

## Microsoft Office Tips & Tricks:

How and where can we learn about using technology effectively?

- our peers
- how-to manuals & tutorials
- the web
- personal experimentation and experience

Students have different modalities of learning they prefer and do best when using.

So do we as adults – we all do not learn or do things the same way!

### **PURPOSE:**

*Outline some different resources for professional learning that can be sources for the “tips and tricks” we need to help us improve our personal technology skills.*

## Resources for professional learning in using & applying technology:

### How-to manuals:

- FLB Teacher Technology Notes & Hints  
[\(PDF\)](#)
- Computers for Dummies  
<http://www.dummies.com/WileyCDA/>
- Complete Idiot’s Guides to Computers & the Internet:  
<http://www.idiotsguides.com/>

### Interactive tutorials & videos:

- 20 Technology Skills Every Educator Should Have -- By Laura Turner  
<http://thejournal.com/articles/17325>
- Microsoft Office Online Training  
<http://www.microsoft.com/office/greattips/2003tips.msp>  
<http://www.microsoft.com/office/greattips/2007tips/default.msp>

### Information web sites:

- OFFICE tips from PC Magazine  
<http://www.pcmag.com/category2/0,1874,1542,00.asp>

***Fast Formatting - By Laura Delaney 05.04.04***

<http://www.pcmag.com/article2/0,1895,1565207,00.asp>

“One of our favorite hidden gems is the Format Painter. This Paintbrush icon should appear by default on the standard toolbar. To add it to the toolbar, go to Tools | Commands, navigate to Format, and drag the Paintbrush icon to a toolbar.

When you click on this icon, Format Painter copies the text formatting of the area where the cursor is located. If you select an entire paragraph or cell and then click on the icon, Format Painter will also copy the paragraph or cell formatting. You can then "paint" the copied formatting into other parts of the document by simply highlighting text.

By double-clicking on the Format Painter icon, you can apply the copied formatting repeatedly until you press Esc.” [sample](#)

***Line Breaks Without Bullets - By Laura Delaney 05.04.04***

<http://www.pcmag.com/article2/0,1895,1565278,00.asp>

“When you're creating a bulleted or numbered list in Word or PowerPoint, you might want an item to appear on the list without a bullet. You can start a new line without a bullet by pressing **Shift-Enter**. The next time you press the Enter key, the new line will continue the bulleted or numbered list.” [sample](#)

Another useful trick: In Excel, you can press Alt-Enter to start a new line within a cell. [sample](#)

***Use Autocorrect to Add Symbols - By Laura Delaney 05.04.04***

<http://www.pcmag.com/article2/0,1895,1565282,00.asp>

The AutoCorrect feature in Office can automatically place symbols in your documents. Here are some of our favorites.

(c) will do this: ©

(r) will do this: ®

(tm) will do this: ™

==> will do this: ➔

<== will do this: ➜

--> will do this: ➔

<-- will do this: ➜

:-( will do this: ☹

:-) will do this: ☺

[sample](#)

### **Create or change automatic corrections**

Do one of the following:

#### Add an entry to the list of automatic corrections

1. On the **Tools** menu, click **AutoCorrect Options**.
2. In the **Replace** box, type a word or phrase that you often mistype or misspell— for example, type **usualy**.
3. In the **With** box, type the correct spelling of the word— for example, type **usually**.
4. Click **Add**.

OR

#### Add a Symbol to the automatic corrections

1. On the **Insert** menu, click **Symbol**.
2. Locate the symbol from the font choices provided.
3. Click on the **Autocorrect button**
4. In the Replace box, assign the key strokes or word(s) that will activate the auto replace with the selected symbol.
5. Click **Add**.

### ***Inserting Mathematical Symbols Into Word***

1. Click where you want to insert the equation.
2. On the **Insert** menu, click **Object**, and then click the **Create New** tab.
3. In the **Object type** box, click **Microsoft Equation 3.0**.  
(If Microsoft Equation Editor is not available, you may need to install it.)
4. Click **OK**.
5. Build the equation by selecting symbols from the **Equation toolbar** and by typing variables and numbers. From the top row of the **Equation** toolbar, you can choose from more than 150 mathematical symbols. From the bottom row, you can choose from a variety of templates or frameworks that contain symbols such as fractions, integrals, and summations.

### ***Listening to Office - By M. David Stone***

<http://www.pcmag.com/article2/0,1895,1823009,00.asp>

“.... With Office 2003, however, you can dispense with the second person and let Office read the copy instead. You can even have Outlook read your e-mail to you....”

In Word, the feature works a little differently. To open the appropriate toolbar, choose Tools | Speech. You may see a message welcoming you to Office speech recognition and telling you that you have to adjust your microphone and train Office. For now, choose Cancel to bypass the training and open the Language toolbar. Select the Speak Text option.”

You may need to download and install the speech tools from Microsoft.

- **Smart & Easy Tips, Tricks & Techniques for Office**  
<http://www.softwarepro.com>

Also several PDF handouts for short-cut keys that can be used in Office.  
<http://www.softwarepro.com/tips/handouts.htm>

\*\* you can also subscribe for emailed newsletters.

### **Microsoft Word: 5 Time-Saving Tips**

[http://www.softwarepro.com/articles/wrd\\_timesavers.htm](http://www.softwarepro.com/articles/wrd_timesavers.htm)

#### **Turn off Personalized Menus and Toolbars**

“Although it is a default, Personalized Menus and Toolbars is a terrible "feature" which limits your initial view to select toolbar buttons and menu commands. Do you only have one row of toolbars at the top of the screen? When you click on a menu, does it expand only after a few seconds? If so, you will save yourself a lot of frustration by turning off this personalized display:

1. Choose **Tools > Customize**, and click on the **Options** tab.
2. For the section, Personalized Menus and Toolbars, check/select the options "Show Formatting and Standard toolbars on two rows" and "Always show full menus."  
Note: in Microsoft Word 2000, you will need to UNcheck each of these options (the descriptions are a bit different too).
3. Pick **Close** to see a full display of your main toolbars and your menus.”

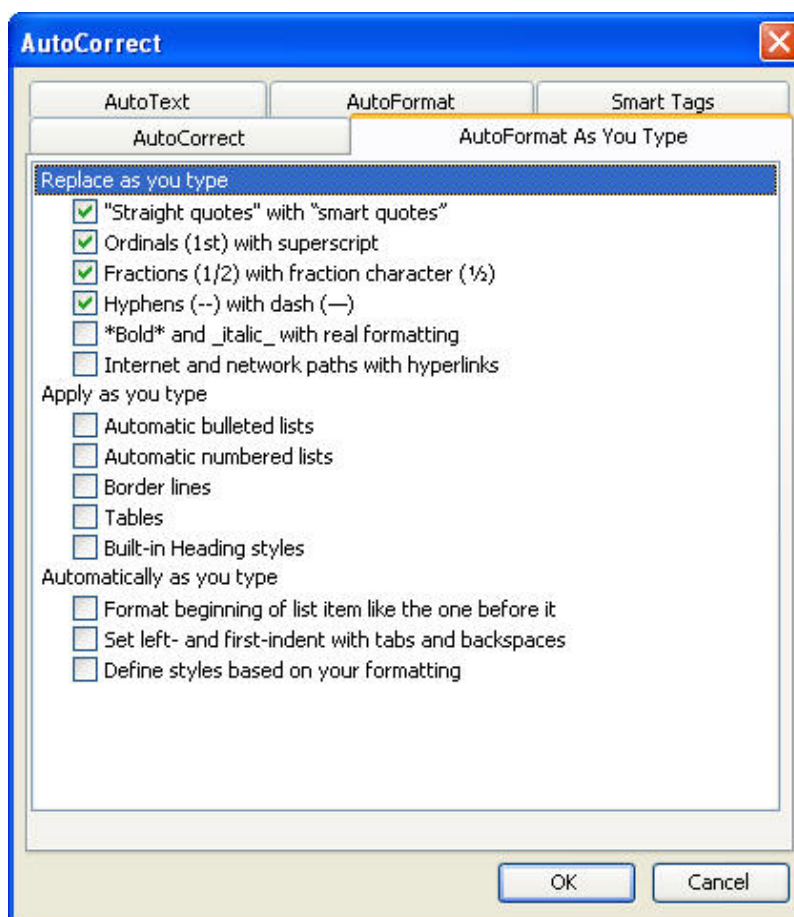
#### **Stop Automatic Text Changes**

“Does it seem like Word randomly changes the capitalization or spelling of text in a document? **AutoCorrect** is to blame. As the name indicates, AutoCorrect automatically corrects the spelling of common misspelled words but also makes other changes including capitalizing the first letter in a sentence, table cell, or line of text. To review your choices, pick **Tools > AutoCorrect Options**, choose the **AutoCorrect** tab and uncheck any option that gets in the way of typing your text.”

## Stop Automatic Numbered Lists (and More)

“Have you ever tried to create your own numbered list or outline and watched the numbering or formatting change once you press **[Enter]** for the next line? This is a huge annoyance for anyone that wants to build their own custom layout for an outline rather than working with the choices in Word. Do you type your e-mail address or website into a document and then watch as it suddenly changes to blue underlined text (a hyperlink)? Do you ever enter fractions or quotes that automatically re-format? You are a victim of **AutoFormat As You Type**. To customize Word so that it works for you and not against you:

1. Choose **Tools > AutoCorrect Options**
2. Select the **AutoFormat As You Type** tab. I recommend that you uncheck all of the options in the last 2 sections including **Automatic numbered lists**. Turn off choices in the 1st section as desired.



3. Pick **OK** to finish.

Each of the formatting options that you turn off can still be added when you want them. For instance, automatic numbered lists can be created via a toolbar button or under the **Format** menu.”

## Modifying Your Default Font

“Are you frequently changing the font in your documents? Take a few minutes to change the default font used for new documents:

1. Create a new, blank document.
2. Choose **Format > Font**. Change the font from the standard Times New Roman 12 point to the style and size you want such as Arial 12 point.
3. Next, don't pick OK which only changes the current document. Instead, choose **Default**.
4. You will see a prompt asking if you want to change the default font. This change will modify the normal template also known as the **normal.dot** file which stores many of the Microsoft Word settings. Select **Yes** to confirm the changes.”

## Customizing Page Layout and Margins

“Ever since the days of Word 1.0, the default margins for a document have been 1” for the top and bottom and 1.25” for the left and right margins even though most people prefer 1” margins for each side. It's also easy to change the settings for margins regardless of what you like to work with:

1. Continue with a new, blank document.
2. **File > Page Setup**, and pick the **Margins** tab.
3. Change the margins to 1” all around or your most frequently used choices.
4. Make other changes in these dialog tabs. For instance, you might want to set a custom footer or make changes to the **Paper** source.
5. To set your custom defaults for all new, blank documents, pick the **Default** button.
6. As before, you will be prompted to confirm the change to the normal template. Choose **Yes** to continue.

Once your preferences are in place, you won't have to repeat these steps but you do have the flexibility to customize individual documents.”

To insure that Microsoft Word remembers the customized changes, exit out of Word, re-start and test each of these time-saving techniques.

## Creating a Watermark in Word

“One of the frequent questions in my Inbox is "How do I get the words DRAFT in a Microsoft Word document?" To add DRAFT, or CONFIDENTIAL, or any other text, just add a watermark. A watermark is a faint image or text that appears in the background of each document page. Watermarks often add interest or identify the document status. You can see watermarks in Print Layout view and Full Screen Reading view or in a printed document.

The watermark is not a feature that is intuitively simple to find in Microsoft Word but the steps are fairly simple. A watermark can be customized by font, color, size, opacity, and placement. Graphics can also be placed as a watermark.

### To add a watermark to a Word document (versions 2003 or 2002/XP):

1. Open your document--you can be on any page.
2. Choose the *Format menu*, then *Background > Printed Watermark*.
3. Do one of the following:
  - \* To insert a picture as a watermark, click Picture Watermark, and then click Select Picture. Choose the picture you want, and then finish with Insert.
  - \* To insert a text watermark, click Text Watermark, and then pick from the list or enter your own text.
4. Select any additional options that you want including font and scale/size. Click OK to apply.
5. To view the watermark as it will appear on the printed document, use the Print Layout View.

### Removing a Watermark in Microsoft Office Word 2003/2002

1. Choose the Format menu, then Background > Printed Watermark.
2. Select No watermark and then OK to apply.”

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- **Microsoft’s Office Assistance:**

<http://office.microsoft.com/en-us/assistance/default.aspx>

Get help with various Office products, and different versions. Even customize a list of the products you would like to see help for.

***Copy Excel data and charts to Word or PowerPoint***

<http://office.microsoft.com/en-us/assistance/HP051994461033.aspx>

In Excel:

1. Select the data or chart you want to copy.
2. Click Copy in the Edit menu.
3. Switch to Microsoft Word or Microsoft PowerPoint.
4. Click in the document or presentation where you want to put the Microsoft Excel data or chart, and do the following:

Paste the data into Word:

1. Click Paste Button image on the Formatting toolbar
2. Click Paste Options Button image next to the data, and then do one of the following:
  - To paste the data as a Word table, click Match Destination Table Style or Keep Source Formatting.
  - To paste a link to the Excel data, so that the data in the Word document is updated whenever you change the data in the original Excel workbook, click Match Destination Table Style and Link to Excel or Keep Source Formatting and Link to Excel.
  - To paste the data as text with each row in a separate paragraph and tabs separating the cell values, click Keep Text Only.

▪ **Office Tips and Tricks from Users**

**\*Edit Screen Shots with Picture Editor**

*From Sheila Mary Walsh, Dublin, Ireland*

“Microsoft Office Picture Editor enables you to crop or edit a screen shot prior to pasting it into your Office document.

***To edit a screen shot with Picture Editor:***

1. First, capture your screen shot by pressing the PRINT SCREEN button. (To capture the active window only, press ALT+PRINT SCREEN.)
2. On your Windows desktop, click the **Start** button, point to **Programs**, point to **Microsoft Office Tools**, and then click **Microsoft Office Picture Manager**.
3. On the **Edit** menu, click **Paste**.
4. Choose the picture you want to edit.
5. Select Edit Pictures and the Crop tool.
6. Select only a portion of your screen shot (the portion you want to copy to your Office document).
7. Choose **Okay**
8. On the **Edit** menu, click **Copy**.
9. Open the document you want to copy the selection into.
10. On the **Edit** menu, click **Paste**.

To format the image:

1. Right-click the image and then click **Format Picture**.
2. In the **Format Picture** dialog box, choose the formatting options you want.
3. Click **OK**.

**Editor's Note:** If Microsoft Photo Editor isn't listed under **Microsoft Office Tools** on your **Start** menu, you can install it from your Office XP installation CD.

- **Microsoft's *How to Use Windows XP/Vista***

<http://www.microsoft.com/windowsxp/using/default.mspx>

Here's your one-stop shop for learning how to use the features and technologies that come with Windows XP.

***Digital Photography***

Into digital photography? The features in Windows XP make it easy to transfer pictures directly from your digital camera to your computer and even help you organize and share your photos the way you want to.

***Games for Windows***

Games for Windows open a wide world of fantasy and adventure—and give you a break from reality and a chance to have fun with friends and family at any age.

***Making Movies***

Windows Movie Maker lets you use your computer to create and edit home movies with a few simple drag-and-drop moves. Then share your movie via the Web, e-mail, your computer, or CD.

***Music and Video with Windows Media Player***

With its fast and flexible playback features, Windows Media Player makes it easy to enjoy your favorite music and movies whenever you like, plus discover more with services offering premium entertainment.

***TV and Multimedia***

Take advantage of these resources to get the most out of your Media Center personal computer.

***Instant Messaging***

Windows Messenger lets you instantly communicate with friends and family all around the world from your computer, using text chat and even voice and video.

***Security and Privacy***

Learn to keep your computer and personal data more secure with Windows XP.

***Computer Setup and Maintenance***

Learn how to set up, personalize, and maintain your computer.

***Home and Small Office Networking***

Networks let you share files, printers, and other peripherals. Get the information you need here.

***Pen and Ink***

Find out how to put the features of Windows XP Tablet PC Edition to work for you.

**Welcome to the Youth Tech Community!**

<http://www.youthtech.com>

This is a site designed for teenagers. They can, get computer help, tech info and more. It is set up like a community with rules that govern its use. Hints and tips for Windows, networking, and the Internet. Good coverage of older versions like '98 and XP.

\*\*Also you can subscribe to email newsletters

<http://www.youthtech.com/techstuff/techtips/win-tips.htm>

▪ **Information Week**

<http://www.informationweek.com/authors/showAuthor.jhtml?authorID=1111&subSection=Fred+Langa&section=windows>

***Maintaining your computer (article)***

<http://www.informationweek.com/story/showArticle.jhtml?articleID=174300458>

**Information newsletters:**

▪ **LangaList Standard Edition: FREE Subscription!**

LangaList Plus! Edition (extra content!): (\$13.50 US per year)

<http://www.langa.com/>

***IE Tab Add-On For Firefox***

“Fred, I just happen to come across a neat little tool to help bridge the Mozilla/IE issue. I have been a long time Netscape and now Mozilla user. I'm not a Microsoft basher like so many out there, but I never liked how Microsoft bullied their way into the browser market and pushed Netscape out (I know, Netscape participated in their own demise as well). At any rate, I've always tried to not use IE, but sometimes you just have to use it. I use Quicken for the same reason.

Anyway, I discovered a little tool called IE Tab that will convert a Mozilla/Firefox page to an IE page with a single mouse click (and back to Mozilla/Firefox as well). So if you are browsing with Mozilla/Firefox and come to a site that does not render properly, just click the IE Tab and the page changes to IE. You can even specify that certain pages always open up in the IE Tab. However, you retain all of your

bookmarks and tool bars as if you were in Mozilla/Firefox. I even read that one person even did his MS updates with it.

<https://addons.mozilla.org/en-US/firefox/addon/1419>

Regards, Steve Henrikson”

- Now merged into a new newsletter called **Windows Secrets**  
<http://www.windowssecrets.com/>

- **eTips for Dummies:**  
<http://etips.dummies.com/optin.asp?sid=MDH7QDZS5T&id=28>

Subscribers can choose from a wide variety of eTip topics in the following categories:

- \* Internet: eBay; Building & Designing Web Sites; and Internet
- \* Computing: Microsoft Word; Microsoft Excel; Microsoft Outlook; Microsoft Windows; and Digital Media

- **OfficeLetter.com Newsletter**

- Share the free edition with your friends and co-workers. Point them to:  
<http://www.officeletter.com/subscribe.html>

Premium Edition subscribers enjoy the newsletter in HTML format, along with access to all back issues, a fast search engine, and no advertising.  
A [subscription](#) costs just \$15/year.

- **Inside Office Newsletter from Microsoft's Crabby Office Lady**  
<http://office.microsoft.com/en-us/help/FX101679371033.aspx>

Assistance - solid advice with an attitude. Subscribe for email newsletters.

#### **5 time-saving Word tips from Crabby's readers**

<http://office.microsoft.com/en-us/assistance/HA012110031033.aspx>

“No matter how much you use Word or how well you think you know it, there are always handy little shortcuts, options, and magical roads you can take to get the job done.

***Tip #1: Copy a group of Excel cells into a Word document and make it look goooood***  
From J.C. in Kansas:

Select your cells in Excel.  
Copy (Ctrl+ C).

In your Word document, on the Edit menu, click Paste Special.  
Click Microsoft Office Excel Worksheet Object, and then click OK.

***Tip #2: Keep important lines together***

We all know, in our heart of hearts, that it's not cool, correct, or even pretty to separate headings from the lines that follow, or split up bulleted or numbered lists. So how do you solve this when you're using page breaks? C.G. of Michigan found the solution:

Select the paragraph(s) you want to keep together. (For just a single paragraph, you don't need to highlight the whole thing; just place the cursor anywhere within it.)

On the **Format** menu click **Paragraph**.

Click the **Line and Page Breaks** tab, and then select **Keep lines together**.

There are so many handy little options on the Format menu; why don't you take a little day trip into that vast space and let me know what you find?

***Tip #3: Add a break from within a list***

Sometimes you want to add a note or a break from within list items, kind of like this:

Here is the first item

And here is the break.

And here is the second item.

Rather than turning off the list and messing around with the margins, J.B. of Wisconsin wrote with the quick and easy solution: **Shift + Enter**. That will maintain the margins, move the cursor on to the next line, and not generate a new bullet or number. How sweet it is.

***Tip #4: A beautiful layout is a beautiful thing***

Two people wrote to me about the same thing on the same day: formatting. Business owner J.B. of California and high school business teacher P.P. of New York offered the same tip when you want to figure out why your document isn't looking so great:

Click **Show/Hide** on the **Standard toolbar** to reveal ***all of the hidden formatting marks***, and then make whatever changes are necessary.

***Tip #5: Create a new file lickety-split***

S.S. of California wrote to me with a fantastic tip, a shortcut really, for creating a new Word doc (or PowerPoint presentation, Excel workbook, or any other Office file): Instead of creating a new file by going to Start > Application > File Menu > New, create a shortcut on your desktop that will do all this for you:

Right-click anywhere on your desktop, point to **New**, and then click on the **type of Office document** you want to use as a shortcut.

Now, whenever you need to start a new document, spreadsheet, or whatever, two clicks is all it takes.

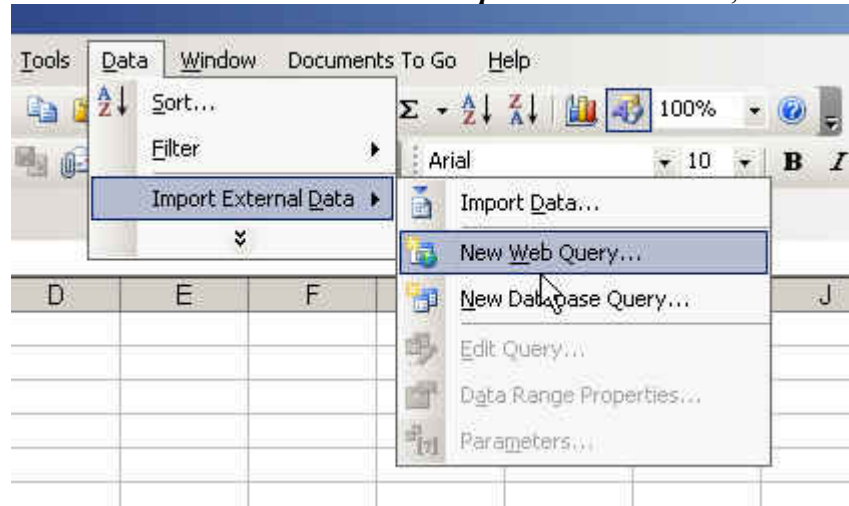
Thanks for all your great tips, folks. I've been getting so many that I don't even have to think up new ones myself. Talk about the lazy days of summer... ." Cabby Office Lady

**Insert Live Data from the Internet into EXCEL:**

If you would like some data from a web site put into EXCEL so you can manipulate it you can:

Open a blank EXCEL worksheet.

On EXCEL's **Data menu** choose **Import External Data**, and **New Web Query**



Type in the URL of the web page you want to access and hit **Go**  
 Click on the **yellow arrow** marker to select the table you want (It turn green when you have made the selection)

	Relative Humidity:	56%	Sunrise:	7:48am
	Humidex:	NA	Sunset:	5:38pm
	WindChill:	-37°C	Wind Direction:	NW
	Dew Point:	-34°C	Wind Speed:	11 kmh
	Visibility :	24 km	Gust:	NA
	Pressure :	103.8 kPa		

Click the **Import** button, then click the **OK** button

A table of the data is created in your worksheet.

Doing a Right Mouse Click on any part of the table allows you to choose the option to update the query (refresh the data to current values)

▪ **This Week's Links, Tips, Hints And Fun Stuff**

<http://www.wxpnews.com/>

What happens to half a million volts when you unplug it (thanks to Dan)

<http://www.wxpnews.com/060213-ArcFault>

Find out what Google thinks of you

<http://www.wxpnews.com/060214-Googlism>

Old versions of popular software

[http://www.wxpnews.com/060214-Old\\_Version](http://www.wxpnews.com/060214-Old_Version)

Smack the Penguin (thanks to H.C.)

<http://www.wxpnews.com/060214-Penguin>

## Getting Office 2007 To Play Nice With Older Versions:

Microsoft has added the new Office Open XML Formats to the following 2007 Microsoft Office programs:

- Microsoft Office Excel 2007 (\*.xlsx)
- Microsoft Office PowerPoint 2007 (\*.pptx)
- Microsoft Office Word 2007 (\*.docx)

*These are the default formats that Office 2007 uses. However, these are not compatible formats to older versions like 2000, XP, or 2003.*

- If you have Office 2007 and need to send files to others with older versions:
  - Save the file first in its native Office 2007 file format (the default when you hit save)
  - Choose **Save As** from the save menu.
  - Change the save as **File Type** to **“97 to 2003” document**.
- If you have an older version and someone sends you an Office 2007 file:
  - Download and install the *Microsoft Office Compatibility Pack for Word, Excel, and PowerPoint 2007 File Formats*  
<http://www.microsoft.com/downloads/details.aspx?familyid=941b3470-3ae9-4aee-8f43-c6bb74cd1466&displaylang=en>
  - Once installed the converter will transfer the file format when you open it in your version of Office.
  - The converters do not support Office versions older than 2000.
  - *Note: All “high priority” Windows and Office updates must be installed before you install the converters.*

## System Tools:

- **System Restore:** Move your computer “back in time” to recover from a corruption or deleted files.
  - Access the System Restore Wizard:
    - click **Start**,
    - click **Help and Support**,
    - click **Performance and Maintenance**,
    - click **Using System Restore to undo changes**,
    - click **Run the System Restore Wizard**,
    - **select a date** to restore from.

- **Cleaning up Temporary Files:**

Using **Disk Cleanup** helps free up space on your hard drive. Disk Cleanup searches your drive, and then shows you temporary files, Internet cache files, and unnecessary program files that you can safely delete. You can direct Disk Cleanup to delete some or all of those files.

- To start Disk Cleanup:
  - click **Start**,
  - click **Programs**,
  - click **Accessories**,
  - click **System Tools**,
  - click **Disk Cleanup**.

**This WORD document with active links can be downloaded from the Technology section of the Fort La Bosse School Division web site:**

<http://www.flbsd.mb.ca/Technology/tech.htm>