MICROSOFT OFFICE TIPS & TRICKS

Office Suite Tips

Select a word by double clicking on it LUYERS WORK WHO THE W STUCK OF paper. A layer might be a text hav the naint feel or another ٠ Triple clicking on text will select paragraph ٠ Layers work a lot like a stack of paper. A layer might be a text box, the paint fool, 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 I ► 1. + 464% -----In the "View" tab, check the box next to "Rulers" to view ruler INSERT DESIGN PAGE LAYOUT REFERENCES MAILINGS REVIEW VIEW One Page 🗉 Outline 🔽 Ruler 2 🕮 View Side by Side Draft Gridlines Synchronous Scro Zoom 100% Page Width New Arrange Split Window All BB Reset Window Po: Navigation Pane Show Zoom Move your cursor and navigate file using the ٠ arrow keys on your keyboard Select "Clear Formatting" from the "Home Tab" to remove all formatting Adjust how the Office Ribbon is ? 📧 – 8 X displayed in Word, Excel, Auto-hide Ribbon and PowerPoint Hide the Ribbon. Click at the top of the application to show it. Show Tabs Show Ribbon tabs only. Click a tab to show the commands. Show Tabs and Commands Show Ribbon tabs and commands all the time

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
- → AutoSum → A → Fill → Sort & Find & Clear → Filter → Select → Editing
- Copy and AutoFill data or formulas by selecting the corner of the cell with the desired data, and dragging down the column or row

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Word and Publisher Tips

 Use the "Show/Hide Paragraphs" tool to see how the page is formatted

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 Use the "Format Painter" in the "Home" tab to apply the same formatting to multiple texts



Additional Resources At:



