

# Word Tips and Tricks

## **Selecting Text with the Mouse**

<b>Mouse Action</b>	<b>What It Selects</b>
Drag across text	One whole word at a time
Double-click	Entire word
Ctrl+click	Entire sentence
Triple-click	Entire paragraph
Single-click in left margin	Entire line
Double-click in left margin	Entire paragraph

## **Selecting Text**

<b>To extend a selection</b>	<b>Press</b>
One character to the right	SHIFT+RIGHT ARROW
One character to the left	SHIFT+LEFT ARROW
To the end of a word	CTRL+SHIFT+RIGHT ARROW
To the beginning of a word	CTRL+SHIFT+LEFT ARROW
To the end of a line	SHIFT+END
To the beginning of a line	SHIFT+HOME
One line down	SHIFT+DOWN ARROW
One line up	SHIFT+UP ARROW
To the end of a paragraph	CTRL+SHIFT+DOWN ARROW
To the beginning of a paragraph	CTRL+SHIFT+UP ARROW
One screen down	SHIFT+PAGE DOWN
One screen up	SHIFT+PAGE UP
To the end of a window	ALT+CTRL+PAGE DOWN
To the beginning of a document	CTRL+SHIFT+HOME
To include the entire document	CTRL+A

## **Delete Text**

To	Press
Delete one character to the left	BACKSPACE
Delete one word to the left	CTRL+BACKSPACE
Delete one character to the right	DELETE
Delete one word to the right	CTRL+DELETE

## **Handy Shortcuts for Navigating in Word**

- CTRL+HOME moves you to the top of the document
- Hold down the CTRL key and then press the RIGHT ARROW key to move from any point in a word to the beginning of the next word.
- Use CTRL+LEFT ARROW key to move from any point in a word to the beginning of that word.
- Use CTRL+UP ARROW key to move to the beginning of a paragraph.
- Use CTRL+DOWN ARROW key to move to the beginning of the following paragraph.
- HOME moves you to the beginning of the line.
- END moves you to the end of a line.

## **Common Keyboard shortcuts**

**CTRL+N** Create a new document of the same type as the current or most recent document

**CTRL+O** Open a document

**CTRL+W** Close a document

**CTRL+S** Save a document

**CTRL+SHIFT+SPACEBAR** Create a nonbreaking space

**CTRL+HYPHEN** Create a nonbreaking hyphen

**CTRL+B** Make letters bold

**CTRL+I** Make letters italic

**CTRL+U** Make letters underline

**CTRL+SHIFT+<** Decrease font size

**CTRL+SHIFT+>** Increase font size

**CTRL+SPACEBAR** Remove paragraph or character formatting

**CTRL+C** Copy the selected text or object

**CTRL+X** Cut the selected text or object

**CTRL+V** Paste text or an object

**CTRL+Z** Undo the last action

**CTRL+Y** Redo the last action

## **Remove all of the formatting from a Word document or just a selected portion of the document**

Select the whole document by pressing CTRL+A, or just select the portion of the document you wish to change.

Press CTRL+SHIFT+N.

Presto! All of your formatting is removed from the document or selection.

### ***Format Copied Text the Way You Wish***

1. In the source document, select and copy the text you want to use.
2. In the destination document, create a blank paragraph and apply any formatting, such as font size, columns, or bullets that you want to apply to the pasted text.
3. On the **Edit** menu, click **Paste Special**, click **Unformatted Text**, and then click **OK**.

\*\*When copying or moving text in Microsoft Word version 2002 and 2003, a **Paste Options** smart tag will appear just below your pasted selection. If you want to copy or move text without transferring its formatting, click the smart tag button and choose **Match Destination Formatting** or **Keep Text Only** from the drop-down menu. Alternatively, if you want the text to retain its original format, select the **Keep Source Formatting** option. You can also use the **Apply Style or Formatting** option to apply a style or create a new style for the pasted text.

### ***Create Your Own Custom Word Templates***

To create a custom template:

1. On the **View** menu, select **Task Pane**.
2. If the **New Document** task pane is not visible, select it from the drop-down menu in the upper right corner of the task pane.
3. In the **New Document** task pane, click **General Templates**.
4. In the **Templates** dialog box that appears, select the **General** tab, and click **Blank Document** once to select it (this will be the base for your new template).
5. Under the **Create New** section, click **Template**, and then click **OK**.
6. In the new template, add any text and graphics you want to appear in all new documents that you base on the template, and delete any items you don't want to appear.
7. Make the changes you want to the margin settings, page size and orientation, styles, and other formats. For example, change the font to Comic Sans.
8. On the **File** menu, click **Save**, give your template a name, and then click **Close** on the **File** menu.

Your new, customized template will then be available as a choice under General Templates in the New Document task pane.

### ***Changing Line Spacing***

- Select the paragraphs that you would like to change the line spacing
- CTRL+ 1= single spaces
- CTRL+ 2= Double spaces
- CTRL+ 5= 1.5 spaces

### ***Add Watermarks to Your Word Documents***

On the Format menu, point to Background, and then click Printed Watermark.

1. Do one of the following:
  - To insert a picture as a watermark, click **Picture watermark**, and then click **Select Picture**. Select the picture you want, and then click **Insert**.
  - To insert a text watermark, click **Text watermark**, and then select or enter the text you want.
2. Select any additional options you want, and then click **Apply**.

3. To view a watermark as it will appear on the printed page, click **Print Layout** on the **View** menu.

**Note:** To see your watermark onscreen, click the **View** menu and select **Print Layout**. Or, alternatively, click the **File** menu, and select **Print Preview**.

### ***Modify Your Custom Dictionary in Word***

You are probably already aware of the fact that you can add your own commonly used terms to the Word custom dictionary (for example, names and acronyms). But once you add a word to the dictionary, do you know how to remove or edit it?

To add, delete, or edit words in a custom dictionary:

1. On the **Tools** menu, click **Options**, and then click the **Spelling & Grammar** tab.
2. Click **Custom Dictionaries**.
3. Select the check box next to the dictionary you want to edit.
4. Click **Modify**.
5. Then, do one of the following:
  - o To add a word, type it in the **Word** box, and then click **Add**.
  - o To delete a word, select it in the **Dictionary** box, and then click **Delete**.
  - o To edit a word, select it in the **Dictionary** box, modify it, and then click **Add**. Delete the misspelled version.

### ***Here's how you can select items that aren't next to each other:***

1. Select the first item you want, such as a table cell or paragraph.
2. Hold down **CTRL**.
3. Select any additional items you want.

\*\*The only works in **version 2002 and 2003**

### ***Using the Format Painter***

The Format Painter icon can be used to copy character or paragraph formatting from one portion of text to another.

1. Click in the paragraph (or word) that is formatted the way you want. Then click on the Format Painter icon:



2. Click on the word you want to copy the formatting to, or for multiple words, drag to select the portion of text.

To copy the formatting multiple times, click in a portion of text with the formatting to be copied, double-click on the Format Painter icon, and copy the formatting as many times as you want. When you've finished, click the format painter icon once again to de-select it.

### ***Using AutoCorrect to correct commonly misspelled words***

Word's AutoCorrect feature is useful for correcting words that you might routinely mistype. Some of the more common typing errors, such as typing "teh" instead of "the", are already included in the list of words it corrects. To see the built-in list of corrections select Tools, AutoCorrect. You can add other words to

the list by typing the mistyped word in the "Replace" box and the correct spelling in the "With" box.

Another not so well known feature of AutoCorrect is the ability to add abbreviations for short phrases, chemical formulas, medical terms, and department or people's names. For example, you can create an entry called "js" for the name "Mr. John Smith" or one called "cl" for the closing of a letter.

To create an AutoCorrect entry for a portion of text (such as the closing portion of a letter):

1. Type and format the closing of the letter, including the blank lines for the signature.
2. Select the entire portion of text.
3. Choose Tools, AutoCorrect. The selected text will automatically be placed in the "With" box. The "Formatted Text" button should be highlighted, if not, click to select it.
4. Type an abbreviation, such as "cl" in the "Replace" box. Don't use a real word or that word will always be replaced by the letter closing! Click on Add.
5. To use this shortcut, just type the abbreviation in your document and press the spacebar-the entire portion of text will be inserted.

### ***Inserting Copyright, Trademark and Registered Symbols***

To insert the Copyright symbol, type: (c)                      ©  
To insert the Trademark symbol, type (tm)                      ™  
To insert the Registered symbol, type (r)                      ®

### ***Centering a page vertically***

A page of text, such as a title page of a document, can be centered vertically. If the document consists of more than one page and only the first page is to be centered vertically, a section break must be inserted at the end of the page by selecting Insert, Break, then Next Page. To center the page, position the cursor on the first page, select File, Page Setup, Layout, and select Center from the Vertical Alignment box. The Apply to box should indicate the formatting will be applied to This Section.

### ***Adding buttons to any of your toolbars***

1. Choose **Toolbars** from the **View** menu.
2. Select **Customize**.
3. Click on the **Commands** tab.
4. Select an item under **Categories**.
5. Select an item from the list of **Commands**.
6. Drag the command to a toolbar. An "I" beam will appear to help you install the button. By default, the new button has only a text label.
7. Right-click on the new Toolbar item.
8. Select **Default Style** (the button will become a plain square).
9. Right click on the new Toolbar item again.
10. Choose **Change Button Image**, then select a button image.
11. Close the **Customize** dialog box.

### ***Removing a button:***

1. Choose **Toolbars** from the **View** menu.
2. Select **Customize**.
3. Drag the button you want to remove off of the toolbar.

## ***Creating your own toolbars***

1. Choose **Toolbars** from the **View** menu.
2. Select **Customize**.
3. Click on the **Toolbars** tab, then click on the **New** button.
4. Give the toolbar a name.

## ***Changing the default margins***

1. Choose **Page Setup** from the **File** menu.
2. Click on the **Margins** tab.
3. Set the margins the way you want them, then click on **Default**. Word will inform you that this change will affect all documents based on the **Normal** template.

## ***Change the default document font.***

1. Choose **Font** from the **Format** menu, then set all of the attributes you want for your default font.
2. Click the **Default** button.
3. Word will inform you that this change will affect all documents based on the **Normal** template.

## ***Place tables in adjacent columns***

Use this trick in Word to put two tables adjacent to each other on a two-column page:

1. Insert two tables, one above the other.
2. Adjust the column widths to ensure the total width of each table is less than half the width of the page.
3. Select both tables.
4. On the Standard toolbar, click the **Columns** button, and then drag the pointer to select **2 Columns**.

## Remove the drawing canvas in Word:

Click **Tools** on the menu bar, and then click on **Options**

Go to the bottom of the options on the **General Tab** and remove the check mark in the box:  
[Automatically create drawing canvas when inserting AutoShapes](#)

# Changing the default template in Word

## Change the Normal template (Normal.dot)

The Normal template (Normal template: A global template that you can use for any type of document. You can modify this template to change the default document formatting or content.) opens whenever you start Word, and it includes default styles, AutoText, macros, toolbars, and other customizations that determine the basic look of your document.

1. On the **File** menu, click **Open**, and then navigate to C:\Documents and Settings\*user name*\Application Data\Microsoft\Templates.

If no templates are listed in the **Open** dialog box, click the arrow next to the **Files of type** box, and then click **Document Templates**.

2. Double-click the **Normal.dot** file to open it. To be certain that you're working in the default template, check to see that **Normal.dot** appears in the Word title bar.
3. Make any changes you want, using the menus and dialog boxes just as you would to change default settings for a document, but remember that any changes you make to Normal.dot will be applied to documents that you create in the future.
4. When you have finished, on the **Standard** toolbar (toolbar: A bar with buttons and options that you use to carry out commands. To display a toolbar, click **Customize** on the **Tools** menu, and then click the **Toolbars** tab.), click **Save**

**Note** If Normal.dot is renamed, damaged, or moved, Word automatically creates a new version (which uses the original default settings) the next time that you start Word. The new version will not include any customizations you made to the version that you renamed or moved.

## Creating a Concordance File

A concordance file is created as follows:

1. Open a new document.
2. Insert a two-column table.
3. In the **first** column, type the text which is to be indexed. Make sure the text is typed *exactly* as it appears in the document including matching the case of the letters.
4. In the **second** column, type the index entry exactly as it should appear in the index (without the page numbers as these are added by Word when the index is compiled). If you wish to include alternatives such as *explode*, *exploding* and *exploded* you need to create a line for each.
5. The following shows an example of a Concordance File. The left-hand column contains the text in the document and the right-hand column the index entry which will be generated when the index is compiled.

My Computer	My Computer
Menu Bar	Menu Bar
Title Bar	Menu Bar:Title Bar
Notepad	Notepad
Exit	Exiting the Program
Close	Exiting the Program

6. Repeat steps 3 and 4 for each index reference and entry.
7. Once all the data has been entered, save the concordance file in the normal way giving it a suitable filename.

As it is *essential* that the text in the concordance file exactly matches that in the document it is easier to create a concordance file by copying text from an existing document. This can be done by opening both the document to be indexed and the concordance document at the same time. Click on [**Arrange All**] from the [**Window**] menu. Both documents will be visible and text can be copied from the document window into the concordance file window

# Excel Tips and Tricks

## Keyboard Shortcuts

**Arrow keys** -Move one cell up, down, left, or right. This does not effect the contents of the cell.

**HOME** -Move to the beginning of the row.

**CTRL+HOME** -Move to the beginning of the worksheet.

**CTRL+END** -Move to the last cell on the worksheet, in the bottom-most used row of the rightmost used column.

**TAB** -Move one cell to the right.

**Shift + Tab:** Move one cell to the left.

**Enter:** Move one cell down, or acts as a carriage return if you have tabbed across the row.

**Shift + Enter:** Move one cell up.

**F4 or CTRL+Y** -Repeat the last action

**CTRL+Z** -Undo the last action

**F2** -Edit the active cell and position the insertion point at the end of the cell contents.

**ALT+ENTER.**-Enters a Line Break within a Cell

**F7-** Displays the **Spelling** dialog box.

**CTRL+C** -Copy the selected cells.

**CTRL+X** -Cut the selected cells.

**CTRL+V** Paste copied cells.

**CTRL+1** -Display the **Format Cells** dialog box.

**CTRL+B** -Apply or remove bold formatting.

**CTRL+I** -Apply or remove italic formatting.

**CTRL+U** -Apply or remove underlining.

## Selecting Cells

### Using the Mouse

- To select a single cell- click in the box.
- To select cells that are together- click in the first cell, hold your left mouse button down and drag to the last cell.
- To highlight an entire column - click the column header.
- To highlight an entire row- click the row header.
- To highlight multiple rows or columns- click and drag through multiple row/column headers.

### Using the Keyboard

- To select cells that are together- click in the first cell, hold down your shift key, and then click in the last cell.
- To select cells that are not together-click in the first cell, hold down the Ctrl key and click in any other cells you would like to select.
- To highlight an entire sheet, press Ctrl+A

You can also use the **Go To [(f5) or (Edit > Go To) or (Ctrl+ G)]** dialog box to select cells. When entering the information for the cells follow these guidelines:

If the cells are together:

**Example:**

**b1:c1**

If the cells are not together:

**Example:**

**1a,b1,c3,d4**

### **Keep the Result, lose the formula when copying information from one cell to another:**

Select the cell containing data you want to copy-

1. Press **CTRL+C** to copy the cell data.
2. Press **CTRL+V** to paste the data in a new location.
3. Click the arrow next to the **Paste Options** smart tag, and then click **Values Only**.
4. In older versions of excel: in step two choose, edit on the menu bar down to paste special, and then choose values only.

### **Close all open Excel worksheets**

Sometimes when working in Excel, it is necessary to have several workbooks open at the same time, however, there is a very easy way to close them all at the same time rather than close them individually. Just hold down **Shift** and then click on **File** on the menu bar and choose- **Close All**. It can be confusing trying to remember how to close all of the open worksheets/workbooks at once because there is no "**Close All**" command in the toolbar. The trick is that the command doesn't exist until you press the **Shift** key.

**To customize the Excel toolbar-** select **Tools> Customize** from the Excel menu bar. Click the "**Commands**" tab. The Commands tab contains lists of Excel's commands arranged in various categories. To add a command such as "Delete Rows" button to your toolbar, click one time on Edit in the Categories box. In the Commands box, scroll until you find "Delete Rows". Click on "Delete Rows", and while holding the mouse button down, drag "Delete Rows" to your toolbar and drop it. The Delete

Rows button now displays on your Excel toolbar. Follow the same steps to add any other command buttons to your toolbar, and then click Close when you are done.

To remove a button from your toolbar- select **Tools> Customize** from the Excel menu bar.. Click the **Commands** tab. On your toolbar, click one time on the button that you want to remove and drag it to the grey area of the Commands dialog box and drop it. Click Close.

### **Print a selected area of a worksheet.**

1. Select the area you want to print.
2. On the **File** menu, point to **Print Area**, and then click **Set Print Area**.
3. To remove the print area- On the **File** menu, point to **Print Area**, and then click **ClearPrint Area**.

### **AutoFilling a Formula, Dates, or Numbers to multiple cells**

Click on the first cell that has the information you want to autofill ( if it is a numbered sequence, you will need to select at least two cells so that excel knows the pattern to autofill) and hold your mouse pointer over the little black handle at the bottom right hand corner of the selected cell. Your mouse pointer will change to a thin black cross. Click and drag with this thin cross to fill the pattern across the required cells.

### **Create, change, or delete a custom autofill series**

A custom autofill series is a set of data that is used to fill a column in a repeating pattern; for example, North, South, East, West. You can create a custom fill series from existing items that you've listed on a worksheet, or you can type the list from scratch.

1. If you've already entered the list of items you want to use as a series, select the list on the worksheet.
2. On the **Tools** menu, click **Options**, and then click the **Custom Lists** tab.
3. Do one of the following:
  - o To use the selected list, click **Import**.
  - o To type a new list, select **New list** in the **Custom lists** box, and then type the entries in the **List entries** box, beginning with the first entry. Press ENTER after each entry. When the list is complete, click **Add**.

**Note** A custom list can contain text or text mixed with numbers. To create a custom list that contains only numbers, such as 0 through 100, first select enough empty cells to contain the list. On the **Format** menu, click **Cells**, and then click the **Number** tab. Apply the **Text** format to empty cells, and then type the list of numbers in the formatted cells. Select the list and then import the list.

### **Insert the Current Date and Time in Excel**

To insert the current date and time, type =NOW() into a cell. The cell is updated every time the worksheet is recalculated, such as when you open the workbook. The date and time used are taken from your computer's system clock.

### **Create an Excel Chart with the Push of a Button**

To quickly create a chart, using only your keyboard, select the data you want to plot and then press F11. Excel automatically creates the chart for you.

## **Print row and column headings or labels on every page**

1. On the **File** menu, click **Page Setup**, and then click the **Sheet** tab.
2. Print row and column labels on every page:
  - To print column labels on every page, under **Print titles** in the **Rows to repeat at top** box, enter the rows that contain the column labels, and then click **Print**.
  - To print row labels on every page, under **Print titles** in the **Columns to repeat at left** box, enter the columns that contain the row labels, and then click **Print**.

## **Create a template**

1. Create the basic file to be used as a template
2. On the **File** menu, click **Save As**.
3. In the **Save as type** box, click **Template**.
4. In the **Save in** box, select the folder where you want to store the template. By default excel will automatically take you to the templates folder.
5. Enter the name of the template in the **File name** box..
6. Click **Save**, and then click **Close** on the **File** menu.

## **Use Your Spreadsheet like a Database with AutoFilter**

You can use AutoFilter to analyze the data in your Excel spreadsheet based on specific criteria. Click a cell in the list you want to filter. You should choose a cell in the row that contains the **Headings** for the spreadsheet, for example “phone number”, or “First Name”

1. On the **Data** menu, point to **Filter**, and then click **AutoFilter**. Arrows appear at the heading of each column.
2. Click an arrow, and choose your filter criteria from the drop-down menu. (For example, you could filter for a number that's greater or less than a target figure.)

Only rows containing data that meet the criteria are displayed. Great for reporting!

## **Miscellaneous Tips**

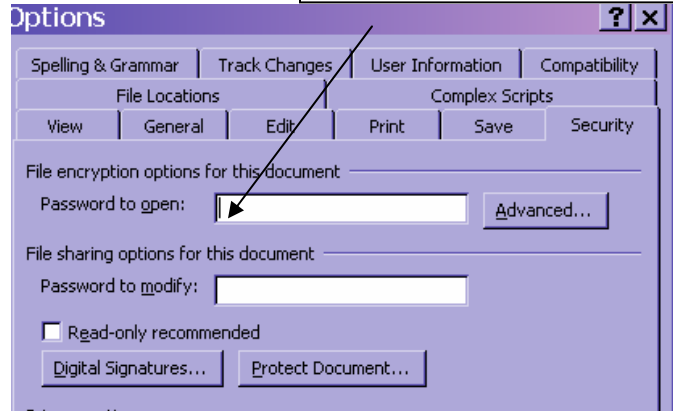
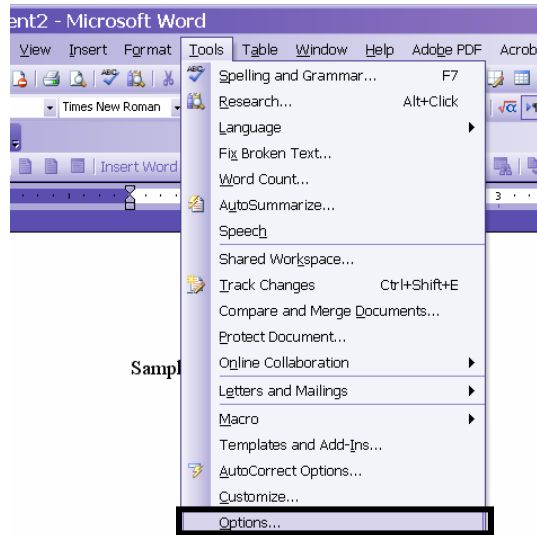
1. **Select exactly what will be pasted - eg. formulas, values, formatting, all-Click Edit, Paste Special**
2. **Keep headings on screen as you scroll-Drag the split bar (black area above or to right of scroll arrow)**
3. **Add Headers & Footers-Click File, Page Setup, Headers and Footers**
4. **Sort data-Click Data, Sort, choose field to sort by and the order. ( Be sure to select only one cell in the column you want to sort and not the whole column)**
5. **Widen columns automatically to best fit- Double click the boundary between column letters, for AutoFit**
6. **Clear all contents of a cell, including formulas & formatting-Edit, Clear, All**
7. **Copy formatting from one cell selection to others- Click the Format Painter button, click in the cell that you want the formatting to be copied to.**
8. **Center what you want to print on the page- Click File, Page Setup, Margins, Center on Page.**
9. **Forcing information on the spreadsheet to print onto one page- Click File, Page Setup, click on the Page tab, and under Scaling choose, fit to 1 page wide by 1 page tall.**

# How to Password protect a Word, Excel, or PowerPoint Document.

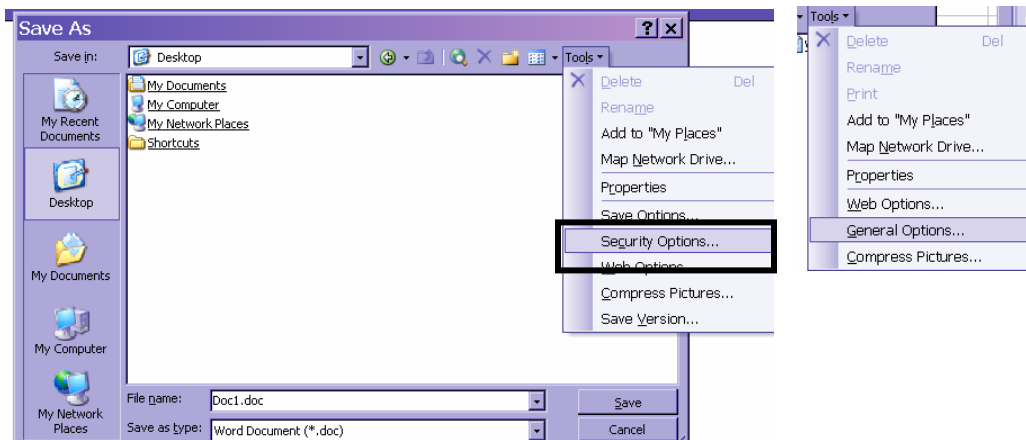
To password-protect a Word, Excel or PowerPoint document, start with the menu bar item **Tools > Options > Security**

*\*\*The figures below are screen shots that apply to MS Office 2002(XP)/2003.*

If you forget or lose your password, you will no longer be able to open the file.



You can also get to the password protection dialog box through the “Save as” Dialog box and then clicking on **Tools > Security Options (Choose General Options for Excel)**



## ***The three levels of document protection are:***

### **File open protection**

Office application requires the user to enter a password to open a document.

### **File modify protection**

Office application requires the user to enter a password to open the document with read/write permission. If the user clicks **Read Only** at the prompt, Office application opens the document as read-only.

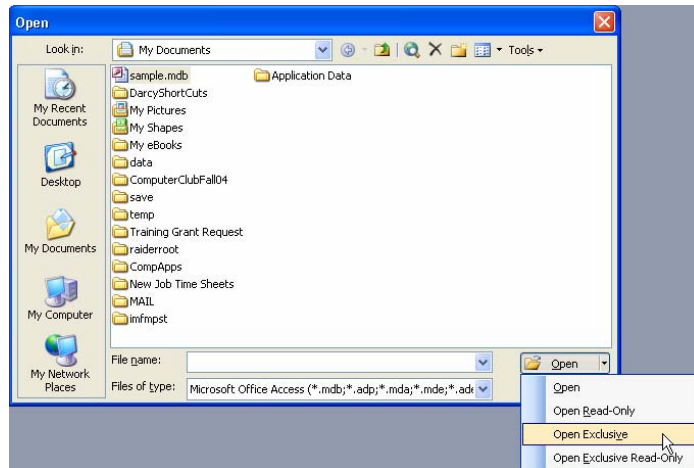
### Read-only recommended protection

Office application prompts the user to open the document as read-only. If the user clicks **No** at the prompt, Office application opens the document with read/write permission, unless the document has other password protection.

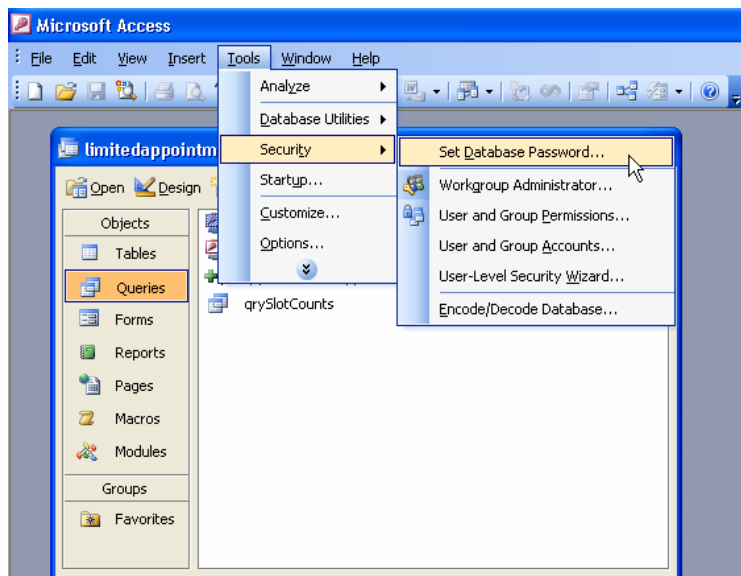
## Setting Access Database Security

**WARNING:** when setting database security *be sure* to make a backup of the database in case you accidentally lock yourself out of your database.

1. Open Access the **Application**
2. From the File Menu – Open the Database – **BE SURE** use the arrow to the right of the open button to select “Open in Exclusive Mode”



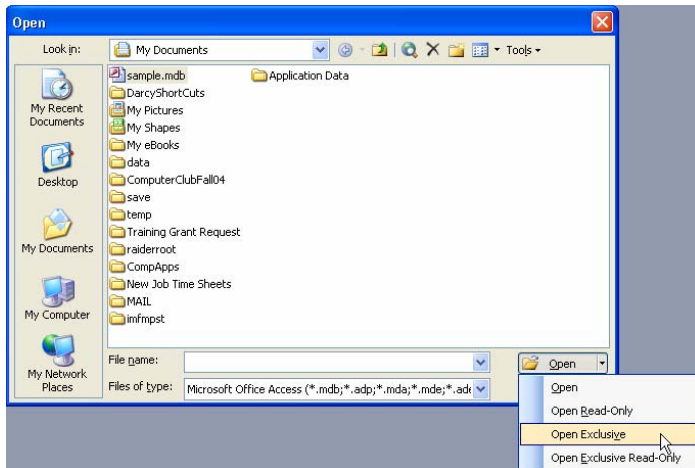
3. With Database open in Exclusive Mode –
  - Tools – Security – Set Database Password



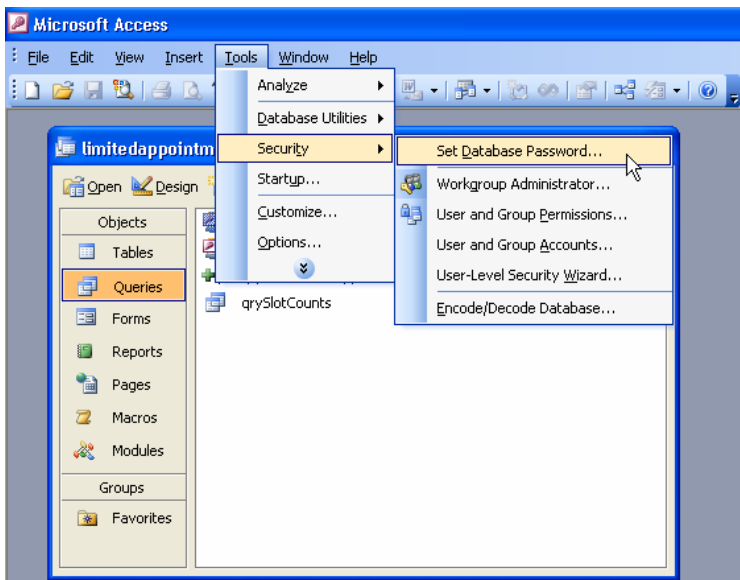
## Setting Access Database Security

**WARNING:** when setting database security *be sure* to make a backup of the database in case you accidentally lock yourself out of your database.

1. Open Access the **Application**
2. From the File Menu – Open the Database – **BE SURE** use the arrow to the right of the open button to select “Open in Exclusive Mode”



3. With Database open in Exclusive Mode –
  - Tools – Security – Set Database Password



# PowerPoint Tips and Tricks

## **Summary Slides**

Here is a quick way to create a slide that can be used to summarize your presentation. From the PowerPoint menu, select View, Slide Sorter. In Slide Sorter view, select the slides whose titles you want to include in your summary slide (hold down **CTRL** to select multiple slides or select **Edit, Select All** to select all slides). Click the Summary Slide button on the PowerPoint toolbar. The summary slide displays in front of your first presentation slide, but can be moved and edited like any other slide.

## **Shape Up**

For straight lines and perfect squares or circles, hold down the shift key while dragging to create the line or shape. This works with the line tool, arrow tool, oval tool and rectangle tool.

## **Inserting Non Bulleted Text**

If you want to place a non-bulleted line of text between bulleted lines, press **Shift + Enter** instead of Enter to start the new line.

## **Nudge objects**

To move an object just a little, select it and use an arrow key. For even more control, press **CTRL** as you press an arrow key – this moves objects in increments of .02 inches. For manual control, press the **ALT** key as you drag an object.

## **Create your own templates**

If you create a presentation that you want reuse in modified form, save it as a template. Choose **FILE, SAVE AS**. Choose **Design Template (\*.pot)** from the **Save as Type** drop-down list and click **Save**. Now you never have to worry about writing over a presentation that you'll need again. Just start your new presentation from the template.

## **Remove icons from your slides**

If you insert a sound, for example, PowerPoint places a sound icon on the slide. If you choose to play the sound automatically, you won't need the icon. Just drag it off the slide and it won't appear in Slide Show view.

## **Black out or white out a screen**

If you stop to discuss a point and don't want people staring at the screen, black it out. Press the B key. In a light room, you can also white it out – press W. Press B or W again to continue your presentation.

## **To save your presentation as a slide show file**

1. Open the presentation you want to save as a slide show.
2. On the **File** menu, click **Save As**.
3. In the **Save as type** list, click **PowerPoint Show**. Your slide show file will be saved with a .pps file extension. When you open the file, it will automatically start your presentation in slide show view.

### **Keep track of action items during a slide show**

When giving a presentation, have you ever needed to make a list of ideas, comments, suggestions, or action items? Instead of using a flip chart, use PowerPoint. Here's how:

1. In Slide Show view, **right-click** anywhere in the slide, and then, on the shortcut menu, click **Meeting Minder**.
2. Click the **Action Items** tab.
3. Type your information into the **Description**, **Assigned To**, and **Due Date** boxes, and then click **Add**.
4. Repeat step 3 if you want to add more action items, and then click **OK**.

Your items appear on a new slide at the end of your slide show. You can use this slide as a way to review the ideas or suggestions that came up during the slide show or as a reminder of the action items that need to be addressed. You can also export your action item list to Word. Here's how:

1. On the **Tools** menu in PowerPoint, click **Meeting Minder**.
2. In the **Meeting Minder** dialog box, click **Export**.
3. To create a new Word document that contains your list of ideas or action items, select the **Send meeting minutes and action items to Microsoft Word** check box.
4. Then, click **Export Now**.

### **Write on a Slide During a Presentation**

As a presenter, haven't you wished you could write on a slide—to draw a diagram or underline a word, for example—in the middle of a slide show? Microsoft PowerPoint includes a virtual annotation pen that enables you to write on a slide while giving a presentation. To use the annotation pen during a slide show:

1. Open the presentation in Slide Show view.
2. Right-click in the window, point to **Pointer Options**, and click **Pen**.
3. When you are done using the pen, press ESC. All annotation pen markings are cleared when you leave the slide

### **How to paste slides into PowerPoint**

To paste a slide from one PowerPoint presentation into another PowerPoint presentation:

1. Open both presentations, and then choose **Window** from the main menu, and switch to the source presentation.
2. Click the mouse anywhere within the slide you wish to copy. A black outline appears around the slide. (You can select more than one slide by holding down the shift key and clicking on additional slides.)
3. Select **Edit/ Copy** from the main menu.
4. Select **Window** from the main menu, and the name of the target presentation, to switch back to the target PowerPoint presentation, and place your cursor between the slides where you want to insert the copied slide.
5. Select **Edit/ Paste** from the main menu.

## How to prepare your presentation for viewing on another computer

To prepare your presentation for viewing on another computer, select **Pack and Go** from the **File** main menu option. This wizard will walk you step by step through choosing files and export options for creating a single file that will show your presentation on another computer.

**Pack and Go** lets you open your presentation on a destination computer and run the presentation with the assurance that everything necessary is there. With **Pack and Go** you can include any linked files, and TrueType fonts you are using in your presentation. Although embedding fonts will make your presentation larger, it will guarantee the fonts used in the presentation will be available on a different computer. If you make changes to your presentation, just run the **Pack and Go** Wizard again to repackage it.

## How to hide slides in PowerPoint

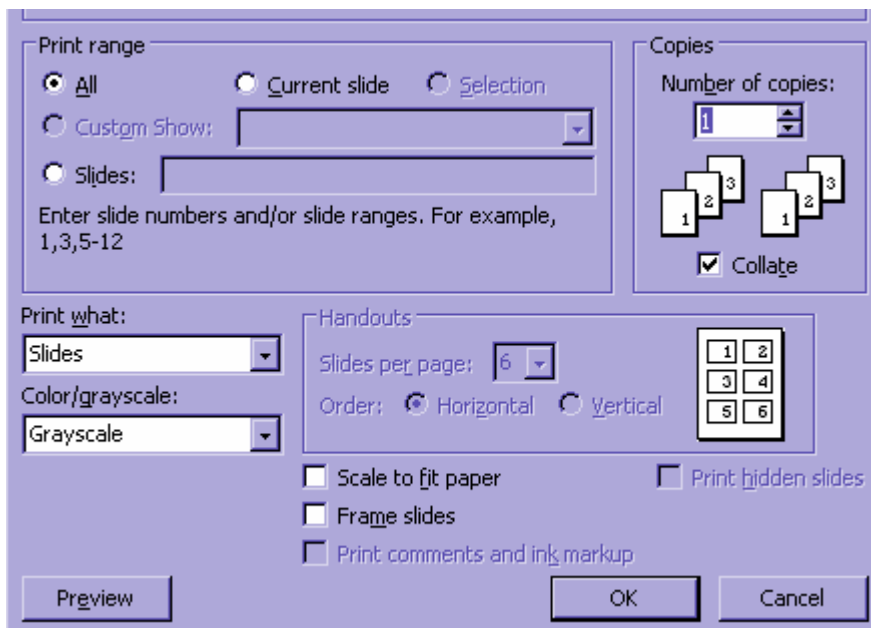
When producing a presentation for many audiences, often, you may not want to show all of the slides to all of the audiences. To hide a slide:

1. Select Slide Sorter from the View main menu option.
2. Click on the slide that you want to hide.
3. Select Slide Show from the main menu toolbar. Click on Hide Slide, and the slide will now be hidden.

## Using Word to enhance PowerPoint handouts

PowerPoint handouts can be exported to Word, enabling you to add headers, footers, page numbers, etc. – And in general, use Word's formatting features to enhance the handouts. With your presentation on screen, select File, Send To, Microsoft Office Word from the PowerPoint menu. Select the appropriate layout, and then click ok.

## Options for printing presentations



The available options are as follows:

## **Print Range Section:**

**All** - Prints all of the slides in the presentation

**Current Slide** - In slide view, prints the slide that is currently on the screen.

**Selection** - In slide sorter view, prints the slide that have been highlighted.

**Custom Show** - If you have designated custom shows in your presentation, you can select which you want to print.

**Slides** - Allows you to print only the slides that you designate in the text box.

**Number Of Copies** - This allows you to choose how many copies you want to print.

## **Print What Section:**

**Slides** - This will print one page for every transition that a slide goes through and features one slide per page in an extra large format.

**Handouts (2 slides per page)** - This will print two slides per page, arranged vertically.

**Handouts (3 slides per page)** - This will print three slides per page, arranged vertically along the left side of the page. There are lines that can be used to take notes on the right side of the page.

**Handouts (6 slides per page)** - This will print six slides per page with not room for note taking. The slides are arranged in 2 columns.

**Notes Pages** - This will print a medium sized rendition of the slide at the top of the page with all of the accompanying notes from the notes view underneath it. This is useful for presenters to print out their notes, with a handy reference to the proper slide right there at the top of the page. Each slide uses one page.

**Outline** - This will print the outline as seen in the outline view. No graphics are printed.

**Grayscale** - This will print the slides in shades of gray.

**Pure Black & White** - This will print the slides in straight black and white. No colors. No gray. Use this option if you are using certain brands of printers that do not allow gray scaling or if you plan to photocopy the printouts and want to guarantee legible copies.

**Scale To Fit Paper** - PowerPoint defaults to scaling on 8.5 x 11 papers, which is what is normally used. Use this option is you are printing on executive or legal sized paper.

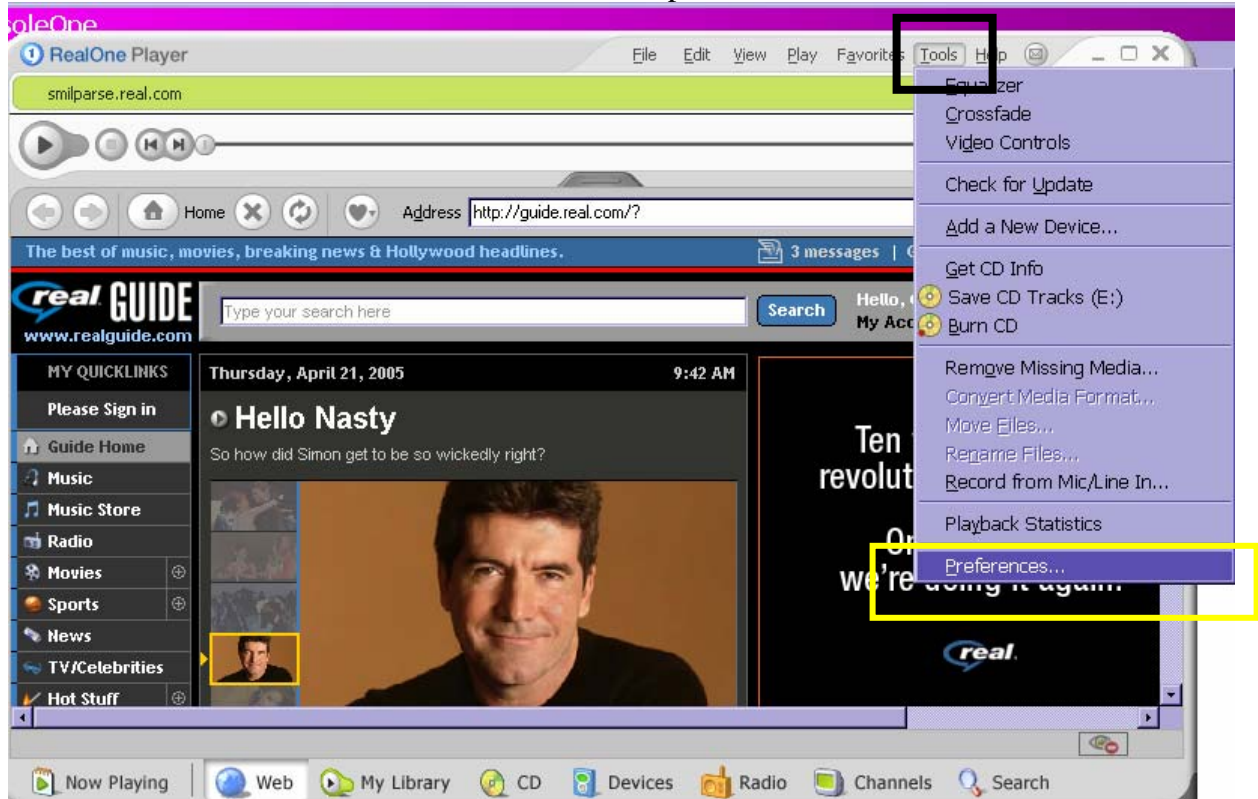
**Frame Slides** - Using this option will draw a thin black border around the slides. This helps to make the slides more apparent.

## Website to download the office converter

<http://www.microsoft.com/downloads/details.aspx?FamilyID=cf196df0-70e5-4595-8a98-370278f40c57&DisplayLang=en>

# Direction for turning off automatic messages in the Real One Player

1. Click on your start menu, select programs, and select Real or Real One Player in the list.
2. Click on Tools on the menu bar and then select preferences,



3. Select Automatic Services in the left had column. Uncheck all of the checkboxes in the right hand column. Click Ok. Close the Real Player.

