



“There must be an easier way to do that...”

How many times have you been frustrated by knowing there must be a quicker way to do something in Word or Excel, yet not knowing how to do it or what to look for to find out?

I hope to take some of the pain out of your everyday computer use by sharing some very useful tips to make using Word, Excel and Outlook quicker and easier.

It's always easier when you use the right application for your purpose:

- use Word for ordinary documents: letters, reports, etc, simple tables
- use Excel for data you need to sort and manipulate
- use Publisher for graphics intensive work and layout manipulation
- use Access for data that needs to inter-relate

Some of the tips use keyboard strokes instead of the mouse, and wherever you can you should look to use the keyboard rather than the mouse because it's much faster, and the more you do it, the faster you become.

Word

<i>How To</i>	<i>The Quicker Way</i>
Change case	Shift+F3
Select text precisely e.g. parts of words	Hold down CTRL+SHIFT and then select the desired text
Select a rectangle of text or a tabular column	Hold down ALT and drag a selection rectangle until you have covered the area you wish to select.
Select non-adjacent words or sections of text .	Hold down the CTRL key and make selections with your mouse.
Insert a line above a table which is at the top of the page	Shift+Enter
Create a non-breaking hyphen	Ctrl+Hyphen
Create a non-breaking space	Ctrl+Shift+Space

Excel

<i>How To</i>	<i>The Quicker Way</i>
Move between worksheets right/left	Ctrl + Page Up/Page Down
Edit a cell and position cursor at end of contents	F2
Separate data into columns e.g. names	Data, Text to Columns, Delimited, Delimiter: Space
Swap columns and rows	<ol style="list-style-type: none">1. Select the total data area.2. Do Ctrl-C, or Edit, then Copy.3. Click elsewhere on the worksheet, or in another worksheet.4. On the Edit menu, click Paste Special, then Transpose.
Start a new line in same cell	Alt+Enter

General

<i>How To</i>	<i>The Quicker Way</i>
Close multiple documents at once	Right click in taskbar on program Select "Close group"
Toggle between open documents within Word (also works in other MS Office programs).	CTRL+F6

Outlook

<i>How To</i>	<i>The Quicker Way</i>
Move emails to other folders	Move to Folder icon in open email, or Ctrl-Shift-V in either open email or at Inbox.
Save multiple attachments	<ol style="list-style-type: none">1. Open the email2. On menu, File, Save Attachments3. Browse to the location and save the files.

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