

The following tips are for speeding up your everyday work with Microsoft Windows and Office 2000/XP/2003 applications.

MS Office: Zoom In and Out

You can use your mouse scroll button to zoom in and out of documents quickly. Hold down the Ctrl key and roll the scroll wheel forward to get a closer view of the document, or roll it back to shrink it.

MS Office: More File Options

If you hold down the Shift key while selecting the File menu in Word (or in Outlook when composing a message), the menu options change. You get handy options to Save All and Close All open files. In Excel, you get a Close All option.

MS Word: Smarter Navigation

The up-and-down double arrows at the foot of the vertical scroll bar will page up and down through an open document. The little dot icon between those arrows, called the Select Browse Object button, lets you change the function of the double-arrow buttons and of the Ctrl-PgUp and Ctrl-PgDn key combinations. You can choose to browse by heading, so the buttons will automatically jump you up or down to the next heading. Other choices let you browse by footnote, endnote, comment, graphic or table.

MS Word: Fast Access to Often-Used Documents

You can keep frequently used documents readily available on Word's menu. Do this by adding a Work menu to Word's menu bar. Go to View | Toolbars | Customize, choose the Commands tab, and select Built-in Menus from the list of categories. Then choose Work from the list of commands and drag it to where you want it on the top-line menu. From your new menu, choose Add to work menu to attach a filename to the menu. To remove a filename, press Ctrl-Alt-Minus and click on the item you want to remove.

MS Word: Fix Stubborn Formatting

Ever try to fix formatting that refuses to change? You can start with a clean slate by removing all formatting from the selectionselect the block of text and press Ctrl-Shift-N. Alternatively, you can use Word's Reveal Formatting task pane to modify the formatting. In Word 2003, just hit Shift-F1; in Word 2002, select Reveal Formatting from the Format menu.

When you click on an underlined link, an options dialog will display settings that you can modify.

MS Word: Click on the Status bar

Unless you've turned the status bar off in Tools | Options (under the View tab), it will appear at the foot of Word windows. This displays information such as the current page and line. You can double-click on the Page and Ln indicators to bring up the Go To menu. Other status menu items are toggles: Double-click on REC to access macro recording, TRK to start tracking changes, EXT to extend the selection, or OVR to switch the typing mode from insert to overwrite. You can also right-click on some of these to bring up options menus.

Outlook 2003: View Conversations

Outlook 2003 lets you view messages by thread, which is a convenient way to scan your in-box much faster. Just choose View | Arrange By | Conversation to see your mail arranged this way. If you have the reading pane on the right, you can get to this setting faster by clicking on Arranged by at the top of the message list. You'll find that if each message contains the earlier messages, you can read just the latest message in the thread instead of working through each one, so you can easily clean out your in-box by deleting earlier notes and keeping only the latest one.

Keyboard Shortcuts

For MS Word:

- **F4:** Repeat your last action, including searching, typing, and formatting.
- **Shift-F4:** Repeat the most recent Find command.
- **Shift-F5:** Jump to the last change you made.
- **Ctrl-F6:** Toggle between open documents.
- **F7:** Run the spell-checker.
- **F12:** Open the Save As dialog.

For Excel:

- **F2:** Edit a cell's contents.
- **Ctrl-1:** Open the Format Cells dialog.
- **Ctrl-Page Up:** Move to the next sheet in the workbook.
- **Ctrl-Page Down:** Move to the previous sheet.
- **Ctrl-Shift-":** Copy the value from the cell above.
- **Ctrl-':** Copy the formula from the cell above.
- **Ctrl-D:** Fill contents of active cell into selected cells down.
- **Ctrl-:** Set selection to currency format with two decimal places.

For Outlook 2003:

- **Ctrl-Shift-I:** Go to inbox.
- **Ctrl-Shift-O:** Go to outbox.
- **Ctrl-Enter:** Send message.
- **Ctrl-R:** Reply to a message.
- **Ctrl-Shift-A:** Create a new appointment.
- **Ctrl-Shift-M:** Create a new message.
- **Ctrl-1:** Switch to Mail.
- **Ctrl-2:** Switch to Calendar.
- **Ctrl-3:** Switch to Contacts.
- **Ctrl-4:** Switch to Tasks.

For Windows:

- **Windows Key-E:** Windows Explorer
- **Windows Key-F:** Find files
- **Windows Key-D:** Minimise all
- **Windows Key-Break:** System Properties dialog box

Keep a copy on your desktop for reference