

# MICROSOFT OFFICE TIPS & TRICKS

## Office Suite Tips

- ◆ Select a word by double clicking on it

Layers work a lot like a stack of paper. A layer might be a text box, the paint tool, or another

- ◆ Triple clicking on text will select paragraph

Layers work a lot like a stack of paper. A layer might be a text box, the paint tool, or another image. Higher layers on the

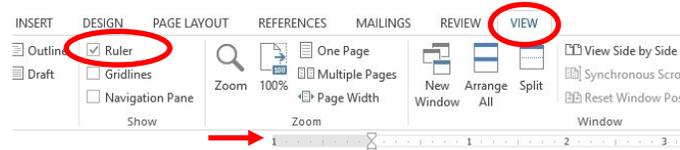
- ◆ Press and hold Shift key to select an area

Layers work a lot like a stack of paper. A layer might be a text box, the paint tool, or another image. Higher layers on the stack hide the lower ones

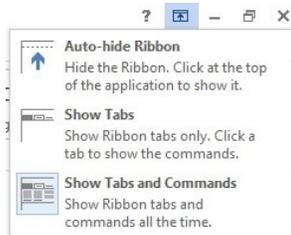
- ◆ Click on center marker of Zoom Control to return to 100% view



- ◆ In the “View” tab, check the box next to “Rulers” to view ruler

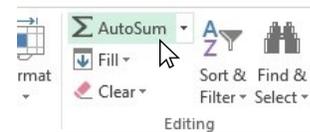


- ◆ Move your cursor and navigate file using the arrow keys on your keyboard
- ◆ Select “Clear Formatting” from the “Home Tab” to remove all formatting
- ◆ Adjust how the Office Ribbon is displayed in Word, Excel, and PowerPoint

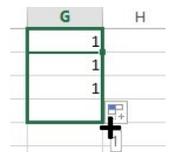


## Excel Tips

- ◆ Enter key to navigate downward to the cell below
- ◆ Tab key to navigate to the cell to the right
- ◆ Select consecutive cells in a row or column, and select “AutoSum” icon from the “Home” tab. AutoSum can also be located in the “Formulas” tab



- ◆ Copy and AutoFill data or formulas by selecting the corner of the cell with the desired data, and dragging down the column or row



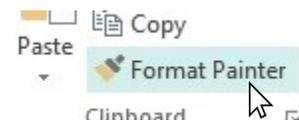
## Word and Publisher Tips

- ◆ Use the “Show/Hide Paragraphs” tool to see how the page is formatted



Additional Resources at:

- ◆ Use the “Format Painter” in the “Home” tab to apply the same formatting to multiple texts



## Additional Resources At:

lynda.com

