MICROSOFT OFFICE TIPS & TRICKS

Microsoft Word	
Selection Techniques	Select a sentence – Control + Click
A DESCRIPTION OF THE OWNER OF THE	Nonadjacent selection – Control + drag to highlight
	Vertical selection – Alt + Drag
	Selection bar
	Select a line – Click once
	Select a paragraph – Click twice
	Select the entire document – Click three times
	Open page setup dialog box – Double click ruler
Formatting	Format Painter – Clipboard group – click once or click twice to use multiple times
and the second second second	Increase or Decrease Font – Control + Shift < or >
	Clear formatting – Tool in Font group, Control + Q (paragraph formatting), Control
	+ Spacebar (character formatting)
	Ligature font – Gabriola, Style set 6 or /
Best Shortcut Ever	Displays the save dialog box – F12
Undo	
Insert Page Break	Control + Fator
Character Format	Bold - Control + B
character i offinat	Italic - Control + I
	Underline - Control + U
Repeats an Action	F4
Create Random Text	Generate random text=rand() or number of paragraphs and lines =rand(10.5)
Table of Contents	Apply headings from the Home Tab References Table of Contents
Microsoft Excel	
Remove Duplicates	Data Remove Duplicates
Freeze Headings	View Freeze Panes Freeze Top Row or First Column
Print Titles	Page Layout Print Titles
Data Validation (drop down)	Data Data Validation
Copy by Example (Flash Fill)	Control + E or Data Flash Fill
Format Multiple Worksheets	Select Multiple Tabs (control + click); changes are made to all selected sheets
Linking Worksheets	Click in cell, type =, switch to sheet that contains data to link and press Enter
Microsoft PowerPoint	
Set Transparent Color	Click on image Picture Format Color Set Transparent Color
Remove Background	Click on image Picture Format Remove Background
Fill Text with Graphic	Insert Text Box, enter text, increase font, Click on Text Box, Shape Format Text
	Fill Picture, Choose desired picture
Using WordArt to Fill Text	Insert WordArt Choose a Text Style, enter approximately 12 hyphens, select
with Segmented Graphic	the Text Box and increase font size to approximately 200
	Shape Format Text Effects Transform, Choose desired Warp option
Video Pobiod Toxt	Shape Format Text Fill Picture, Choose desired picture
video Benina Text	Insert Text Box Draw large rectangle optor your text
	Insert Shane Draw large rectangle over Text Box size to same dimensions
	Select Text Box and Shape (use Shift for multiple selections)
	Shape Format Merge Shapes Combine

