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Helpful Hints and Short-cuts for Microsoft Office 2000

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Office 2000: Configuring Office

Introduction

- There are usually several ways to accomplish the same task in any software package. This guide will provide information on short-cuts and helpful tips that may be used in *most* Office products (Word, Excel, PowerPoint, and Access). In a few instances where a short-cut or hint doesn't apply, it will be noted accordingly.

Overview of Configuring Office

- You can configure certain options in Office that will take effect across the entire Office suite. For example, you can change the menu settings so that all menu items are visible within a pull-down menu.
- Other configuration changes, such as customizing the toolbars or specifying a default folder for documents, effect only the application where the change is made.

Display and Configure the Office Toolbar

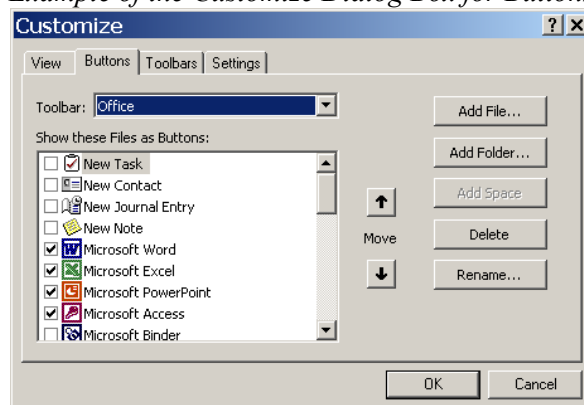
- The Office toolbar provides short-cut buttons to many Office functions and to other applications.
- The toolbar may also be configured according to your needs.

*Example of the Office Toolbar
(with short-cut buttons to Word, Excel, PowerPoint, etc.)*



- Method:
 1. Click the Start button.
 2. From the cascading menus, select: **Programs/Microsoft Office Tools/Microsoft Office Shortcut Bar.**
 3. If desired, move the toolbar to another location on your screen.
 4. If desired, configure your toolbar to add or remove short-cut buttons for a task or application. To do so...
 - a. Right-click in an empty space on the Office toolbar.
 - b. From the short-cut menu, select: **Customize.**
 - c. Click on the tab for Buttons.

Example of the Customize Dialog Box for Buttons



Office 2000: Configuring Office

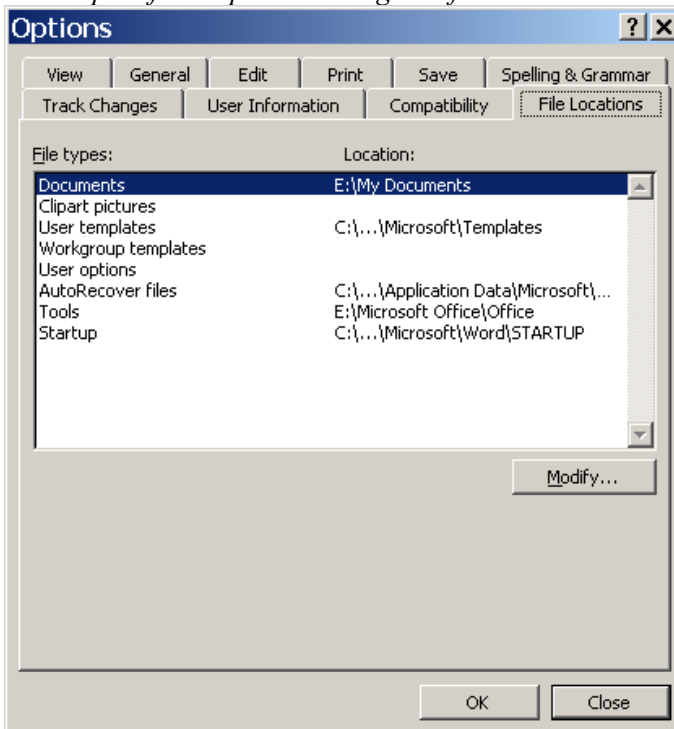
- d. Add or remove checkmarks to choose to either display or not display a button for a task or application.
- e. Use the Up and Down buttons to rearrange the order of the buttons as they appear on the toolbar.
- f. Click OK.

Change the Default Folder for Saved Documents

- By default, documents are stored in a folder called My Documents. You may change the default location to another folder where you wish to save your files.
- Method:
 1. From an Office application menu, select: **Tools/Options**.
 2. Click on the tab for File Locations.
 3. In the Files Type section, click on Documents.

Doesn't work in:
Excel, PPT, Access
(See note below.)

Example of the Options Dialog Box for File Locations



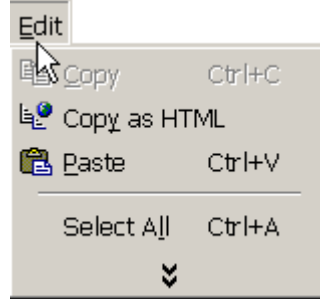
4. Click the Modify button.
 5. Navigate to the drive and folder where you wish to save your files. (Or, create a new folder.) Click OK.
 6. Click OK.
- Note: You can configure a default folder in PowerPoint and Access. However, it is done slightly different. From either of these applications, select **Tools/Options** from the menu. In PowerPoint, click on the tab for Save, or in Access, click on the tab for General. In the appropriate box, type the complete path name for the default folder.

Office 2000: Configuring Office

Display All Items within a Pull-down Menu

- By default, Office only shows a portion of the items that are available via a pull-down menu. This type of menu is often referred to as an adaptive menu.

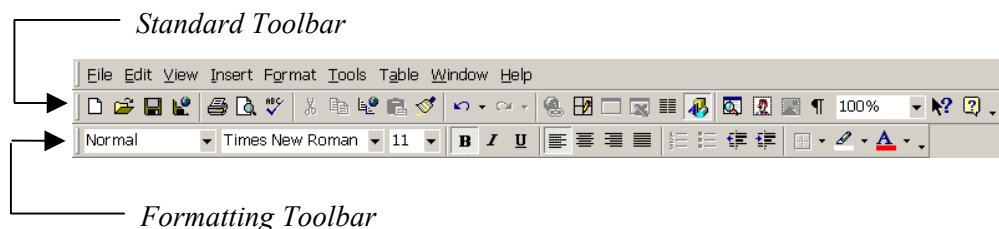
*Example of the Edit Menu
(where only some of the menu items are displayed)*



- Method to view all menu items for an adaptive menu:
 1. Click on a menu and then do one of the following:
 - a. Move your mouse pointer over the double-pointed arrow at the bottom of the menu.
OR
 - b. Wait several seconds (and the remaining menu items will be displayed).
OR
 - c. Use the method below to display all of the menu items every time you open a menu.
- Method to change the default menu configuration so that all menu items display every time you open a menu in any Office application:
 1. From an Office application menu, select: **Tools/Customize**.
 2. Click on the tab for Options.
 3. Remove the checkmark from: Menus show recently used commands first.
 4. Click the Close button.

Configure the Standard or Formatting Toolbars

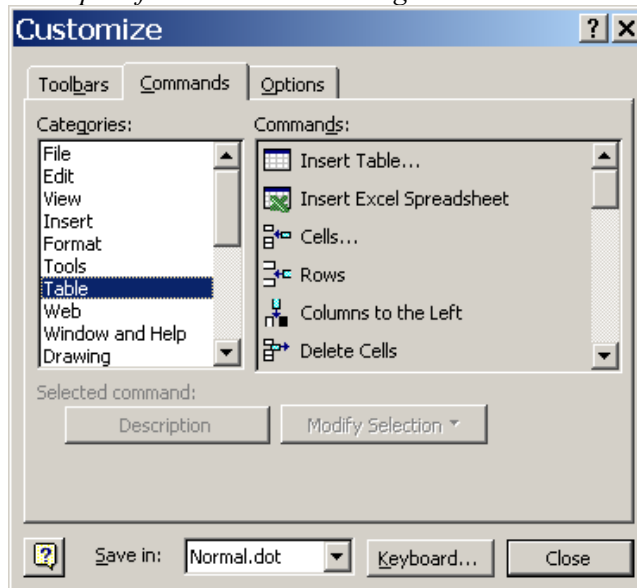
- You may add buttons to or delete buttons from the standard and formatting toolbars.



Office 2000: Configuring Office

- Method to add a button to a toolbar:
 1. From an Office application menu, select: *Tools/Customize*.
 2. Click on the tab for Commands.

Example of the Customize Dialog Box to Add Buttons



3. In the Categories section, click on the category that contains the command (i.e. button) that you want to add to a toolbar.
 - ☞ To find the desired button, you may have to look through several categories and then scroll through the associated Commands section of the dialog box.
 4. In the Commands section, click on the button and drag it to the desired location on the toolbar.
 - ☞ When you drag a button to the toolbar, notice that the mouse pointer changes to an I-beam pointer. The I-beam indicates where the button will be placed on the toolbar.
 5. Click the Close button.
- Method to remove a button from the toolbar:
 1. Hold down the Alt key, click on the button, and drag it off the toolbar.

Office 2000: Menu Short-cuts

Overview

- There are a variety of ways to access menus in most applications. For instance, you can:
 - display a menu using the keyboard
 - execute a command from an open menu
 - display the short-cut menu for an object
 - use the keyboard short-cut for a menu item
 - display the short-cut key in ScreenTips

Display a Menu Using the Keyboard

- Each menu name contains a letter that is underlined. (For example, notice that the Table menu name has the letter “a” underlined.) The underlined letter is used for the keyboard short-cut.
- Method:
 1. Hold down the ALT key and press the letter that is underlined in a menu name.

Example of a Menu Bar

(notice the underlined character for each menu name)

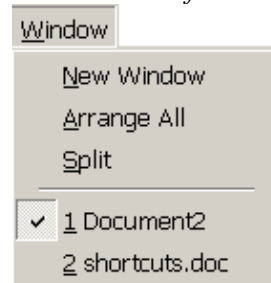
File Edit View Insert Format Tools Table Window Help

Execute a Command from an Open Menu

- Each menu item name contains a character that is underlined. The underlined character is used for the keyboard short-cut.
- Method:
 1. Click on a menu name.
 2. Type the character that is underlined for that command.

Example of an Open Menu

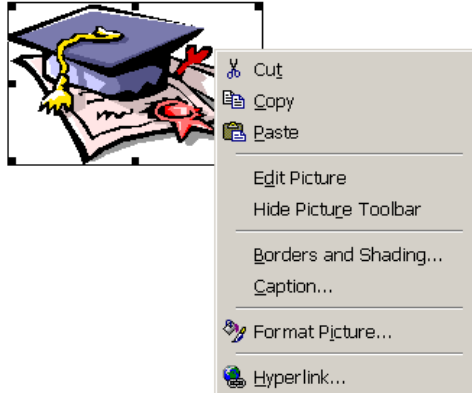
(notice the underlined character for each menu item name)



Display the Short-cut Menu for an Object

- Almost all objects within a file (such as text, an image, etc.) have a short-cut menu. This short-cut menu lists all or some of the frequently used menu items that may be applied to that object.
- Method:
 1. Right-mouse click on an object (such as text, an image, etc.).
 2. Select the desired item from the menu.

Example of a Short-cut Menu for an Image

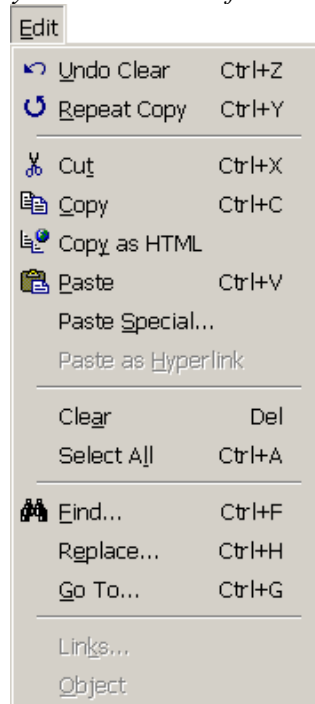


Office 2000: Menu Short-cuts

Use the Keyboard Short-cut for a Menu Item

- Many of the menu items have keyboard short-cuts.
- Method:
 1. First, find out if a menu item has a keyboard short-cut. To do so, click on the menu name.
 - ✎ The keyboard short-cut is listed to the right of the menu item name.
 - ✎ For example, the keyboard short-cut for Copy is Ctrl+C. (The plus sign between the Ctrl key and the letter C indicates that you are to press these keys at the same time.)

*Example of the Edit Menu
(notice the keyboard short-cuts for some menu items)*

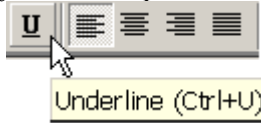


2. Click outside the menu to close it.
3. Then edit your document using the keyboard short-cut.
 - ✎ Once you know the keyboard short-cut, you don't need to do the first two steps.
 - ✎ In some cases, you may need to select the text first before using the short-cut key (as when you perform a copy).

Display Short-cut Key in ScreenTips

- When you move your mouse over a toolbar button, a yellow rectangular box is displayed which contains the name of the button.
- You can customize the ScreenTip so that it also displays the keyboard short-cut.

Example of a ScreenTip with Short-cut Keys



Doesn't work in:
Excel

- Method to change the default configuration so that the short-cut key is displayed with the Screenshot in any Office application:
 1. From an Office application menu, select: **Tools/Customize**.
 2. Click the tab for Options.
 3. A checkmark should appear in the box next to: Show ScreenTips on Toolbars. If not, then click in the box to add a checkmark.
 4. Click in the box next to: Show Shortcut Keys in ScreenTips to add a checkmark.
 5. Click the Close button.

Office 2000: Working with Files

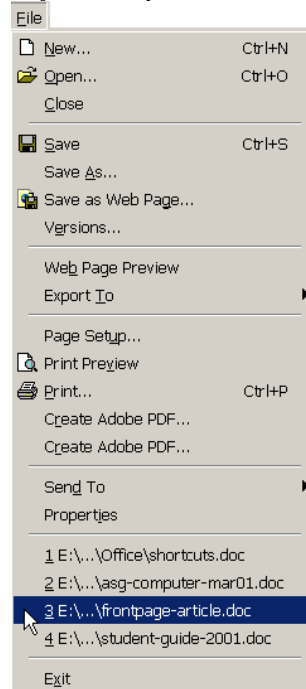
Overview

- There are ways in which to quickly find, preview, retrieve, view, and delete files within an application. It is also possible to open multiple documents and switch between them and to increase or decrease the on-screen view of a document.

Open a Recently Used Document

- Each Office application keeps track of the most recent files that you opened. This provides easy access to frequently used files.
- Method:
 1. From the menu, select: **File**.
 - ☞ The last four files that you opened are listed near the bottom of the **File** menu.

Example of Recently Used Document List



2. Click on the name of the file that you wish to open.
- You can also change the default setting for the number of files that are shown in the recently opened file list.
 - Method to change the default setting for the number of recently opened files:
 1. From an Office application menu, select: **Tools/Options**.
 2. Click on the tab for General.
 3. A checkmark should appear in the box next to: Recently Used File List. If not, then click in the box to add a checkmark.
 4. In the Entries box, select a number from one to nine that represents the number of files you want listed at the bottom of the **File** menu.
 5. Click OK.

Office 2000: Working with Files

Doesn't work in:
Excel, Access

Preview a Document Before Opening

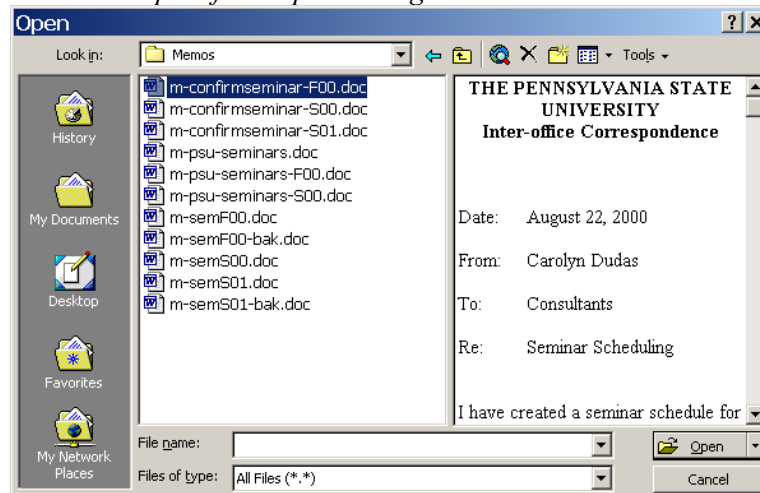
- Sometimes it may be convenient to preview the contents of a file to decide if that's the one you actually want to open.
- Method:
 1. From the menu, select: **File/Open**.
 2. At the Open dialog box, click the drop-down arrow next to the Views icon.

*Views Icon
in the Open Dialog Box*



3. From the Views menu, click on Preview.
4. Use the Look In box to navigate to the desired drive and directory.
5. Click on a file name to see a preview of its contents.

Example of the Open Dialog Box with File Preview



6. Click the Open button to open the file.
 - ☞ If you would like to turn the preview mode off, select **File/Open** from the menu. Click the drop-down arrow next to the Views icon. From the **Views** menu, click on List.

Find a File Using a Simple Character String Search

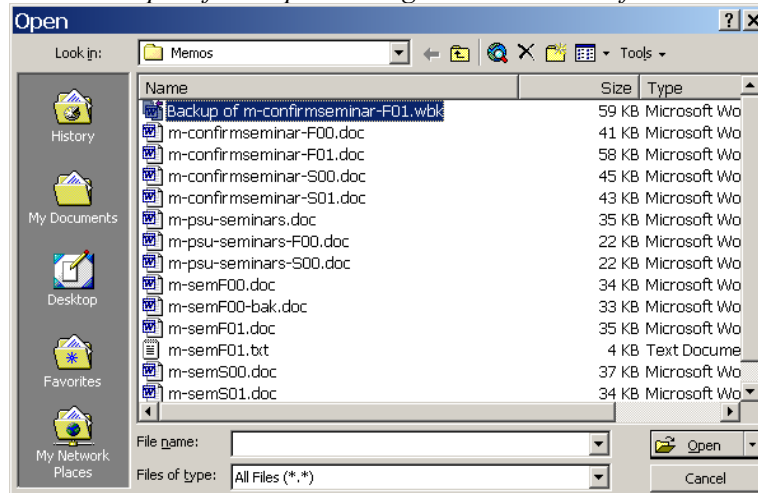
- By default, when you use **File/Open** to retrieve a file, a list of all files for that application is displayed. There may be times, however, when you wish to view only those files that contain a specific string of characters. This may make it easier to find a specific file rather than visually scanning through a long list of all files.
- There is also another way to do more complex searches for files. See the next topic, *Search for a File*, for more information.

Office 2000: Working with Files

Doesn't work in:
Excel

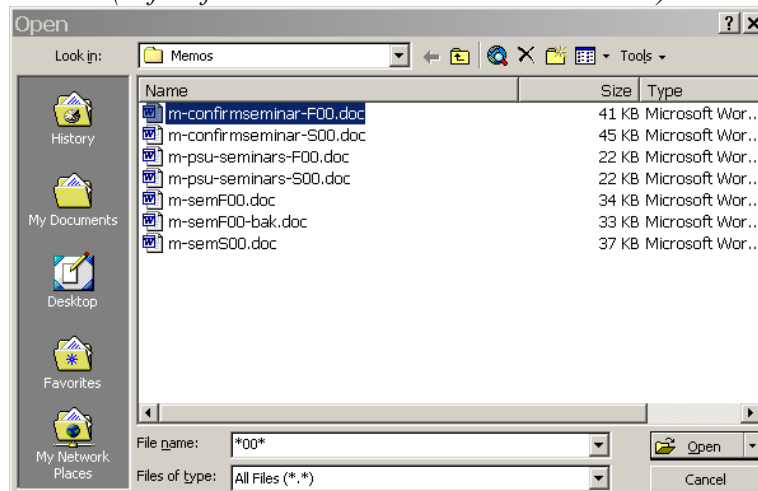
- Method:
 1. From the menu, select: **File/Open**.
 2. At the Open dialog box, use the Look In box to navigate to the desired drive and directory.

Example of the Open Dialog Box with a List of Files



3. Click in the File Name box.
4. Type an asterisk, a string of characters (that you want to search for in the file names), and an asterisk.
5. Press the Enter key.
 - ✎ A list of files that match the character string are displayed.

*Example of a Character String Search
(to find file names with two consecutive zeroes)*



6. Double-click on the file you wish to open.

Office 2000: Working with Files

Search for a File

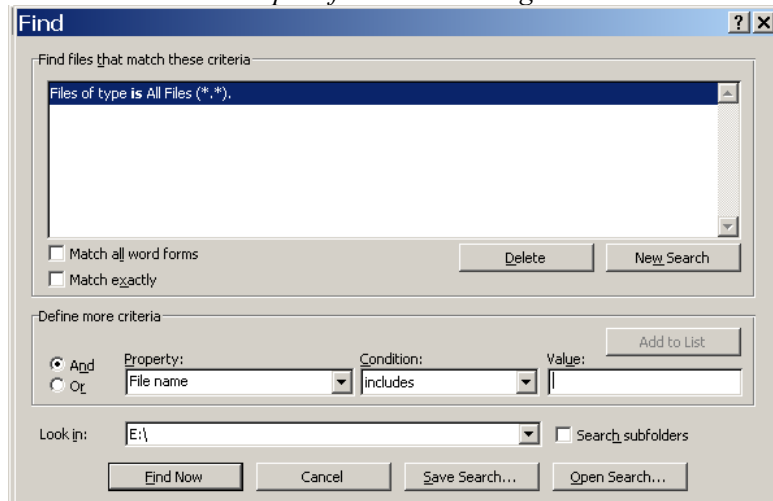
- Although it may not seem readily apparent, Office does provide a method for file searches.
- Method:
 1. From the menu, select: **File/Open**.
 2. At the Open dialog box, click on the **Tools** menu.


*Tools Menu
in the Open Dialog Box*





3. From the **Tools** menu, select: **Find**.
4. At the Find dialog box, define the criteria to find the file. See the hint below for an example.

Example of the Find Dialog Box



 Example: Find all files that have an extension of .ppt on the E:\ drive. To do so,

- Type: .ppt in the Value Box.
 - Use the default settings for the following items: Operator = And, Property = File Name, and Condition = Includes.
5. Click the Add to List button. (The search criteria are now listed in the large white box at the top of the dialog box.)
 6. Use the Look In box to navigate to the desired drive where you want to do the search.
 -  To search multiple drives, use a semicolon to separate each drive name. Example: C:\;D:\
 -  To search a specific directory, type the complete path name in the Look In box. Example: E:\MyDocuments\Seminars
 7. If you want to search any subdirectories, click in the box next to Search Subfolders.
 8. Click the Find Now button.

Office 2000: Working with Files

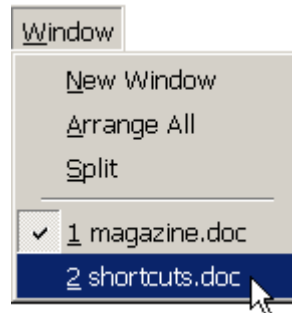
Delete a File

- It's not obvious (or intuitive) on how to delete a file from within an Office application.
- Method:
 1. From the menu, select: **File/Open**.
 2. Use the Look In box to navigate to the desired drive and directory.
 3. Right click on the file you wish to delete.
 4. From the short-cut menu, click on **Delete**.
 5. Click the Cancel button to exit the Open dialog box.

Switch Between Opened Documents

- If you have two or more files opened within an application, you can easily switch from one file to another. You can use either the menu or the Taskbar to switch between files.
- Method using the menu:
 1. Open at least two files within the same application.
 2. From the menu, select: **Window**.
 - ☞ A list of the opened files within that application appears in the lower portion of the **Window** menu.
 - ☞ The currently active file has a checkmark next to its file name.
 3. Click on the file name you wish to switch to.

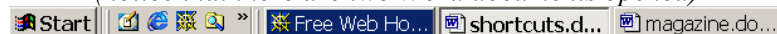
Example of the Window Menu with Two Opened Documents



- Method using the Taskbar:
 1. Open at least two files within the same application.
 2. In the Taskbar, click on the button that corresponds to the file you want to view.

Example of the Taskbar

(notice that there are two Word documents opened)

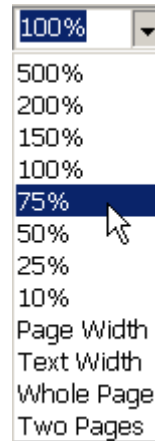


Doesn't work in:
Access

Zoom In and Out

- You can view a document so that it appears larger or smaller on the screen. (This does not affect the file size of your document nor does it change the size of the fonts.)
- Method using a Microsoft IntelliMouse (which has a scroll wheel located between the left and right mouse buttons):
 1. Hold down the Ctrl key and rotate the scroll wheel to zoom in or out of a document.
 - ☞ If you don't have an IntelliMouse, use the Zoom button on the toolbar to change the viewing size.

Example of the Zoom Button on the Standard Toolbar



Office 2000: Working with Text

Overview

- There are a number of short-cuts for selecting, editing, and formatting text.

Select Text

- There are a variety of ways for selecting text.
- Method to select ALL text:
 1. Press Ctrl+A.
- Method to select a BLOCK of text:
 1. Click in the location where you want to begin selecting the text.
 2. Press Ctrl+Shift and use an arrow key to select the text.
 - ☞ This method is helpful when it's difficult to use the mouse for text selections (because the document scrolls too fast on the screen).
- Method to select text to END of line:
 1. Click in the location where you want to begin selecting the text.
 2. Press Shift+End.
- Method to select text to BEGINNING of line:
 1. Click in the location where you want to begin selecting the text.
 2. Press Shift+Home.

Doesn't work in:
PPT

Doesn't work in:
Excel, Access

Doesn't work in:
Excel

Doesn't work in:
Excel

Apply Bold, Italic, or Underline to Text

- Boldfacing, italicizing, and underlining are frequently used to format text.
- Method:
 1. Select the desired text.
 2. Do any of the following:
 - a. To apply boldfacing, press Ctrl+B.
 - b. To apply italic, press Ctrl+I.
 - c. To apply an underline, press Ctrl+U.

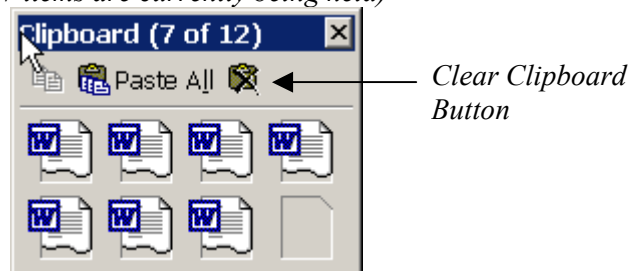
Cut, Copy, or Paste Text

- Cut, copy, and paste are frequently used to edit documents.
- Method to CUT text:
 1. Select the text.
 2. Press Ctrl+X.
- Method to COPY text:
 1. Select the text.
 2. Press Ctrl+C.
- Method to PASTE text:
 1. Click in the location where you want to paste the text.
 2. Press Ctrl+V.

Cut, Copy, and Paste Multiple Items

- There may be times when you would like to cut or copy multiple selections of text or other objects and paste them in another location within your document. This can be done using the enhanced clipboard.
- Method:
 1. From the menu, select: **View/Toolbars/Clipboard** to activate the enhanced clipboard.
 - ✎ The enhanced clipboard toolbar may also be docked in a fixed location (like any other toolbar).
 2. Cut or copy an object (such as text, an image, etc.).
 3. Repeat the above step as needed.
 - ✎ Up to 12 objects can be held in the enhanced clipboard.
 - ✎ When you cut or copy the 13th object to the enhanced clipboard, the first item in the clipboard will be discarded and the newest item will be added at the end.

*Example of the Enhanced Clipboard
(7 items are currently being held)*




4. Click at the location where you want to paste an item.
 5. From the enhanced clipboard window, do one of the following:
 - a. Click the Paste All button to paste all of the items from the enhanced clipboard.OR
 - b. Click the icon that represents the object you want to paste.
 - ✎ As you move the mouse pointer over the icon, a ScreenTip identifies the object. (Graphic objects are only identified with a descriptive label of: Item 1, Item 2, etc.)
 6. If desired, click the Clear Clipboard button to clear all of the objects from the enhanced clipboard.
 - ✎ There is no way to clear individual items from the enhanced clipboard.
 7. Click the Close button to close the enhanced clipboard window.
- The enhanced clipboard can be very useful, although it can get in the way. Unfortunately, you can't turn it off by the usual methods, such as using the menu.
 - Method to turn off the enhanced clipboard:
 1. Close the enhanced clipboard three times consecutively.
 - ✎ Do not cut, copy, or paste using the enhanced clipboard or use any of the clipboard's toolbar buttons. Otherwise, it will become reactivated.

Office 2000: Working with Text

Doesn't work in:
Access

Apply Formatting Multiple Times to Text

- There may be times when you want to take the format of certain text and apply it to other text within the document.
- Method:
 1. Select the text (or the cell in Excel) that already has the desired character or paragraph format.
 - ✎ Character formatting refers to the font, font size, boldfacing, etc.
 - Paragraph formatting refers to alignment, indents, line spacing, etc.
 2. Click the Format Painter button on the Standard toolbar.
 - ✎ The Format Painter button looks like this: 
 3. Use the mouse to select the text to which you would like to apply the formatting.
 4. Click outside the selected text to see the formatting change.
- You can also apply the same format to several different areas within the document:
- Method:
 1. Select the text (or the cell in Excel) that already has the desired character or paragraph format.
 2. Double-click the Format Painter button.
 3. Use the mouse to select the text to which you would like to apply the formatting. Repeat this step as many times as needed.
 4. When done, click the Format Painter button to turn it off.

Doesn't work in:
Access

Overview

- Two common tasks involving images are moving them to a specific location and resizing them.

Tweak the Placement of Images

- Most Office applications align an image to an invisible grid. Although this is helpful, there are times when you want more precise control of the image's placement.
- Method:
 1. Click the graphic to select it.
 - ✎ In Word, an image may be formatted as free-floating or as in-line. A free-floating image may be moved anywhere within a document. An in-line image has the characteristics of text (and moves just like text). An in-line image cannot be repositioned using this method unless you convert it to a free-floating image by doing the following:
 - a. Double-click the image.
 - b. At the Format Picture dialog box, click the tab for Layout.
 - c. Change the wrapping style from In-line with Text to any other wrapping style.
 - d. Click OK.
 2. Hold down the Ctrl key and use the arrow keys to move the graphic up, down, right, or left.

Resize an Image Proportionally

- An image may be resized so that its proportions are maintained.
- Method:
 1. Click on the image to select it.
 2. Move the mouse pointer over one of the corners (so that the mouse pointer changes to a double-pointed arrow).
 3. While holding down the Shift key, drag the mouse pointer to resize the image.

Doesn't work in:
Access

Office 2000: Notes