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Tips, Clicks, and Timesavers™

Quick Tip

Change the bullets in Word

—Begin by selecting the paragraphs which contain the bullets and then select Bullets and Numbering from the Format menu. Choose the sample bullet from the list. Click on the Customize button to modify the indenting, size, and color. Click on the Character or Picture button to find decorative choices.

Apply the same concept to changing the numbering scheme. Just click on the Number tab and there will be similar choices for changing the numbers.

Great Website

www.refdesk.com

Find hundreds of the best reference sites on the web. Everything from dictionaries, to reverse phone lookups, to government information is accessible here.

Be careful because this sight can be addicting.

Techie Term

Router—A router is a device that determines the path on which data will travel between two or more networks.

Routers use protocols (rules) to communicate between the networks.

Word

Quickly Change Case

While working in Word, you may format text in Initial Cap, ALL CAP, or all lower case, and later decide to switch. Many people remember the Change Case command from the Format menu. This can be very time consuming, especially when you have a lot to change. Give **SHIFT + F3** a try!

Select a word or phrase on your screen such as:

Computers

With it selected, hold down **SHIFT** and press **F3**. You will see it change case. In fact, if you continue to hold down **SHIFT** and press **F3** repeatedly, you will see each of the following:

COMPUTERS – UPPER CASE
computers – lower case
Computers – Title Case

Just release **F3** when you see the format you want.

You can even use the same technique with sentences. For example, select a sentence on the screen such as:

i like computers.

Hold down **SHIFT** and press **F3** and you will see each of the following:

I LIKE COMPUTERS. – UPPER CASE
i like computers. – lower case
I like computers. – Sentence case

Word recognizes the period and adjusts accordingly. Caution: Word can be fooled by abbreviations. For example, a list may not be a sentence but may contain an abbreviation such as etc. Word recognizes the period and will try to utilize sentence case. Computers aren't that smart. . . yet.



Security Matters



Never open an email attachment from someone that you don't know. Attachments are a primary delivery tool for worms and viruses.

If you ever have a question about whether a file is safe to open, contact your computer support person.

The attachment column indicates the messages with attachments.

From	Subject
Sam Foo	Palm Tungsten T2
MS2KPLUS	GSA Schedules Clinic
J Correa	wts: 2 wire networking products! New Retail Boxed!!
Amarah	letter from editaf@msbahma)

Browser Shortcuts

(Internet Explorer, Netscape, Etc.)

Hold down **ALT** and press **←** to go to the previous page

Hold down **ALT** and press **→** to go to the next page

Press **ESC** to stop the current document load

Hold down **CTRL** and press **R** to refresh your screen



Clip and tape to your monitor for quick reference!



Excel

Toggle Between Formulas and Results With CTRL + ` (left single quote)

While working in Excel, it is often helpful to see the formulas in the spreadsheet. You could double-click on each formula and check it or you could go through a lengthy menu process. A better way is to simply hold down **CTRL** and press **`**.

The **`** (left single quote) is easy to miss. On most keyboards it appears above the Tab key and is usually on the same key as the ~ symbol.

	A	B	C
1	Sales Income	January	February
2	Bikes	7160	9680
3	Helmets	6123	8340
4	Shoes	6350	7494
5	Total Income	19633	25514
6			
7	Monthly Expenses		
8	Salaries	16000	16000
9	Rent	2500	2500
10	Truck Loan	750	750
11	Utilities	640	570
12	Insurance	350	350
13	Total		
14			
15	Net		

Formulas Display

	A	B	C
1	Sales Income	January	February
2	Bikes	7160	9680
3	Helmets	6123	8340
4	Shoes	6350	7494
5	Total Income	=SUM(B2:B4)	=SUM(C2:C4)
6			
7	Monthly Expenses		
8	Salaries	16000	16000
9	Rent	2500	2500
10	Truck Loan	750	750
11	Utilities	640	570
12	Insurance	350	350
13	Total Expenses	=SUM(B8:B12)	=SUM(C8:C12)
14			
15	Net Profit (Loss)	=B5-B13	=C5-C13

To display the formulas in a spreadsheet:

1. Select the spreadsheet for which you want to display the formulas.
2. Hold down the CTRL key and press **`**.
3. To return to the formula results, hold down **CTRL** and press **`**.

CTRL + ` toggles between displaying the formula results and displaying the formula for the entire spreadsheet.

With the formulas displayed, you can print your spreadsheet. This is a great way to troubleshoot logic problems.

The next time you want to see your spreadsheet formulas, hold down **CTRL** and press **`**.

Speedy windows management techniques.

Quick reference with multiple browser windows.

Considerations for a PowerPoint presentation.

More Security Matters and another Techie Term.