

Working Smarter

Microsoft® Office ~ Quick Reference Card

Tricia's Top Tips

- **Never retype**
You can copy and paste from one program to another. Or, you can export and import data among.
- **When in doubt, right-click**
You'll get a context-sensitive menu – a list of what you can do with what your cursor is on.
- **Select then Do**
First select or highlight, then right-click, click on the toolbar, or use your preferred way to choose what you want to do.
- **Enter first, format later**
This is just a tip from my experience – it saves time and effort.
- **If you see a drop-down list, click on it**
Whether in the toolbar or a dialog box, drop-down lists give you more options or variations.
- **Learn concepts first; then, learn keystrokes when needed**
There's no point learning keystrokes you won't use in the near future since you'll forget them. A better strategy is to gain a grasp of features and potential benefits. Then, when you're ready to take advantage of those benefits, learn the keystrokes. In the meantime, something new/better may have come along.
- **Learn the overall logic of the menu system**
When you need something new you'll have a better chance of figuring out how to do it.

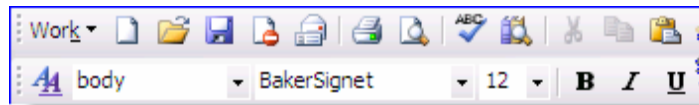
Do it your way

There are at least 4 ways to do things in Office applications.

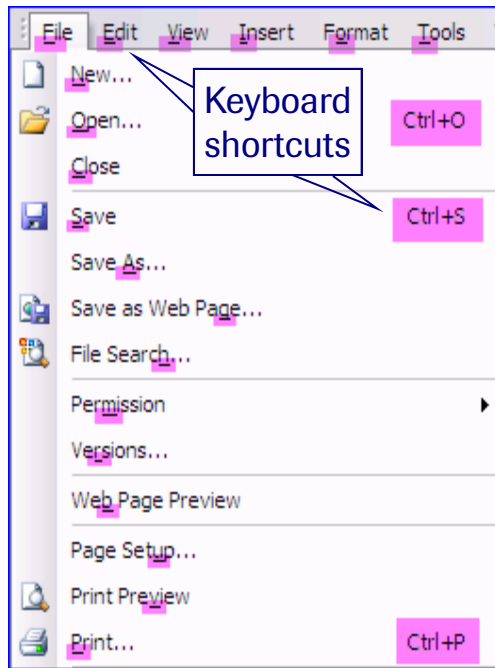
1. Menus;
2. Toolbars;
3. Right-click; and
4. Keyboard shortcuts
Ctrl+letter shortcuts
Alt+menu letter (underlined)
Function keys (F1, F2, etc.)



Tip: Choose a primary and secondary way to do things and learn those well.



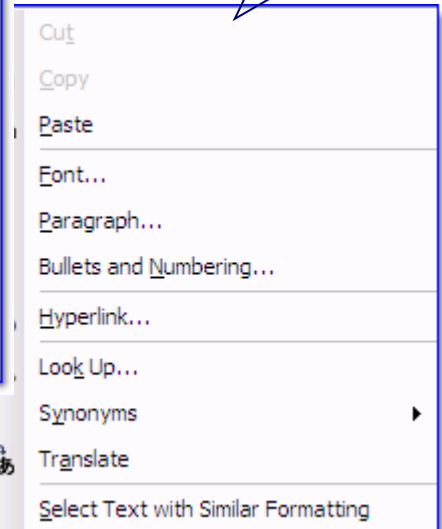
Toolbars



Menu

Keyboard shortcuts

Right-click



Toolbar icons










There are lots of templates, tutorials, articles, add-ins, and more at the Microsoft® Office website: <http://office.microsoft.com>



Microsoft® Office ~ Quick Reference Card

Menus, Shortcuts & Toolbar Buttons

<u>E</u> dit ~ Cut	Ctrl+X	
<u>E</u> dit ~ Copy	Ctrl+C	
<u>E</u> dit ~ Paste	Ctrl+V	
<u>E</u> dit ~ Undo	Ctrl+Z	
<u>E</u> dit ~ Redo	Ctrl+Y	
<u>F</u> ile ~ New	Ctrl+N	
<u>F</u> ile ~ Open	Ctrl+O	
<u>F</u> ile ~ Save	Ctrl+S	
<u>F</u> ile ~ Print	Ctrl+P	
<u>F</u> ile ~ Print Preview		
<u>E</u> dit ~ Select all	Ctrl+A	
<u>E</u> dit ~ Find	Ctrl+F	
<u>E</u> dit ~ Replace	Ctrl+H	
<u>F</u> ormat Painter		
<u>E</u> dit ~ Clear formats	Ctrl+space	
Repeat last action	F4	
<u>H</u> elp	F1	
<u>F</u> ormat ~ Font ~ B old	Ctrl+B	B
<u>F</u> ormat ~ Font ~ <i>I</i> talic	Ctrl+I	<i>I</i>
<u>F</u> ormat ~ Font ~ <u>U</u> nderline	Ctrl+U	<u>U</u>
<u>F</u> ormat ~ Paragraph ~ Left align	Ctrl+L	
<u>F</u> ormat ~ Para ~ Center	Ctrl+E	
<u>F</u> ormat ~ Para ~ Right	Ctrl+R	
<u>F</u> ormat ~ Para ~ Reduce indent	Ctrl+Shift+M	
<u>F</u> ormat ~ Para ~ Indent	Ctrl+M	
<u>W</u> indow ~ Close	Alt+F4	
<u>F</u> ile menu	Alt+F	

Cursor movement

Moving around your document or spreadsheet can be quicker and easier if you learn these keystrokes:

Arrow keys (up, down, left, right) – one letter, line or cell

Page up, page down – a screen at a time

Home – beginning of line, **end** – end of line

Using **Ctrl** in combination with those keys alter how they move the cursor. For example, Ctrl+Home takes you to the beginning of the document, worksheet, or to the first slide.

Selecting text

Since one of my tips is to select, then do, here are ways to select text, cells, and objects:

Mouse – click and drag

Keyboard – hold down Shift while using cursor movement keys.

Contiguous range – you can also place your cursor at the beginning of what you want selected, hold down the Shift key and click at the end of the selection. Everything in between will be highlighted.

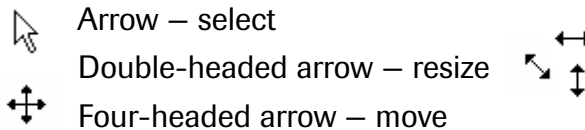
Non-contiguous range – text or cells that are not a solid block – hold down the Ctrl key while using your mouse to select text, cells, or slides.



Go to www.triciasantos.com and click on Tips, Tricks & Tools for more ideas on working smarter

Cursor shapes

The cursor shape indicates what the application will do so it helps to notice the changing shapes:



Cut/copy and paste

There are four steps to cut/copy and paste:

1. Highlight what you want to cut/copy
2. Cut/copy (Ctrl+X or C; right-click, toolbar, Edit menu)
3. Move your cursor to where you want it to go
4. Paste (Ctrl+V; right-click, toolbar, Edit menu)

You can also simply highlight and then click and drag.

