program, click where you want to paste the items.
6. To paste all the items at once, click **Paste All** on the Clipboard toolbar. Or to paste the items one at a time, click the icon for the item you want to paste.



You can copy items while using any program that provides copy and cut functionality, but you can paste items only into Microsoft Access, Excel, Microsoft Outlook®, PowerPoint, or Word.

Repeat Your Most Recent Action

For repetitive formatting tasks, remember the F4 key. Whenever you press that key, you repeat your most recent action, whether it was adding borders, applying bold formatting to a selected word, or inserting a file or picture.

Format Painter is better for applying complex formatting, but if you just need to repeat a single action, then F4 is the key to use.

This tip works in the following programs: Microsoft Excel, Microsoft PowerPoint, Microsoft Visio®, and Microsoft Word.

Add a Screen Shot to an Office Document

This is a great way to include screen shots in your documents.

1. If you are working with multiple windows, click the one you want to make an image of to make that window active.
2. Press ALT+PRINT SCREEN to copy an image of the current window.
3. To paste the image into a document, click the **Edit** menu in that document, and then click **Paste**.

You can also take a screen shot of your entire screen by pressing PRINT SCREEN.

This tip works in the following Office 2000 programs: Excel, Microsoft FrontPage, Outlook, PowerPoint, Microsoft Publisher, and Word.

Taskbar & Start Menu Tips

Adding Shortcuts To Your Start Menu

You can drag and drop to insert a Shortcut in a Start menu submenu very easily. To place a Shortcut in your Programs group, for example, drag the filename to the Start button, hover over it until the Start menu opens, then drag the filename to your Programs menu and hover over it until the Programs menu opens. You can then drag the Shortcut to any spot on the Programs menu or hover over one of the third-level menu items to open it and then drag the Shortcut there. Again, as you drag the Shortcut, Windows inserts a divider to indicate the Shortcut's position.

Moving Shortcuts Around

Windows will automatically place shortcuts in alphabetical order. If you have a program you use more frequently, just drag it to the top of the order as shown above. Now, we all know we can add items to the start menu as first-level items. However, all items will be placed above the Programs menu separated with a divider. You can actually drag an item between the Run and Programs menu and it will stay there!

Removing Items In Your Start Menu

Windows now lets you delete items from the Start menu thanks to the Internet Explorer shell. To delete an item, simply right-click it and choose Delete. Then just answer Yes when Windows asks if you are sure you want to delete that item.

Windows Explorer Tips

Closing Parent Windows

If you are using multiple window browsing, closing a whole bunch of parent windows will be annoying. No problem. Hold down the **Shift** key and close the child window. Bingo! All the parent windows will close automatically.

Opening New Window Under Single Window View

Users using single window browsing can easily open a new window by holding down **Ctrl** and then click on a folder.

Taking Over Window Under Multiple Window View

Like the tip above, users using multiple window browsing can easily force the new folder to open in the current window by holding down **Ctrl** and then click on a folder.

Deleting Without The Recycle Bin

To delete a file without going through the Recycle Bin, hold down **Shift** and delete.

Solving A Mouse Drag

If you have accidentally dragged an icon and wished you haven't do it, the next time you come to this situation, hit the **Esc** key before you release the mouse button. The icon will jump back to place.

Up One Level Key

Pressing the **Backspace** key under normal Windows or Explorer will bring you back to the parent folder, giving the same function as the "Up One Level" button.

Creating A Hidden Directory

It's amazing how useful this trick is. You have a private directory and you want it hidden to keep off snoopers. The Hidden attribute under Explorer is no use because people can use **View|Folder Options|View hidden files** easily.

But there is a solution to this. Go to MS DOS Prompt and type

MD name Alt+255

By holding down the **Alt** key while typing **255** (numeric pad only) you will create an character that looks like an empty space. That means, your filename must not be more than 7 characters since Alt+255 already took up one. The next time anybody types the DIR command, they can see the directory but to access it, you must type Alt+255 behind the filename. Without that, you will get an error message. With Windows Explorer, you can't

even open the directory because you will get a "Folder does not exist" error. So much for security!

To expand all the subfolders

To expand all the subfolders of a selected drive in Windows Explorer, press the asterisk (*) key on the numeric keypad (this could take a while if the directory has lots of folders in it). But watch out-there's no easy way to collapse them again.

Desktop Tips

Creating Document Shortcuts

With some programs, like Word 97, you can create a Shortcut by selecting a block of text, right-clicking the selection, and dragging it to the desktop. When you release the button, Windows opens a menu. Choose the option Create Document Shortcut Here. When you're ready to work with the file again, choose the Shortcut. Windows doesn't only launch the program for you and load the document, it will also return you to the passage you originally selected when you created the Shortcut. It even highlight's the text to make it even easier for you to get straight back to work.

Creating Your Own Icons

So, you want to create your own icons? Actually custom icons is easier than you thought. First, open up paint. Next, select **Image, Attributes**. Then change both width and height to **32**.

Paint your new icon and make sure you leave the background white. Next, save the file with an .ico extension. Now, to use your own icons, right-click any shortcut and select **Properties**. Select the **Shortcut** tab and click on the **Advance Settings** button. Type in the full path of where your icon is situated. You can now use your own icon!

Maximize, Minimize & Close All Windows

This is common. You have a handful of applications which you want to close. Surely you don't close each Window one by one? Hold down the **Ctrl** key and click on the application you want to close on the taskbar. Right-click one of them. There will be a context menu for

you to Close, Minimize or Maximize. Select one action and all the applications you selected will close, minimize or maximize at the same time!

Cascading Windows

If you have multiple windows open and want to quickly click between them and do not want to have to pull up the task bar every time there is a nice option in Windows that lets you have the windows all close together on the desktop, but still remain as separate entities so you can choose which one to go into. Right click on the task bar and select 'Cascade Windows.' This will put all of the open windows in a nice neat format for you to play around with. You can also do this with Tiling, etc.

Word

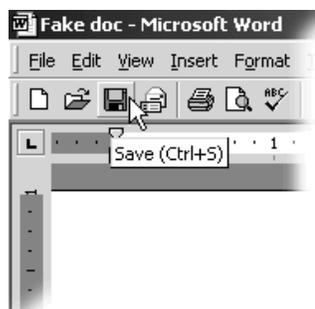
Show Shortcut Keys in ScreenTips

You can teach yourself keyboard shortcuts for the most commonly used commands in Microsoft Word by turning on shortcut keys in ScreenTips. When you choose to show toolbar ScreenTips, you can specify that Word also display a shortcut key combination for the toolbar button.

To display shortcut keys in ScreenTips:

1. On the **Tools** menu, click **Customize**, and then click the **Options** tab.
2. If it's not already selected, select the **Show ScreenTips on toolbars** check box.
3. Select the **Show shortcut keys in ScreenTips** check box.

When you select the **Show shortcut keys in ScreenTips** check box, the setting affects all Office programs except Microsoft Excel.



Replace and Count

Here's a little Word trick you might find useful. If your document consists of a bunch of different topic headings that all have the same style, you can count the number of topics in a document by simply counting the occurrences of the style, provided that style isn't used for anything else.

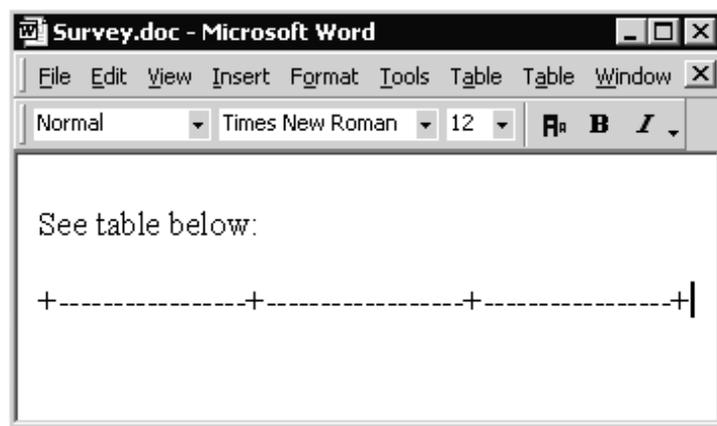
Choose **Edit/Replace**. When the Replace dialog box opens, click on More. Now click in the **Find What text** entry box and then click on **Format/Style**. Choose the style you want to count.

Next, click in the **Replace With text** entry box, click on Format, and repeat the above procedure. Click on **Replace All** and Word will replace the style with itself leaving the document intact. After making all the replacements, Word will report the number of replacements made. This number represents the number of occurrences of that style in the document. Click on Close to do away with the dialog box.

Type Out a Table in Word

You can create tables in Microsoft Word by simply typing out a string of PLUS SIGNS (+) and MINUS SIGNS (-).

Start the row with a PLUS SIGN (+) and then type MINUS SIGN (-) until you have the column width you want. To add a new column type PLUS SIGN (+) again. When you're done type a final PLUS SIGN (+) and press ENTER. Word turns your text into a table. To add more rows to your table, move to the last cell in the table and press TAB.



If this tip doesn't work for you, then you need to turn on the AutoFormat feature in Word. To do this, on the **Tools** menu, click **AutoCorrect**. Then, click the **AutoFormat As You Type** tab and select the **Tables** check box.

Add Attractive Horizontal Lines in Word

It's easy to add a variety of horizontal divider lines to Word documents. To create a solid, black line for example, type three HYPHENS (-) at the beginning of a new paragraph and then press ENTER. Typing three UNDERSCORES (_) will make a thicker line, and so on. See the table below for a guide to the types of lines you can create:

TO CREATE A LINE LIKE THIS	TYPE THIS AND PRESS ENTER
	--- (Three HYPHENS)
	___ (Three UNDERSCORES)
	=== (Three EQUAL SIGNS)
	### (Three POUND SIGNS)
	*** (Three ASTERISKS)
	~~~ (Three TILDES)

If you're having trouble making this tip work, try this:

1. Select **AutoCorrect** from the **Tools** menu.
2. Click the **AutoFormat As You Type** tab.
3. Then select the **Borders** check box under the **Apply as you type** heading.

Increase or Decrease Line Spacing in Word

To quickly change the line spacing of a paragraph in Microsoft Word:

1. Select the text you want to change.
2. Do one of the following:
 - To set line spacing to single-space lines, press CTRL+1.
 - To set line spacing to double-space lines, press CTRL+2.
 - To set line spacing to 1.5-line spacing, press CTRL+5.

Increase or Decrease font size in Word

To quickly change the font size in a word document select the text you want to change and then while holding down the **Ctrl** key, press the [(left bracket) to decrease the font size by one point, or the] (right bracket) to increase the font size by one point. Also works in PowerPoint.

Fine-Tune Your Fonts in Word

When you're using a small font in a tight space, sometimes the 8-point font is too large to fit and the 7-point font is too small to read. Luckily, you can choose a font size that's halfway in between those two by:

1. Selecting **Font** from the **Format** menu.
2. Then, on the **Font** tab, typing 7.5 in the **Size** box and clicking **OK**.

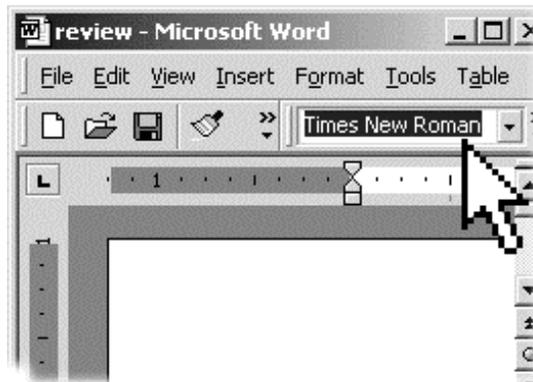
This tip works with any size true type font (think 250.5)—not only in Word but also in Excel.

Change the Font or Size of Text Using Keyboard Shortcuts

You can use keyboard shortcuts to access the **Font** box and the **Font Size** box on the **Formatting** toolbar and then quickly change the font or size of selected text.

Here's how you do it:

1. Select the text you want to change.
2. Press CTRL+SHIFT+F to access the **Font** box or CTRL+SHIFT+P to access the **Font Size** box.
3. Press UP ARROW or DOWN ARROW to select the font name or size you want.
4. Press ENTER to accept the font name or size.



This tip works in the following Office 2000 programs: Microsoft Excel, Microsoft FrontPage®, PowerPoint, Microsoft Publisher, and Word.

Insert Current Date and Time in Word

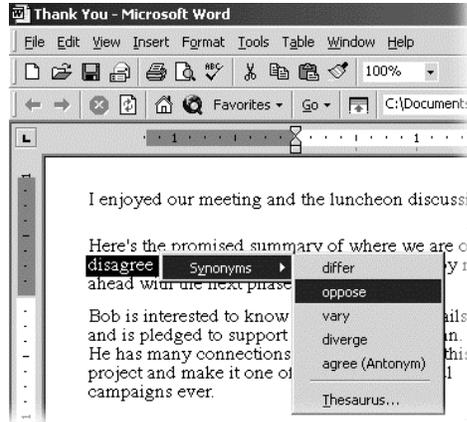
You can insert the current date or time in a Word document using keyboard shortcuts. Here's how:

1. Position the cursor where you want to insert the date or time.
2. Do one of the following:
 - To insert the date, press ALT+SHIFT+D.
 - To insert the time, press ALT+SHIFT+T.

Take the Synonym Shortcut

Find that word you're looking for fast. You can find a common synonym for a word without using the **Thesaurus** command. Just right-click the word and point to **Synonyms** on the shortcut menu. Then, click the synonym you want, and it automatically appears in place of your original word.

Word will sometimes supply antonyms for the selected word, for those times when you only know what you *don't* mean to say.

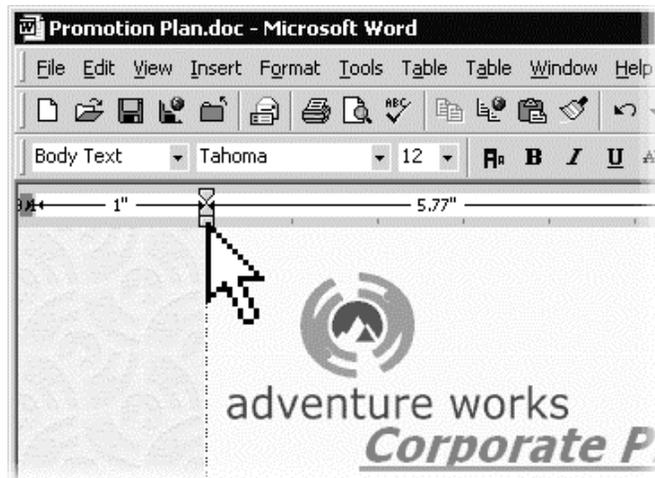


You can access the full thesaurus by clicking **Thesaurus** on the shortcut menu.

Get More-Precise Measurements in Word

If you use the horizontal ruler to specify the placement of tabs, margins, and page objects, this tip will help you lay out your pages with more precision. By default, ruler measurements are limited to one-tenth of an inch. For example, if you click on the ruler to set a margin or tab, you can set it at 1.5 inches, but not 1.48 inches.

To set more-precise measurements (to one-hundredths of an inch), hold down the ALT key and, while you click on the ruler or margin, make your adjustments to the tabs.



Save Keystrokes

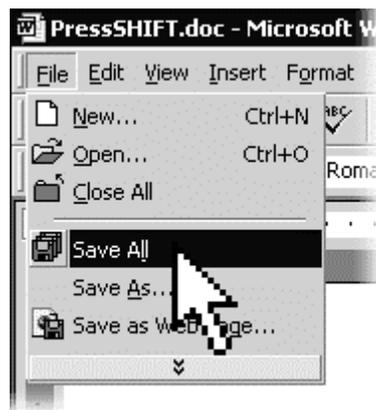
Don't let bulleted or numbered lists slow you down--let Word make them for you. To start a bulleted list, just type *, a space, and your sentence. When you press Enter, Word automatically replaces the asterisk with a bullet, indents the information, and places a bullet on the next line. When you're done with the bulleted list, just press Enter twice, and Word will end the list and return the cursor to the left margin.

This same technique also works for numbered lists. Type 1), a space, and a sentence. When you press Enter, the indentation will be adjusted, and the new line will be ready with the next number. As with bulleted lists, pressing Enter twice ends the list and returns the spacing to normal. Also works with 1. and space, and with a) and a space.

Save All Your Word Documents at Once

If you know the "secret" key, you can save or close all of your open documents in one step.

1. Hold down SHIFT and click the File menu. When you hold down SHIFT, two new options appear on the File menu: Close All and Save All.
2. To save all your open documents at once, click Save All. Or, to close all your open documents, click Close All; Word will prompt you to save your changes before closing any documents.



The Close All command also works in Excel.

Add Fake Text to a Word Document

Here's a handy function you can use whenever you need to fill a page with fake text—for example, to demonstrate a feature in Word or to work with page layout and design.

In a Word document, type =rand(4,5) and then press ENTER.

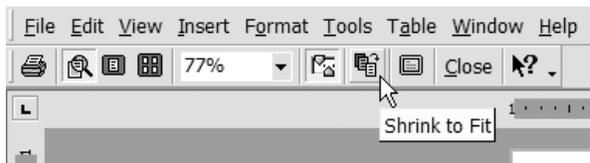
The numbers in parentheses correspond to the number of paragraphs (4) and the number of sentences per paragraph (5). You can change the numbers in parentheses to put more or less text on the page. Or if you want one long paragraph, just place one number in the parentheses, which will designate the number of sentences that should appear in the paragraph.

Shrink to Fit

Use Shrink to Fit to fit a document that is slightly longer than one page onto a single page. Here's how!

First select the Print Preview button on the Standard toolbar. 

Now select the Shrink to Fit button on the Print Preview toolbar.



The cool thing about this tool is that it not only shrinks the document to fit one page, but it keeps all the styles and formatting in tact as well even though the fonts are resized.

Edit Text in Print Preview

Sometimes when you view a Microsoft Word document in **Print Preview** mode, you notice adjustments or edits you'd like to make to graphics and text. Did you know you can make those changes while you're still in **Print Preview** mode? Here's how you do it:

1. Click **Print Preview** on the **File** menu.
2. Click the text in the area you want to edit. Word zooms in on the area.
3. Click **Magnifier** on the **Print Preview** toolbar. When the pointer changes from a magnifying glass to an I-beam, you can begin making your changes to the document.
4. To exit **Print Preview** and return to the previous view of the document, click **Close**.

Special Find And Replace

You know how to use Find and Replace to locate and change words in Microsoft Word. We've even discussed using Find and Replace to replace styles. If you take a close look at the Find

and Replace dialog box, you'll see that you can also use it to locate and change other document features.

Let's take a look. Run Word and load a document. Press **Ctrl-H** to open the Find and Replace dialog box. Now click on the **More** button to get to the expanded feature list and click on **Format**. As you can see from the menu, you can find and replace fonts, paragraphs, tabs, languages, frames, styles, and highlights.

This offers some possibilities for those documents under development. For example, you could highlight a sentence or paragraph that isn't thoroughly researched. The highlighting will remind you to do the research; and if you need to make changes later, you can use Find and Replace to locate (and perhaps make changes) to the highlighted text. When finished, all you have to do is remove the highlighting.

Recycle Your Letters

Most people don't reinvent the wheel with each piece of business correspondence. If you want to reuse the format and/or text of an existing letter, Word 97's Letter Wizard makes it easy. Open the document you want to emulate, then select Tools/Letter Wizard from the menu bar. When applied to an existing letter, the Letter Wizard "reads" the document and displays a tabbed dialog box that lets you change only the key parts of the letter (such as the sender and recipient info). You aren't forced through every step of the Wizard.

Adding A Watermark

A *watermark* is a faint background image that shows up behind the text or other images in your document. You can watermark your documents with your name, company logo, product-specific brand, or some other icon:

1. Select View/Header And Footer to open the Header And Footer toolbar.
2. Click the Show/Hide Document Text button on the Header And Footer toolbar. (This step is not mandatory, but seeing the full page, without the document's text, may be useful.)
3. Select Insert/Picture to get a selection of graphics choices. Office 97 provides some clip art and word art options, or you can insert an image that you've created or saved in your own files.
4. Once you've selected the image you want to insert and clicked OK, use your mouse to drag the image to the place you want it to appear on the page. Remember, the image will fade into the background once you exit the Header And Footer screen, so don't worry if it appears too bright or bold.
5. Click Close on the Header And Footer toolbar. Your document now has a watermark that will appear on every page.

If you want to edit or move the watermark, select View/Header And Footer to redisplay the Header And Footer screen, and make your changes.

If you use clip art or import an image, you may find that wherever the image extends into the document, the document text wraps around it rather than overlaps it. To correct this, display the Header And Footer screen, right-click the image, and select the Format item option from the menu. From the dialog box that opens, choose the Wrapping tab, and select None from the top row, then click OK. The image should now appear under the text instead.

Another Selective Service

You can select text with the mouse, you can hold down Shift and use the arrow keys, you can double-click, triple-click, and you can click in the margin. Do you need another way to select text? Probably not, but here it is anyway.

Click at the beginning of text you'd like to select. Now look at the bottom of the Word window. See the button marked EXT? Double-click EXT and it will become active (you'll see this when it happens). Now you can use the arrow keys to select text. You don't have to hold down anything while you do this. When you're finished, press Esc.

Bulleted Lists

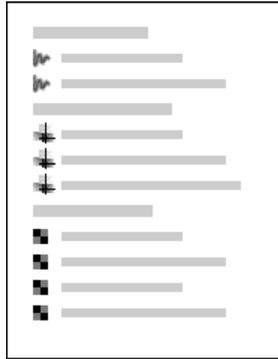
Create Bullets with Special Bullet Symbols in Word 97/2000

In Microsoft Word 97/2000, you are no longer limited to the bullet symbols listed in the **Bullets and Numbering** dialog box. Instead, you can use almost any symbol for your bullet that is available with the fonts you have installed. To change the bullet character, click in the paragraph you want bulleted, and then click **Bullets and Numbering** on the **Format** menu. Select a bullet format, and then click **Customize**. Under **Bullet Character**, click the **Bullet** button. In the **Symbol** dialog box, select the font that has the symbol you want to use, click the appropriate symbol, and then click **OK**. Enter any additional information in the **Customize Bulleted List** dialog box, and then click **OK**.

Spice Up Documents with Picture Bullets in Word 2000

In Microsoft Word 2000, you can enliven your document or Web page by creating a picture bulleted list. First, select the items you want to add picture bullets to. On the **Format** menu, click **Bullets and Numbering**, and then click the **Bulleted** tab. Click

Picture, and then click the **Pictures** tab. Then select and insert the picture bullet you want. For example:

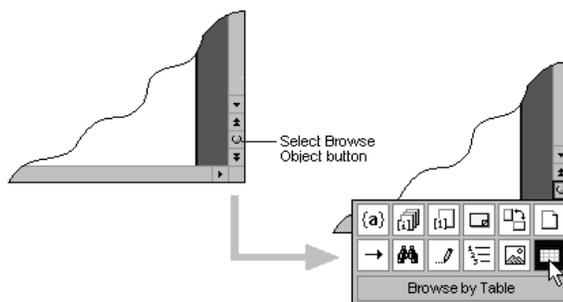


Navigating Documents

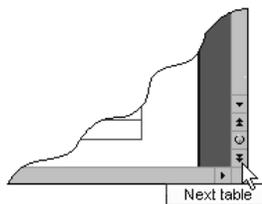
Navigate Documents by Using Browse Buttons in Word 97/2000

A quick way to move around Microsoft Word 97/2000 documents when you're focusing on one type of information, such as tables, is to click the browse buttons on the vertical scroll bar to jump from one table to the next.

To select a browse option, click **Select Browse Object** on the vertical scroll bar, point to any button on the Browse Object palette to see its description, and then click a button to set it as the browse option.



When you select a button other than **Browse by Page**, the browse buttons on the vertical scroll bar turn blue to indicate that you've set a special option. To find the previous or next instance of the object you've selected, click the **Previous** or **Next** browse buttons. If you forget which option you've selected, point to one of the browse buttons to see a ScreenTip that describes the selected option.



Opening Documents

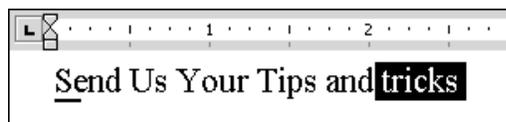
Open Recently Used Documents in Word 97/2000

Microsoft Word 97/2000 automatically lists the last four documents that you've opened at the bottom of the **File** menu. To open a recently used document, just click that document name on the **File** menu.

You can change the number of documents listed by clicking **Options** on the **Tools** menu, and then clicking the **General** tab. In the **Recently used file list** box, type or select a number from **1** to **9**, or clear the number in the box if you don't want recently used documents listed.

Use Your Keyboard to Quickly Change the Case of Text

Here's how you can use your keyboard to quickly change the case of text in Microsoft Word: Select the text you want to change and press SHIFT+F3. Each time you press the F3 key, the text case switches between Title Case, UPPERCASE, and lowercase.



Paste Using the INSERT Key

Did you know that you can assign the Paste command to the INSERT key on your keyboard? That means you only have to use one key to paste the contents of your Clipboard into your document.

Here is how to set it up:

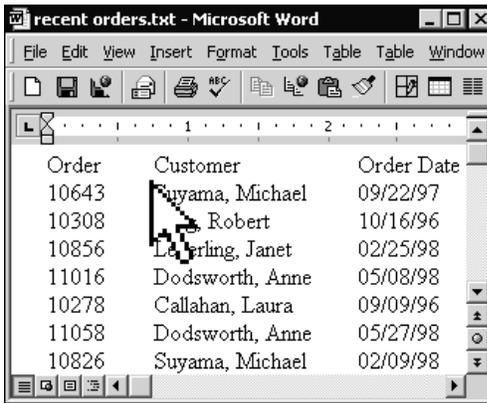
1. On the **Tools** menu, click **Options**, and then click the **Edit** tab.
2. Select the **Use the INS key for paste** check box to enable this feature.
3. Click **OK**.

Now, each time you press the INSERT key, you will paste the contents of the Clipboard into your document.

Choosing this option disables the default function of the INSERT key in Microsoft Word that enables you to switch between insert typing mode to overtype mode.

Select Columns of Text in Word

To select a vertical block of text in Word, such as a column of numbers, press and hold down ALT, and then drag your mouse over the text. Then, you can delete it or copy it into another file.



If your column of text is inside a Word table, you will not be able to use this trick to select it.

Quickly Replicate Text or Graphics in Word

Here's a quick way to make copies of text or graphics in Word:

1. Select the item or text you want to copy.
2. Press and hold down the CTRL key.
3. Then use the mouse to drag the item to the desired position.

A copy of the original item is made right where you want it. This is helpful when you're creating a document that will include a lot of repeated text or images.

Find Your Place in Word Documents

If you are working on a long document, it's easy to lose your place. With Microsoft Word documents, you can pick up where you left off in your last editing session because Word keeps track of the last three locations where you typed or edited text. Just press SHIFT+F5 immediately after opening the document, and the cursor will appear at the exact point where you last made a change. To reach the previous two editing locations, press SHIFT+F5 until you reach the location you want.

Check Spelling in Only a Portion of Your Word Document

If you see a spelling mistake, you can correct it quickly without checking the entire document. Just right-click the misspelled word, and then select the spelling correction you want from the shortcut menu.

To find the next misspelled word in the document, press ALT+F7.

Insert Accents and Special Characters in Word

If you are tired of the complex steps involved in inserting accents and special characters, here is a fast and easy way.

To insert an accent or special character by typing a character code:

1. Click where you want to insert the accent or character.
2. Make sure the NUM LOCK is on.
3. Hold down the ALT key, and then, using the numeric keypad, type the character code.

Here are some commonly used codes:

TYPE THIS CODE	TO GET THIS CHARACTER
129	ü
130	é
133	à
135	ç
138	è
148	ö
155	ø
160	á
164	ñ
171	½

Keep Words Together with a Nonbreaking Space

Have you ever been typing a paragraph in Microsoft Word and had a multiword phrase, such as a person's name, get separated onto two lines? You can keep that phrase or name together by inserting a nonbreaking space.

To create a nonbreaking space, select the space after each word in the phrase (except the last word), and press CTRL+SHIFT+SPACEBAR.

Automate repetitive typing tasks with AutoText

AutoText can be a real time-saver in Word. If for example you have a standard disclaimer or a signature that you add to many of your documents you can create an AutoText entry that will allow you to include such additions on the fly.

In order to use AutoText you must have AutoComplete turned on:

- Go to the **Insert** menu and select **AutoText**, then click **AutoText**.
- Select the **Show AutoComplete tip for AutoText and dates** check box.
- Click **OK**.

To create an AutoText entry:

- Select the text you want to save as an AutoText entry. Your text should contain at least four characters.
- Go to the **Insert** menu and select **AutoText**, then click **AutoText**.
- The **Enter AutoText entries here** box will appear. Click **Add**.

Word will store the AutoText entry for regular use.

To insert an AutoText entry into a document:

- Type the first few letters of your AutoText entry.
- When Word suggests the complete entry press **Enter** or **F3** to accept. If you want to reject the entry, simply keep on typing.

Keep your column headings in sight

Long tables that span several pages can be a pain because you lose sight of your table headings after the first page, and it's all too easy to forget what a particular column's topic is.

Here's how to keep your headings visible and save yourself a lot of time going backwards and forwards:

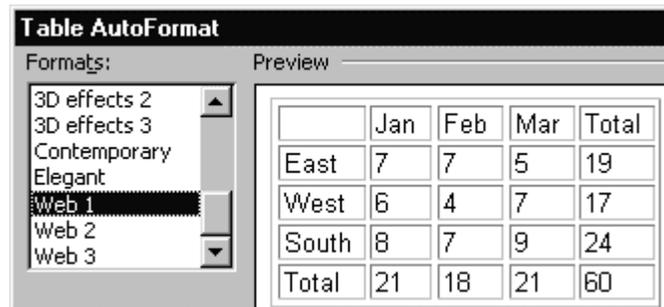
- Select the row or rows on your table containing your column headings.
- Go to the **Table** menu and click **Heading Rows Repeat**.

Word will automatically repeat the column headings at the top of each page, providing that the page breaks are automatic and not manual. Note though that the column headings will only be visible in the Print Layout view and when you print your document.

Tables

Apply Web Style Formatting to Word 2000 Tables

You can format tables for Web pages any way you want to, or leave the format as it is when the table is initially created. To get a "Web look," you can apply one of the new Web style formats. To automatically apply the formatting you want, click **Table AutoFormat** on the **Table** menu, and then click the format you want in the **Formats** box.



Use the Draw Table Tool to Create Complex Tables in Word 97/2000

It's easy to create complex tables with different numbers of columns in some rows or a different number of rows in some columns by using the **Draw Table** tool on the **Table** menu in Word 97/2000. Just click the **Draw Table** tool and draw a table directly on your document, the same way you'd draw a table on paper. To make changes, use the **Eraser** tool (**Tables and Borders** toolbar) to erase a line or row just as if you were using an eraser on paper.

Drawing Tools

Insert a Drawing Object Multiple Times in Office 2000

Have you ever wanted to insert the same drawing object several times in a row in your document, worksheet, or presentation? It's easy. Instead of clicking the drawing object button every time you want to insert the object, you can take advantage of the drawing object button's "sticky" feature.

1. To view the **Drawing** toolbar, right-click any toolbar and select **Drawing**.
2. To insert a drawing object several times, double-click the drawing object button (such as **Rectangle**) on the **Drawing** toolbar. The button stays selected or "sticky."
3. Insert your drawing object several times by clicking in the appropriate locations.
4. When you're finished inserting the objects, click the drawing object button again, or press ESC.

You can also turn any of the drawing objects available from the **AutoShapes** button on the **Drawing** toolbar into "sticky" drawing object buttons. Simply click the **AutoShapes** button, point to a category (such as **Flowchart**), and a submenu of shapes opens up. Drag the move handle at the top of the submenu to create a floating toolbar. Then double-click the drawing object button (such as **Flowchart: Process**). The button now stays "sticky."

Formatting

Apply Text and Graphics Formatting Multiple Times in Office 2000

Have you ever wanted to make several non-sequential words stand out by using a special font in your document? Or have you ever wanted to change certain solid lines to dotted lines in graphics created with the drawing tools? If you've ever wanted to apply the same format to items in different locations in a file, you might not realize how easy it is. Instead of clicking the **Format Painter** button on the **Standard** toolbar every time that you want to apply the new format, you can take advantage of the button's "sticky" feature.

1. Select the item whose format you would like to copy.
2. To copy the selected format to several items, double-click the **Format Painter** button. The button stays selected, or "sticky."
3. Select the text or graphic where you want to apply the new format.
4. When you're finished applying the format, click the **Format Painter** button again or press ESC.

Note Applying text and graphics formatting multiple times does not work between programs. For example, you cannot apply formatting from Word to PowerPoint.

Use Shortcut Keys to Aligning Text to Be Left Justified

Ctrl Q (in Word) aligns text to left justified. To add the left justify feature to your toolbar go to Tools, Customize, Toolbox and click on the Autotext box.

Use Shortcut Keys to Move a Paragraph Up or Down

Select and move an entire paragraph by pressing a single key combination. Place the insertion point anywhere in the paragraph. Move the paragraph up (that is, before the previous paragraph) by pressing **SHIFT+ALT+UP ARROW**. Move the paragraph down (that is, after the next paragraph) by pressing **SHIFT+ALT+DOWN ARROW**.

Use F8 to Select Parts of a Document

Press F8 to select increasingly larger portions of a document. See the following scale for details. Press F8:

- One time to activate the Extend mode.
- Two times to select the current word.
- Three times to select the current sentence.
- Four times to select the current paragraph.
- Five times to select the entire document.

Use Shortcut Keys to Change the Case of Text

Have you ever typed something in lowercase and then realized you wanted the text to be in UPPERCASE or Title case? You can change the text case without retyping it.

Select the text you want to change. Press **Shift+F3** until you get the case you want: upper, lower, or title.

Use Shortcut Keys to Increase or Decrease an Indent

Increase an indent by clicking the **Increase Indent** button on the **Format** toolbar, or by pressing **CTRL+M**. Decrease an indent by clicking the **Decrease Indent** button on the **Format** toolbar, or by pressing **CTRL+SHIFT+M**.

Use Shortcut Keys to Add a Footnote or Endnote

To quickly add a footnote or endnote to a document, place the insertion point where you want the reference mark to be. Then press **ALT+CTRL+F** for a footnote, or press **ALT+CTRL+D** for an endnote.

Use Shortcut Keys to Pull Down Window Control Menu

If you want to pull down any window control menu, you can either right-click at the very top of the window where the window's title is located, or you can hold down the Alt key and press the space bar. Pressing the Alt key again will close the control menu.

Use Shortcuts on the Status Bar

You can use the status bar at the bottom of the page in Word to turn certain features on and off. On the status bar double click one of the following:

REC – Record Macro Toggle

EXT – Extend Selection button

TRK – Turns Track Changes on and off

OVR – Turns Overtype on and off



Text Formatting

To do this:	Windows Keyboard:
Change Font	CTRL+Shift+F, then use up/down arrow keys, click Enter when done
Change Point Size	CTRL+Shift+P, then use up/down arrow keys, click Enter when done
Increase Font Size	CTRL+Shift+>
Decrease Font Size	CTRL+Shift+<
Bold	CTRL+B
Underline	CTRL+U
Italic	CTRL+I
Superscript	ALT+CTRL+Shift+>
Subscript	ALT+CTRL+Shift+<
Plain Text	CTRL+Shift+Z
Spelling Checker	F7
Center Paragraph	CTRL+E
Justified Paragraph	CTRL+J
Left-Aligned Paragraph	CTRL+L
Right-Aligned Paragraph	CTRL+R
Change Case	Shift+F3 toggles selection through lower case, upper case, initial caps with each press of keys
Create Hyperlink	CTRL+K

Deleting and Copying

To do this:	Windows Keyboard:
Delete Character Left	Backspace
Delete Word Left	CTRL+Backspace
Delete Character Right	Delete
Delete Word Right	CTRL+Delete
Cut	CTRL+X
Copy	CTRL+C
Paste	CTRL+V
Undo	CTRL+Z
Create a copy of the text	CTRL+Drag

Navigating in Text Blocks

To do this:	Windows Keyboard:
Character Left	Left Arrow
Character Right	Right Arrow
Line Up	Up Arrow
Line Down	Down Arrow
Word Left	CTRL+Left Arrow
Word Right	CTRL+Right Arrow
End of Line	END
Beginning of Line	HOME
Paragraph Up	CTRL+Up Arrow
Paragraph Down	CTRL+Down Arrow
End of Text Block	CTRL+END
Start of Text Block	CTRL+HOME

Navigating and Working With Objects

To do this:	Windows Keyboard:
To Previous Object	TAB
To Next Object	Shift+TAB
Select All Objects	CTRL+A
Drag and Drop Copy	CTRL>Select and Drag
Create a Duplicate Object	CTRL+D
Create another Duplicate with same offset as first Duplicate	CTRL+D, move new copy to desired location, then use CTRL+D repeatedly to create more copies

Outlining, in All Views

To do this:	Windows Keyboard:
Promote Paragraph	ALT+Shift+Left Arrow or TAB from beginning of Paragraph
Demote Paragraph	ALT+Shift+Right Arrow or Shift+TAB from beginning of Paragraph
Move Selected Paragraphs Up	ALT+Shift+Up Arrow
Move Selected Paragraphs Down	ALT+Shift+Down Arrow

Outlining, in Outline View

To do this:	Windows Keyboard:
Collapse to Titles	ALT+Shift+1
Expand Text under a heading	ALT+Shift+Plus
Collapse Text Under a Heading	ALT+Shift+Minus
Show All Text and Headings	ALT+Shift+A
Display Character Formatting	Keypad / (numlock off)

Selecting, in Text

To do this:	Windows Keyboard:
Character Right	Shift+Right Arrow
Character Left	Shift+Left Arrow
End of Word	CTRL+Shift+Right Arrow
Beginning of Word	CTRL+Shift+Left Arrow
Line Up	Shift+Up Arrow
Line Down	Shift+Down Arrow
Select All	CTRL+A or F2
Select Any Text	Drag with left mouse button depressed
Select Word	Double-Click
Select Paragraph	Triple-Click
Drag and Drop	Select and Drag
Drag and Drop Copy	CTRL+Select and Drag

Keyboard Shortcuts

Useful Shortcut Keys in Word 2000

Do you find that using the keyboard is sometimes quicker than using your mouse? Shortcut keys can help you bypass menus and carry out commands directly. You can use shortcut keys in many ways with Word, from accessing commands and toolbar buttons to repeating your last action. Shortcut keys are sometimes listed next to the command name on Word menus. For example, on the **Edit** menu, the **Find** command lists the shortcut CTRL+F. For a comprehensive list of shortcuts, ask the Office Assistant for help. In Word 2000 or any of the other Office 2000 applications, press F1 to display the Assistant, and then type **shortcut keys** in the text box. Here are some of the most useful Word shortcut keys:

To do this:	Windows Keyboard:
Repeat your last action	F4 or CTRL+Y
Find and replace	CTRL+F
Go to page, section, line, etc.	CTRL+G
Delete a word	CTRL+BACKSPACE
Change case	SHIFT+F3
Bold	CTRL+B
Italicize	CTRL+I
Go to the beginning of the document	CTRL+HOME
Go to the end of the document	CTRL+END
Select to the beginning of the document	CTRL+SHIFT+HOME
Select to the end of the document	CTRL+SHIFT+END
Open the thesaurus	SHIFT+F7
Insert a hyperlink	CTRL+K
Select all	CTRL+A
Copy	CTRL+C
Paste	CTRL+V
Undo	CTRL+Z
Save	CTRL+S
Print	CTRL+P
Open	CTRL+O

Excel

Edit Cells Quickly in Excel—Without Using Your Mouse

If you like to use your keyboard for everything, editing a lot of data quickly in an Excel spreadsheet can be difficult because you find yourself constantly reaching for the mouse when you want to make changes to a cell. But there's a shortcut you can use so that your hands never have to leave the keyboard—press F2. Here's how:

1. Use the arrow keys to select the cell you want to edit.
2. Then press F2 to edit the cell contents.
3. When you're finished, just press ENTER to enter your changes. Or press ESC to cancel the changes.

This tip is especially handy for editing hyperlinks in Excel because, if you use your mouse to click on a cell with a hyperlink, it automatically opens an Internet browser window. Using the keyboard lets you edit hyperlinks

Create an Excel Chart with the Push of a Button

To quickly create a chart, using only your keyboard, select the data you want to plot and then press F11. Excel automatically creates the chart for you. Another way to do this trick is after you select your cells, press ALT+F1 and you'll get the same result.

Insert Copied Cells Between Existing Cells Safely

If you want to insert a range of copied cells between other rows or columns—instead of pasting over them—there's an easy way to do it:

- Select the cells you want to move.
- Hold the **Shift** key down while you move the selecting cursor (white plus sign) over the black border of the selected cells. The selecting cursor will change to the moving cursor (white arrow).
- Click and drag the selected cells to the desired location. As you do this you will see a grayed out I beam that will change from vertical to horizontal or visa versa. When the I beam is in the desired location, release the left mouse click button.

	A	B	C
1	Name	Location	Phone
2	Tom	Seattle	555-1234
3	Sue	Spokane	999-4321
4	Lee	Yakima	777-9876
5	Lori	Tacoma	333-6789
6			

	A	B	C
1	Name	Location	Phone
2	Tom	Seattle	555-1234
3	Sue	Spokane	999-4321
4	Lee	Yakima	777-9876
5	Lori	Tacoma	333-6789
6			

Now, the copied cells are inserted right where you want them, and none of your existing information is lost. The selected cells can be placed in between cells either vertically or horizontally.

Conditional Formatting

Color-coding your data lets you tell at a glance whether your numbers are up or down. Using Excel's conditional formatting features, you can set up your sheet so that cells change colors depending on what their values are--a great way to make your cells easy to read:

1. Select the cells that you want to color-code. To select noncontiguous cells, hold down Ctrl as you click.
2. Select Format/Conditional Formatting. In the Conditional Formatting dialog box, you'll set the conditions for the cells. In the first field on the left, decide whether you want the condition based on the value of a cell or formula. In the second field, select which conditional terms apply. In the third field, fill in the value for the cell, or use the third and fourth to fill in a range. For example, if you wanted to create a conditional format for a Total cell, you could select Cell Value Is for the first field, "Greater than or equal to" for the second, and enter 1,000 in the third field as the value.
3. In the same dialog box, click Format to set the cell's appearance when the condition is met. You can set options related to font, border, and pattern. If you just want to set the color, choose the Patterns tab, and select a color for the cell. For our example, you might select green, so that the Total cell will glow green when it hits the 1,000 mark.
4. Click OK to complete the first condition.
5. If you want to add another condition to the cell, click Add and repeat the steps to fill in Condition 2. Otherwise, click OK to put the conditional format in place.

Counting The Days

If you'd like to know how many days left until Christmas, run Excel and type ="12/25/97"- "11/01/97" (or whatever the current date is) into a cell. Excel will return the number of days (54) between the two dates. The trick here is to remember the quotes. If you don't use quotes, you'll get some very strange results.

Another way...

Calculate the Amount of Time Between Two Dates in Excel 97/2000

To calculate the number of days between two dates, you can simply subtract the two dates. For example, if cell A1 contains the date 6/8/2000 and A2 contains 6/20/2000, the formula =A2-A1 calculates the number of days between these dates (12).

Be sure to use number format for the cell where you enter this formula (click **Cells** on the **Format** menu, click the **Number** tab, and then click **Number** under **Category**). If you don't format the cell with number format, Excel assumes the result has the same format as the cells used in the calculation, and displays the result as a date instead of a number.

Create a Formula to Keep a Running Total in Excel 97/2000

In Microsoft Excel, you can calculate a running (or cumulative) total in a column or row of cells by using a combination of absolute and relative references in a formula that uses the SUM function.

	A	B
1	100	100
2	200	300
3	300	600
4	400	1000
5	500	1500

For example, to keep a running total of cells A1 through A5 in column B (for example, B1 contains the value from A1, B2 contains A1+A2, B3 contains A1+A2+A3, etc.), set up the worksheet as follows:

1. Enter the formula
=SUM(\$A\$1:A1)
into cell B1, as shown here.

	A	B
1	100	=SUM(\$A\$1:A1)
2	200	
3	300	
4	400	
5	500	

2. Select cells B1 through B10.
3. On the **Edit** menu, click **Fill Down**.

The \$A\$1 (absolute reference) will be constant in each cell, while the A1 (relative reference) will be updated in each successive cell to refer to the adjacent cell in column A, as shown here:

	A	B
1	100	=SUM(\$A\$1:A1)
2	200	=SUM(\$A\$1:A2)
3	300	=SUM(\$A\$1:A3)
4	400	=SUM(\$A\$1:A4)
5	500	=SUM(\$A\$1:A5)

Getting Converted

Since much of the world expresses its temperatures in centigrade (or Celsius) and we in the USA most often use Fahrenheit, having a way to quickly switch between the two can be helpful. Excel 97 comes to the rescue with a command named CONVERT. To see how it works, type 68 into cell A1. Now move to cell A3 and type in =CONVERT(A1, "F", "C") and press Enter. This formula converts Fahrenheit (F) to Centigrade (C) and the result should be 20. If you need to convert from Centigrade to Fahrenheit, type in =CONVERT (A1, "C", "F") and press Enter. If you left 68 in A1, the new result should be 154.4. Note: if the Convert function doesn't work for you, choose Tools|Add-Ins. Make sure the Analysis ToolPak option is turned on and click on OK.

Show or Hide the Formulas in an Excel Spreadsheet

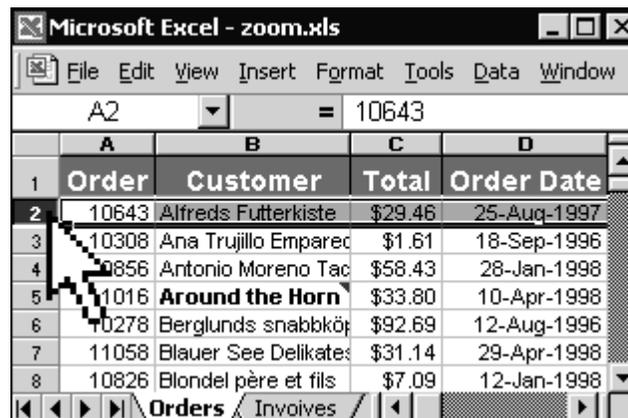
When you're working in an Excel worksheet, you can alternate between viewing the values in the cells and displaying the formulas. To toggle between the different views, press CTRL+` (single left quotation mark).

If you're having trouble finding the single left quotation mark, it's on the same key as the "~" symbol. On most keyboards, it's the key directly to the left of the "1" key.

Don't Lose Sight of Your Column Headings in Excel

Would you like to see the column headings on your Microsoft Excel spreadsheets no matter how far down you scroll? Here is one way to keep the column headings constantly visible:

2. Select the row just below your column headings.
3. On the **Window** menu, click **Freeze Panes**.



The "frozen" column headings don't scroll, but remain visible as you move through the rest of the worksheet.

Format Excel Cells Fast

If you want quick access to the Format Cells dialog box in Microsoft Excel to change things like type style, alignment, or borders, select the cell you want to format and press CTRL+1.

Have Excel Save Your Files Automatically

Have you ever wanted Excel to automatically save your spreadsheets for you so you don't lose your work? Excel 2000 includes a feature that saves workbooks automatically at specified intervals, but it's not installed by default. Here's how you can install and use the Autosave Add-in:

First you need to load the add-in, which will add it to your **Tools** menu:

1. On the **Tools** menu, click **Add-Ins**.
2. In the **Add-Ins available** list, select the **Autosave Add-in** check box and then click **OK**.

(If the Autosave Add-in is not available, you may need to install it. For more instructions, search for the phrase "**Install or remove individual features of Microsoft Office or Excel**" in Excel 2000 Help.)

Then, to configure and use the **Autosave** feature:

1. On the **Tools** menu, click **AutoSave**.
2. Select the **Automatic save every** check box.
3. In the **Minutes** box, enter how often you want Excel to save your workbooks.
4. Select any other options you want, and press **OK**.

Quickly Move Between Multiple Excel Workbooks or Worksheets

When working with several Excel workbooks or worksheets (the individual pages in workbooks) at once, you can quickly move between them using shortcut keys.

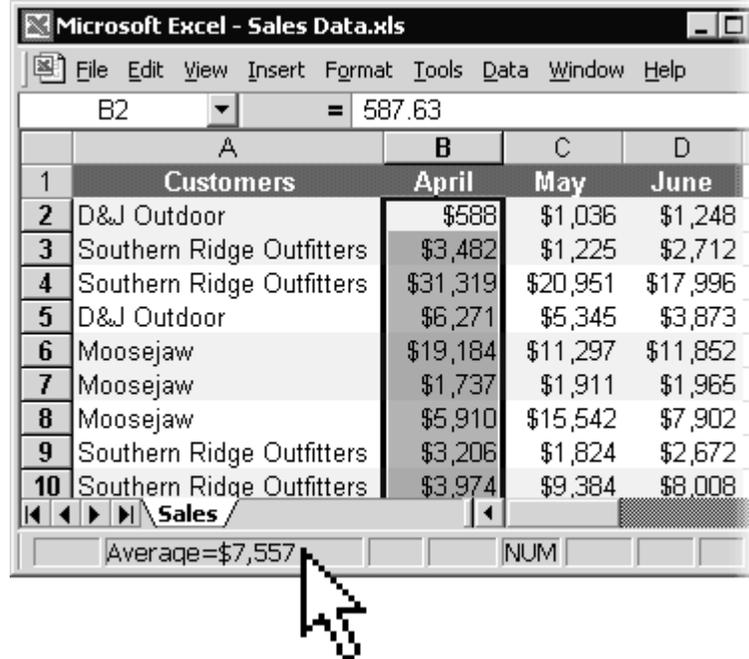
- To move between open workbooks, press CTRL+TAB.
- To move to the next sheet in a workbook, press CTRL+PAGE DOWN.
- To move to the previous sheet in a workbook, press CTRL+PAGE UP.

Do Fast Calculations in Excel

Have you ever needed to know the largest value in a series of cells? You can create a formula to do that, but there is a faster way.

To view the largest value in a series of cells:

1. Select the cells in which you are interested, and you will see the sum of the range displayed on the status bar, which is the horizontal area below the worksheet window.
2. If the status bar is not displayed, click **Status Bar** on the **View** menu.
3. Right-click the status bar, and then click **Max**. Now you can see the maximum value displayed on the status bar.



You can use the same technique to find the average of, the sum of, or the minimum value in the selected range. You can also count the cells that contain numbers (by selecting **Count Nums**) or count the number of filled cells (by selecting **Count**).

Completely Delete Cells in Excel Using This Shortcut

Have you ever wanted a keyboard shortcut that completely deletes a cell from your worksheet, including the formatting and comments? Just select the cells you want to delete, and then press CTRL+MINUS SIGN (-). The surrounding cells will shift to fill the space. This is different from using the DELETE or BACKSPACE keys, which simply clears the contents of a cell without actually deleting it.

Do Creative Calculations with Paste Special

I find this trick fantastically useful. If you have a block of numeric data in an Excel worksheet and you wish to change each entry to a negative value, use **Paste Special** with a twist.

Here's how:

1. In an empty cell, type -1.
2. Select the cell, and click **Copy** on the **Edit** menu.
3. Now select the cells containing the values you want to change.
4. On the **Edit** menu, click **Paste Special**.
5. Under **Paste**, click **Values** and under **Operation**, click **Multiply**.
6. Click **OK**.

All the numbers change from positive to negative, or vice versa. This method is also useful for reducing numbers by a factor of 1,000, 1,000,000, and so on.

Paste Information from Excel as a Picture

Do you want to place an image of an Excel file into a Word document, image editing program, or other program? It's easy to do.

1. On the Excel worksheet or chart sheet, select the cells or click the chart or object you want to copy.
2. Hold down SHIFT and click **Copy Picture** on the **Edit** menu.
3. For best picture quality, make sure **As shown on screen** and **Picture** are selected, and then click **OK**.
4. Click the worksheet or other document where you want to paste the picture.
5. Click **Paste** on the **Edit** menu.

To make adjustments to the image after you've pasted it, use the Picture toolbar. (To open it, point to **Toolbars** on the **View** menu and click **Picture**.)

Editor's Note: Cell gridlines appear in the picture if they are displayed. To omit gridlines, in Excel click **Options** on the **Tools** menu, click the **View** tab, and then clear the **Gridlines** check box.

Analyzing and Managing Data

Make a Copy That Excludes Hidden Cells in Excel 2000

When you use outlining or subtotals to create a small summary of a large set of data, you can make a copy of just the displayed cells in the summary, excluding the detail. First display only the summary rows or columns, and then select all of the summary data. On the **Edit** menu, click **Go To**, click **Special**, and then click **Visible cells only**. Now click the **Copy** button, click a cell on a blank worksheet, and click the **Paste** button. The copy includes only the summary data. For more information about subtotals and outlines, type **inserting subtotals** and **creating outlines** in the Office Assistant or on the **Answer Wizard** tab in the Excel Help window.

Enter More Than One Line in an Excel 2000 Cell

Excel provides two ways for you to display multiple lines of data in a cell.

Type a line break Press ALT+ENTER to start a new line while you're typing or editing data.

Wrap text automatically Click the cell, click **Cells** on the **Format** menu, click the **Alignment** tab, and then select the **Wrap text** check box. Data in the cell will then wrap to fit the column width. You can make the column wider or narrower to adjust the width of the data. For more information, type **change column width** in the Office Assistant or on the **Answer Wizard** tab in the Excel Help window, and then click **Search**.

Enter URLs As Text in Excel 2000

When you type an Internet address in a cell, such as www.example.microsoft.com, Excel automatically turns the address into a hyperlink. To store the address as regular text instead, type an apostrophe (') before the address. For instance, if you type **'www.example.microsoft.com**, you'll see the address text in the cell, without the apostrophe, and the text won't be a hyperlink. If Excel has already turned an address into a hyperlink, you can deactivate it: Right-click the cell, point to **Hyperlink** on the shortcut menu, and then click **Remove Hyperlink**.

Switch Rows of Cells to Columns or Columns to Rows in Excel 2000

Have you ever had a column of text that you wanted to move into a row so that you could use the text as column labels in a table? Or, have you ever had a row of data that you wanted to move into a table in which the data is organized in columns? It would be tedious to move the data manually, one item at a time. Instead, you can use the **Paste Special** command to transpose a column of data to a row of data, and vice versa.

Transpose a column of data...

Dairy
Meat
Beverages
Produce

...into a row of data.

Dairy	Meat	Beverages	Produce
-------	------	-----------	---------

Follow these steps to transpose a row of data into a column or data, or vice versa:

1. Select the cells that you want to switch.
2. Click **Copy** on the **Edit** menu.
3. Select the upper-left cell of the paste area. The paste area must be outside the copy area.
4. On the **Edit** menu, click **Paste Special**.
5. Select the **Transpose** check box.

Data from the top row of the copy area appears in the left column of the paste area, and data from the left column appears in the top row.

For more information on options in the **Paste Special** dialog box, click the **?** in the upper-right corner of the dialog box, and then click the option you want to learn more about.

The One Excel 2000 Keyboard Shortcut Everyone Should Know

The one keyboard shortcut you should know is:

CTRL+SHIFT+* (asterisk)

This key combination selects the current range around the active cell, the area defined as the largest rectangle of data surrounded by white space.

The Best Keyboard Shortcuts for Selecting Data

The first step of selecting cells or a group of cells (called a range) is to position the cursor on a cell that is a corner of the area you want to select. Use the arrow keys to do this.

Week	Price
1	\$137,168
2	\$147,814
3	\$139,853
4	\$139,191
5	\$135,103
6	\$133,193

To select a rectangle area around the active cell, hold down the SHIFT key and press the arrow keys. For example, to select a 2 by 4 rectangle, hold down the SHIFT key and press the RIGHT ARROW key one time and the DOWN ARROW key three times.

Week	Price
1	\$137,168
2	\$147,814
3	\$139,853
4	\$139,191
5	\$135,103
6	\$133,193
7	\$136,273

Holding down the SHIFT key can be cumbersome, so Microsoft Excel provides a way to turn 'on' selecting with arrow keys. Press F8 to start using the arrow keys to select, and press F8 again when you are finished.

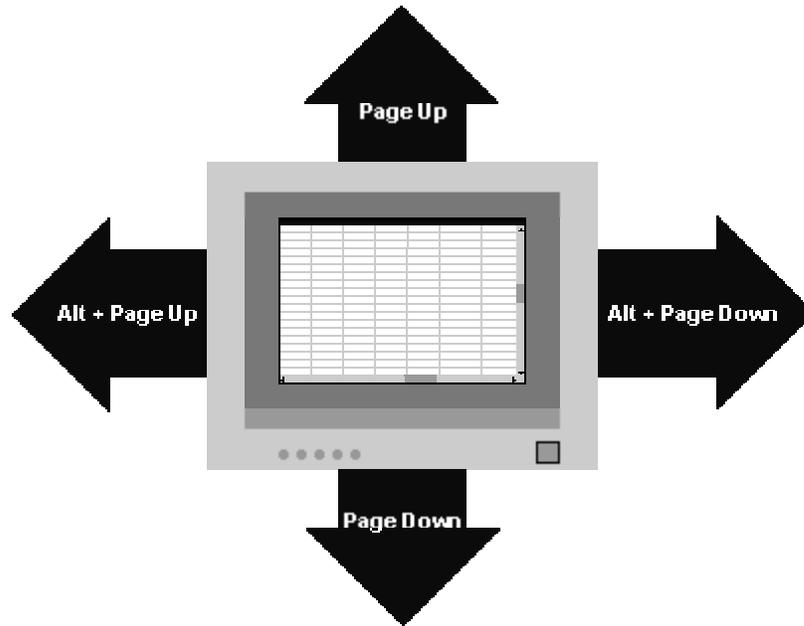
There are other useful keyboard shortcuts to use for selecting data.

Press	To
CTRL+A	Select the entire worksheet
CTRL+SPACEBAR	Select the entire column
SHIFT+SPACEBAR	Select the entire row
F8	Turn on extending a selection by using the arrow keys
CTRL+SHIFT+END	Extend the selection to the last used cell on the worksheet (lower-right corner)
CTRL+SHIFT+HOME	Extend the selection to the beginning of the worksheet
CTRL+SHIFT+arrow key	Extend the selection to the last nonblank cell in the same column or row as the active cell
SHIFT+F8	Add another range of cells to the selection; or use the arrow keys to move to the start of the range you want to add, and then press F8 and the arrow keys to select the next range

For more information about keyboard shortcuts, type **shortcuts** in the Office Assistant or on the **Answer Wizard** tab in the Excel Help window, and then click **Search**.

The Best Keyboard Shortcuts for Moving in a Workbook

The best way to move around in a workbook is to get to know the keyboard shortcuts PAGE UP and PAGE DOWN. Used with the ALT key, each combination scrolls through the worksheet one screen's width.



There are other useful keyboard shortcuts to use for moving in a workbook.

Press	To
PAGE DOWN	Move down one screen
PAGE UP	Move up one screen
ALT+PAGE DOWN	Move one screen to the right
ALT+PAGE UP	Move one screen to the left
CTRL+HOME	Move to the beginning of the worksheet
CTRL+END	Move to the last cell on the worksheet, which is the cell at the intersection of the rightmost used column and the bottommost used row (in the lower-right corner), or the cell opposite the home cell, which is typically A1
CTRL+PAGE DOWN	Move to the next sheet in the workbook
CTRL+PAGE UP	Move to the previous sheet in the workbook
CTRL+F6 or CTRL+TAB	Move to the next workbook or window

For more information about keyboard shortcuts, type **shortcuts** in the Office Assistant or on the **Answer Wizard** tab in the Excel Help window, and then click **Search**.

The Best Keyboard Shortcuts to Use with Functions and Formulas

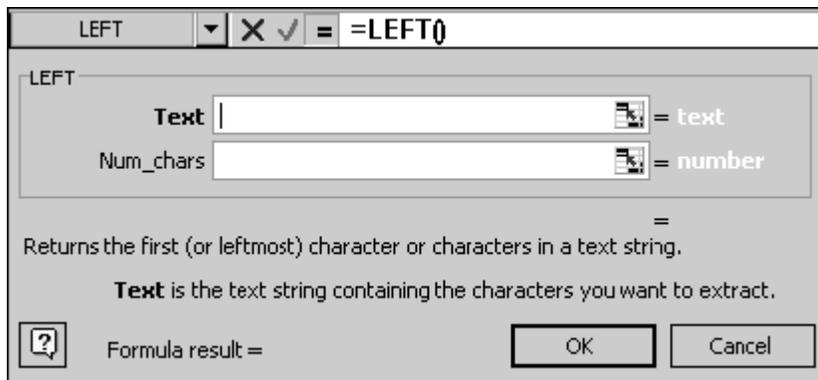
If you don't know which function to use, select the cell you want to put it in, and then press SHIFT+F3

The **Paste Function** dialog box appears with a list to choose from. The available functions are categorized and have descriptions.

If you know the name of the function, but don't know details such as what arguments it can take, you can use the **Formula Palette**. Type =function in a cell, where function is the name of the function, and then press

CTRL+A

For example type =LEFT in a cell and then press CTRL+A.



In the **Formula Palette**, press TAB and SHIFT+TAB to move between the boxes, and ENTER when you are done. Or press ESC to discard any changes.

If you know the name of the function, and remember some of the details, but just need a reminder, type =function in a cell, and then press

CTRL+SHIFT+A

The arguments of the function are inserted into the cell, and you can type over them.

`=left(text,num_chars)`

There are other useful keyboard shortcut to use with formulas and functions.

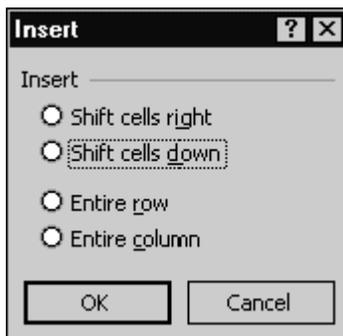
Press	To
= (equal sign)	Start a formula
ALT+= (equal sign)	Insert the AutoSum formula
SHIFT+F3	Paste a function into a formula
CTRL+SHIFT+A	Insert the argument names and parentheses for a function after you type a function name in a formula
CTRL+A	Display the Formula Palette after you type a function name in a formula
CTRL+SHIFT+F3	Create names from row and column labels
F3	Paste a defined name into a formula

Press	To
CTRL+` (single left quotation mark)	Alternate between displaying cell values and displaying cell formulas
CTRL+[(opening bracket)	Select only cells that are directly referred to by formulas in the selection
CTRL+] (closing bracket)	Select only cells with formulas that refer directly to the active cell
CTRL+SHIFT+} (closing brace)	Select all cells with formulas that refer directly or indirectly to the active cell
CTRL+SHIFT+{ (opening brace)	Select all cells that are directly or indirectly referred to by formulas in the selection
F9	Calculate all sheets in all open workbooks
SHIFT+F9	Calculate the active worksheet

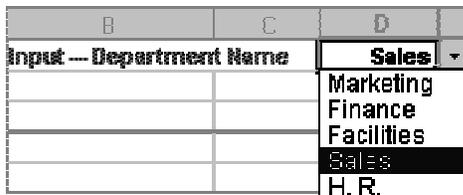
For more information about keyboard shortcuts, type **shortcuts** in the Office Assistant or on the Answer Wizard tab in the Excel Help window, and then click **Search**.

The Best Keyboard Shortcuts to Speed Your Day

Some of the more common tasks in Microsoft Excel have keyboard shortcuts. For example, to insert cells, position the cursor and press CTRL+SHIFT+PLUS SIGN. The dialog box that asks which type to insert appears.



If you are entering data in a column that repeats what is already in the column, try pressing **ALT+DOWN ARROW**. The AutoComplete list appears for you to choose from.



Then use the **UP ARROW** and **DOWN ARROW** keys until the one you want is selected, and press **ENTER**.

There are other useful keyboard shortcuts to use for speeding your day.

Press	To
SHIFT+F11 or ALT+SHIFT+F1	Insert a new worksheet
CTRL+SHIFT+PLUS SIGN	Insert blank cells
F11 or ALT+F1	Create a chart that uses the current range
ALT+DOWN ARROW	Display the AutoComplete list
CTRL+; (semicolon)	Enter the date
CTRL+SHIFT+: (colon)	Enter the time
CTRL+ENTER	Fill the selected cell range with the current entry
SHIFT+F5	Display the Find dialog box
SHIFT+F4	Repeat the last Find action (same as Find Next)
F5	Display the Go To dialog box
CTRL+1	Display the Format Cells dialog box

For more information about keyboard shortcuts, type **shortcuts** in the Office Assistant or on the **Answer Wizard** tab in the Excel Help window, and then click **Search**.

Shortcuts for Excel 2000

Product	Activity	Shortcut Keys
Excel 2000	Alternate between displaying cell values and displaying cell formulas	CTRL+` (single left quotation mark)
Excel 2000	Calculate all sheets in all open workbooks	F9
Excel 2000	Calculate the active worksheet	SHIFT+F9
Excel 2000	Copy	CTRL+C
Excel 2000	Create a chart that uses the current range	F11 or ALT+F1
Excel 2000	Display the Format Cells dialog box	CTRL+1
Excel 2000	Display the Go To dialog box	F5
Excel 2000	Fill the selected cell range with the current entry	CTRL+ENTER
Excel 2000	Insert the current time	CTRL+:
Excel 2000	Insert today's date	CTRL+;
Excel 2000	Move to the beginning of the worksheet	CTRL+HOME
Excel 2000	Move to the last cell on the worksheet, which is the cell at the intersection of the rightmost used column and the bottommost used row (in the lower-right corner), or the cell opposite the home cell, which is typically A1	CTRL+END
Excel 2000	Open	CTRL+O
Excel 2000	Paste	CTRL+V
Excel 2000	Paste a function into a formula	SHIFT+F3
Excel 2000	Print	CTRL+P
Excel 2000	Save	CTRL+S

Product	Activity	Shortcut Keys
Excel 2000	Select all (when you are not entering or editing a formula)	CTRL+A
Excel 2000	Select the current column	CTRL+SPACEBAR
Excel 2000	Select the current row	SHIFT+SPACEBAR
Excel 2000	Undo	CTRL+Z
Excel 2000	When you enter a formula, display the Formula Palette after you type a function name	CTRL+A

Useful Shortcut Keys in Excel 2000

Do you find that using the keyboard is sometimes quicker than using your mouse? Shortcut keys can help you bypass menus and carry out commands directly. You can use shortcut keys in many ways with Excel, from accessing commands and toolbar buttons to outlining and editing information. Shortcut keys are sometimes listed next to the command name on menus. For example, on the **Edit** menu, the **Copy** command shows the shortcut CTRL+C. For a comprehensive list of shortcuts, ask the Office Assistant for help. In Excel 2000 or any of the other Office 2000 applications, press F1 to display the Assistant, and then type **shortcut keys** in the text box. Here are some of the most useful Excel shortcut keys:

Activity	Shortcut Keys
Select the current column	CTRL+SPACEBAR
Select the current row	SHIFT+SPACEBAR
Move to the beginning of the worksheet	CTRL+HOME
Move to the last cell on the worksheet, which is the cell at the intersection of the rightmost used column and the bottommost used row (in the lower-right corner), or the cell opposite the home cell, which is typically A1	CTRL+END
Paste a function into a formula	SHIFT+F3
When you enter a formula, display the Formula Palette after you type a function name	CTRL+A
Select all (when you are not entering or editing a formula)	CTRL+A
Alternate between displaying cell values and displaying cell formulas	CTRL+` (single left quotation mark)
Calculate all sheets in all open workbooks	F9
Calculate the active worksheet	SHIFT+F9
Create a chart that uses the current range	F11 or ALT+F1
Enter the date	CTRL+; (semicolon)
Enter the time	CTRL+: (colon)

Activity	Shortcut Keys
Fill the selected cell range with the current entry	CTRL+ENTER
Display the Go To dialog box	F5
Display the Format Cells dialog box	CTRL+1
Copy	CTRL+C
Paste	CTRL+V
Undo	CTRL+Z
Save	CTRL+S
Print	CTRL+P
Open	CTRL+O

PowerPoint

Creating a Summary Slide in PowerPoint

You've just created a quick PowerPoint presentation, but you haven't added an introduction, agenda, or conclusion. PowerPoint provides a quick method of adding a Summary Slide to your existing presentation. This slide can be renamed Introduction or Agenda, or you can copy it to the end of your presentation and rename it Conclusion or Review.

To create a summary slide from the titles of other slides:

1. Open the completed presentation you want to add a summary slide to.
2. On the **View** menu, click **Slide Sorter**.
3. In slide sorter view, select the slides with the titles you want to use. To select multiple slides, hold down CTRL and click the slides you want. (Be sure to select the slides that will best summarize your presentation.)
4. On the **Slide Sorter** toolbar, click **Summary Slide**. A new slide, titled "Summary Slide," with bulleted titles from the selected slides, appears in front of the first selected slide.
5. Double-click the new slide to edit it. You can change the title, edit existing bullets, or add new ones.

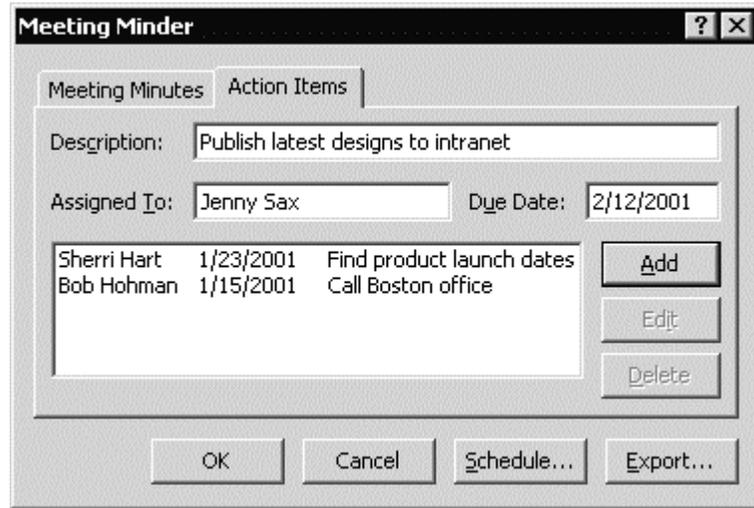
Keep Track of Action Items During a Slide Show

When giving a presentation, have you ever needed to make a list of ideas, comments, suggestions, or action items? Instead of using a flip chart, use PowerPoint. Here's how:

1. In Slide Show view, right-click anywhere in the slide, and then, on the shortcut menu, click **Meeting Minder**.
2. Click the **Action Items** tab.

3. Type your information into the **Description**, **Assigned To**, and **Due Date** boxes, and then click **Add**.
4. Repeat step 3 if you want to add more action items, and then click **OK**.

Your items appear on a new slide at the end of your slide show. You can use this slide as a way to review the ideas or suggestions that came up during the slide show or as a reminder of the action items that need to be addressed.



You can export your action item list to Word or Outlook. Here's how:

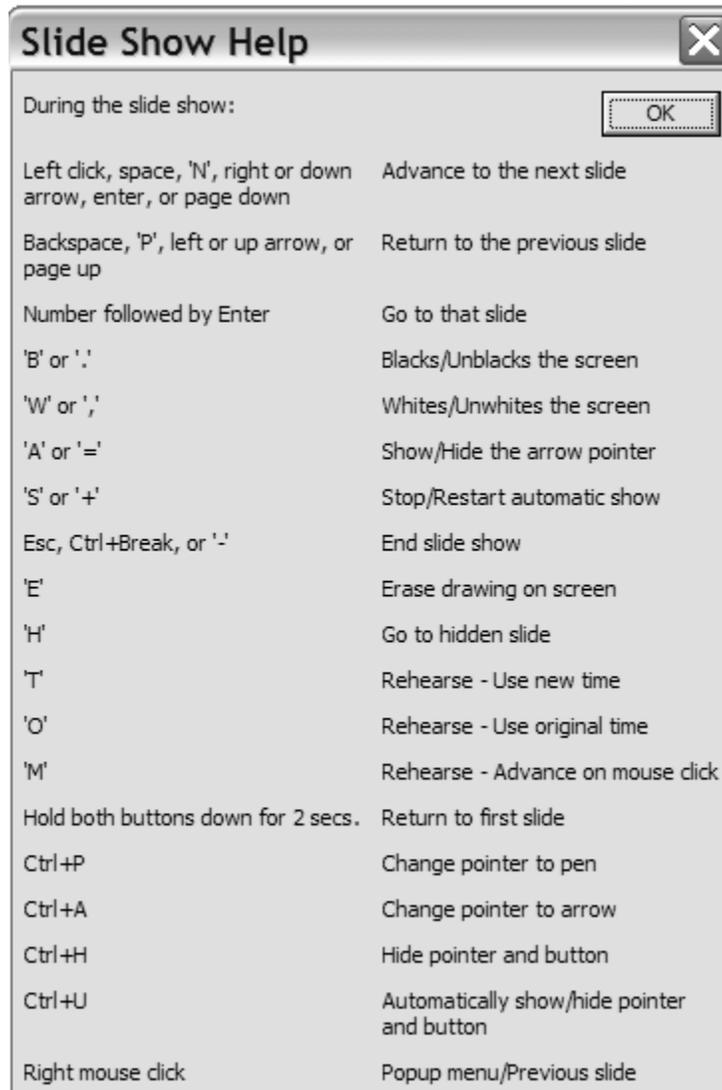
1. On the **Tools** menu in PowerPoint, click **Meeting Minder**.
2. In the **Meeting Minder** dialog box, click **Export**.
3. To create a new Word document that contains your list of ideas or action items, select the **Send meeting minutes and action items to Microsoft Word** check box.
4. To place them on your task list in Outlook (and assign each task to the appropriate person later), select the **Post action items to Microsoft Outlook** check box.

Then, click **Export Now**.

Controlling Slides in Slide Show

Go to Slide <number>	<number> ENTER
Black/Unblack Screen	B or Period
White/Unwhite Screen	W or Comma
Show/Hide Pointer	A or =
End Show	ESC, CTRL+Break, Minus, END
Erase Screen Annotations	E
Advance to Hidden Slide	H
Advance to Next Slide	Mouse Click, Spacebar, N, Right Arrow, Down Arrow, Page Down
Return to Previous Slide	Backspace, P, Left Arrow, Up Arrow, Page Up

Press F1 during a slide show to get the following menu:



Add Narration To PowerPoint

With PowerPoint, you can easily add voice narration to your presentation. (You'll need a sound card and microphone, of course.) A recorded narration integrated with your presentation makes it easy for you to distribute your presentation and is a perfect way to get info to people who can't make it to a live version. You can even record your presentation as you deliver it. Here's how:

1. Open your presentation.
2. From the Slide Show menu, choose Record Narration.
3. When you're ready to proceed, click OK, and start your narration.

PowerPoint will attach your recorded comments to the presentation and will automatically change slides at the correct points when you run the presentation later. You can choose several sound-quality levels; the default Radio Quality is sufficient for voice-overs and uses about 10K for each second of narration. A five-minute speech consumes some 300K.

Quick-Start Your PowerPoint Slide Show

Want a quick and easy way to launch a PowerPoint presentation? Save it as a PowerPoint slide show file, and when you double-click it, it opens right up in slide show view. No need to fumble around inside PowerPoint when you just want to give a presentation, not create one.

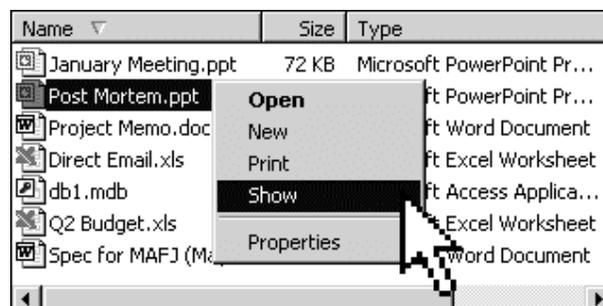
To save your presentation as a slide show file:

1. Open the presentation you want to save as a slide show.
2. On the **File** menu, click **Save As**.
3. In the **Save as type** list, click **PowerPoint Show**. Your slide show file will be saved with a .pps file extension.

When you open this file from your desktop, it will automatically start your presentation in slide show view. When you're done, PowerPoint automatically closes and you return to the desktop. If you want to edit the slide show file, you can always open it from PowerPoint by clicking **Open** on the **File** menu.

More Ways To Quickly Start A PowerPoint Slide Show

In Microsoft Windows® Explorer, simply right-click any PowerPoint presentation and then click **Show** to start the show.



A quick and easy way to turn a PowerPoint presentation into a slide show file is to simply rename the file extension from .ppt to .pps in Windows Explorer. Now you can launch it in one click!

Take a Break During a PowerPoint Slide Show

Here's an easy yet very useful tip for those who give presentations using PowerPoint slide shows.

When you want to stop for a break in your presentation without losing your place in the slide show, just press the lowercase B key or press the PERIOD (.). This will make the screen go black, and if it is a self-running presentation, it will pause. When you are ready to resume the show, press either key again, and you will start right where you left off.

Ten Favorite PowerPoint Shortcuts

Here are some easy ways to make your PowerPoint slide show go smoothly:

TO	PRESS
Advance to the next slide	N, ENTER, PAGE DOWN, RIGHT ARROW, DOWN ARROW, or the SPACEBAR (or click the mouse)
Return to the previous slide	P, PAGE UP, LEFT ARROW, UP ARROW, or BACKSPACE
End a slide show	ESC or HYPHEN
Stop or restart an automatic slide show	S or PLUS SIGN
Go to slide <number>	<number>+ENTER
Display a black screen, or return to the slide show from a black screen	B or PERIOD
Display a white screen, or return to the slide show from a white screen	W or COMMA
Hide the pointer	CTRL+H
Redisplay hidden pointer and/or change the pointer to an arrow	CTRL+A
Return to the first slide	Both mouse buttons for 2 seconds

Using More than One Guide

If you like using guides, but wish there were more, you can create additional Guides by simply holding down the CTRL key while dragging on an existing Guide. This will create a new guide. To get rid of guides, just drag them off the edge of the slide.

Using Guides to Measure

Make the Guides visible by using View/Guides. Then, hold down the SHIFT key while you click-and-hold a guide; the tooltip for the guide will display 0:00. As you move the guide, the distance the guide covers from the beginning of the drag will be displayed in the units of your ruler. In this way you can measure distances between objects, place guides at specific places, etc.

Keyboard Shortcuts

Useful Shortcut Keys in PowerPoint 2000

Do you find that using the keyboard is sometimes quicker than using your mouse? Shortcut keys can help you bypass menus and carry out commands directly. You can use shortcut keys in many ways with PowerPoint®, from accessing commands and toolbar buttons to inserting a new slide. Shortcut keys are sometimes listed next to the command name on PowerPoint menus. For example, on the **Edit** menu, the **Find** command lists the shortcut CTRL+F.

For a comprehensive list of shortcuts, ask the Office Assistant for help. In PowerPoint 2000 or any of the other Office 2000 applications, press F1 to display the Assistant, and then type **shortcut keys** in the text box. Here are some of the most useful PowerPoint shortcut keys:

Activity	Shortcut Keys
Insert a new slide	CTRL+M
Switch to the next pane (clockwise)	F6
Switch to the previous pane (counterclockwise)	SHIFT+F6
Make a duplicate of the current slide	CTRL+D
Start a slide show	F5
Promote a paragraph	ALT+SHIFT+LEFT ARROW
Demote a paragraph	ALT+SHIFT+RIGHT ARROW
Apply subscript formatting	CTRL+EQUAL SIGN (=)

Activity	Shortcut Keys
Apply superscript formatting	CTRL+PLUS SIGN (+)
Open the Font dialog box	CTRL+T
Repeat your last action	F4 or CTRL+Y
Find	CTRL+F
View guides	CTRL+G
Delete a word	CTRL+BACKSPACE
Capitalize	SHIFT+F3
Bold	CTRL+B
Italicize	CTRL+I
Insert a hyperlink	CTRL+K
Select all	CTRL+A
Copy	CTRL+C
Paste	CTRL+V
Undo	CTRL+Z
Save	CTRL+S
Print	CTRL+P
Open	CTRL+O

Simultaneous PowerPoint Presentations on One Screen

You can have two different PowerPoint shows on one screen at the same time. You must create a hyperlink in one of your slides in your first show to your second show. In the presentation mode, when you get to your slide with the hyperlink, hold the Ctrl Key down before clicking on the link. This will open up the second PowerPoint presentation in the upper left quadrant of the screen and you will have both presentations showing at the same time. Clicking inside the quadrant will control that presentation. You can also use Alt + Tab to switch back and forth between the two presentations.

Pause/Resume Timed PowerPoint Presentations

To pause a timed PowerPoint presentation, press the Pause/Break button. This will suspend the timing feature during a presentation. To resume the presentation, just press any one of these keys, the **Right Arrow** on the keyboard, the **Enter** key, or just the **Spacebar**.

References

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