

# OFFICE XP Software Shortcuts & Tips

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## **January 2009 Newsletter:**

### **Office Options:**

If you'd like your primary storage location for any Office files to be something other than MY DOCUMENTS, use Tools/Options and in the SAVE area, designate your preference for the Default File Location.

## **February 2006 Newsletter:**

In versions 2000 and higher, a new button appears on your task bar for each open workbook. To change this, open Tools / Options and navigate to the View tab. Uncheck the box labeled "Windows in Taskbar" and click OK.

## **October 2005 Newsletter:**

**Auto correct** is a feature that is used by all components of Microsoft Office. This is the feature that causes the red squiggly lines thought to indicate a 'typo'. What those red lines actually indicate is that the combination of characters you've typed is not found in the current dictionary. If the set of characters is accurate for your terminology, eliminate the lines now and in the future by adding the 'word' to the dictionary! Simply place the mouse over the characters with the red squiggle, click the right mouse button and choose Add from the pop-up menu. That same set of characters should never again show up with a red squiggle! As a bonus, you can add other items to AutoCorrect via the Tools menu. For instance, if the name of your company or person you work for is long, you might consider adding an abbreviation to AutoCorrect so that every time you type the abbreviation, the system automatically expands your entry to the longer name or phrase. For instance, I've added 'tt' to be replaced by Technical Tutoring, which saves me 16 keystrokes every time I need to type the name of the company! This is extremely beneficial when you realize that Word, Excel, PowerPoint, Access and Outlook use the same dictionary!

## **September 2003 Newsletter:**

Display the contents of your clipboard from the keyboard – Press Ctrl-C and hold the Ctrl key long enough to press C again.

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## February 2003 Newsletter:

Those purple dotted lines that appear in the XP version of Office programs indicate that a 'smart tag' exists. A 'smart tag' is something that is recognized by the Office program as text that might be used within other Office programs, such as a date that might mean an appointment for Outlook. You should also be aware that you can change the appearance of Smart Tags in the AutoCorrect dialog box.

Timesaver feature in **Excel** is found in the Find dialog box. You'll see a new button labeled FIND ALL. Using this will expand the dialog box to show a list of all the found matches, clicking one selects the relevant cell.

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