

Computer Tips and Tricks

For Windows, Word and Excel

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Computer Tips and Tricks Class

This class cover Windows, Word, and Excel tips at Intermediate and Advanced levels in a full-day session. Students are free to bring individual laptops or observe the presentation as a demonstration.

Prerequisite: Basic understanding and knowledge of Windows, Word, and Excel at the beginning level.

Windows tips:

1. How do I create folders and sub-folders to put my documents in?
2. What's the shortcut to displaying the Desktop Properties dialog box to change the background on my desktop?
3. How can I change the double-click speed on my mouse?
4. What's that wheel on my mouse supposed to do?
5. How can I make your arrow bigger so I can see it more easily?
6. How can I find a file if all I know is a word or phrase contained in the file itself?
7. How can I connect to a printer?
8. How can I map a network drive at my place of business?
9. How can I create a shortcut to something I always use and put it on my desktop?
10. When I delete something, is it gone forever?
11. How can I create, move, copy or delete folders on my drive?
12. What's a quick way to get to the Help menu?
13. How can I shut down the computer without using the mouse?
14. How can I navigate through my open programs quickly?
15. How can I move or copy multiple files or folders at once?
16. What do terms like "dialog box", "modifier keys", "megabyte" and "gigahertz" mean?
17. How can I quickly find files I recently used?
18. How do I set all my folders to "list" view so I don't have to do it again and again?
19. What's the difference between the various drives?
20. What's Disk Defrag and is it something I should do?
21. What's a Restore Point and why would I want one?
22. If I delete something, is it gone forever?

Word tips:

1. How can I track the formatting in an individual paragraph?
2. How can I get the most from Print Preview?
3. What's the fastest way to select words, sentences, paragraphs?
4. How can I repeat the last action I performed quickly?
5. How can I enter a quick a Page Break?
6. How can I enter a Non-Numbered Paragraph between Paragraphs with Automatic Numbering?

7. How can I access the Page Setup dialog box quickly?
8. How can I change margins without going into the Page Setup dialog box?
9. How can I select large amounts of text without scrolling back and forth and losing my place?
10. How do I return my cursor to its last position in a document?
11. If a document looks double spaced, but it isn't, what can it be?
12. Why and how would I use the paintbrush icon that's on the toolbar?
13. How can I quickly identify if Styles are used in my document?
14. How do I get special characters to appear, i.e., á, é, etc.?
15. What are the shortcut keys for the copyright, registered and trademark symbols?
16. What's the shortcut for revealing menu items without using a mouse?
17. What can I do to stop forgetting to add attachments in my email?
18. How do I select several files at one time in a folder?
19. I type the same text over and over in different documents. Is there a better way than just copying and pasting from document to document?
20. How can I prevent Overtyping mode?
21. What are some quick ways to move or copy text?
22. How do I put icons on my toolbar for things I use everyday?
23. How do I keep words together that want to split at the end of a line, i.e., a date or someone's name?
24. How do I continue the Heading row in my Table when it expands to the next page?
25. How can I move an entire paragraph without cutting and pasting?
26. What's the fastest way to open the Font dialog box?
27. My toolbar is missing. Where did it go? How can I get it back?
28. What's a floating toolbar and how can I dock it in place?
29. What are some basic shortcuts for things I do all the time?
30. What are some of the new Features in Office XP for Word 2002?

Excel tips:

1. What do the different pointer shapes represent?
2. How do I keep column headings and row labels from disappearing when scrolling through a long document?
3. How do I repeat the last action I made?
4. How do I copy the contents of a cell to the left?
5. What's a shortcut for the SUM function?
6. How do I keep using label entries I've already made in my column?
7. How can I see all my formulas at once?
8. How can I select an entire column?
9. How can I try to get my document to fit all on one page?
10. How can I center my small data list horizontally and vertically on the page?
11. How do I get numbers that begin with zero to show the zero in the cell?
12. How can I use my menus without using the mouse?
13. How can I change the direction of my cursor?

14. How can I print my gridlines?
15. How can I automatically enter today's date?
16. How can I automatically enter the present time?
17. How can I enter a Date/Time that updates?
18. How can I get a Grand Total to appear?
19. How can I copy the answer to a formula without copying the formula?
20. How can I print only a small area of my worksheet?
21. How can I get my column labels to print on every worksheet?
22. What's the function of the formula box?
23. What's the function of the name box?
24. What's the Format Painter?
25. How can I copy a formula to adjacent cells quickly?
26. How can I get a cell to remain constant in the formula even when I use AutoFill?
27. How do I get to the top or bottom of my worksheet quickly?
28. How can I calculate a range of cells quickly?
29. How can I quickly create a formula so that different categories on my worksheet have their own subtotals?
30. What's the quickest way to display my information in a chart?
31. How can I quickly filter my data list so I can find certain entries?
32. How can I view two different documents at one time on my desktop?
33. What's the quickest way to change column and row sizes?
34. What's the easiest way to enter a range of common labels, i.e., Jan, Feb., etc.? Can I create a list of labels I use all the time?
35. How can I leave a note that applies to a specific cell for another user?
36. How can I rearrange the order of my columns without using cut and paste?
37. When I share a workbook with other users, how can I have them see only the results of formulas but not the formula itself?
38. How can I make my columns become rows and my rows become columns without redoing the entire data list?
39. How can I split my screen so I can compare two parts of the same document?
40. How can I close all the Excel documents simultaneously?