

## **Office and Hyperlinks:**

In most Office programs, if you have multiple files open and want to close them all quickly, hold down the SHIFT key while clicking on the FILE menu. The Close option will now say CLOSE ALL.

If you're inserting Hyperlinks (web sites or e-mail addresses) in your documents, spreadsheets or presentations and don't want them to show up in blue with the underline – remove the formatting! Point at the hyperlink and click the right mouse button, from the pop-up menu, choose Remove Hyperlink and the formatting of blue underlined text will be removed.

---

---

## **Version 2000 of Office:**

Turn off the active menu system by using Tools / Customize / Options to clear the box next to 'Menus Show recently Used Commands First'

Although the standard and formatting toolbars install on the same line, you can separate them to be on two lines by placing the mouse over the vertical bar at the left of a toolbar (you'll get the four headed arrow pointer) and then click and drag the toolbar to its new location.

## **Printing Tips:**

If you're using your time to rearrange pages because they come off your printer in the opposite order of what you desire, check your printers Options or Properties, you may be able to check a box that says something like "print last page first", thus forcing your pages into the correct order and saving you time!