



TECHNOLOGY
SUPPORT

MICROSOFT OFFICE 2016 QUICK TIPS & TRICKS



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Microsoft Office 2016 Quick Tips & Tricks

This document will show you how to use Tools and Techniques in **Microsoft Office 2016** that will increase your Office productivity!

Credit: Part of this document was adapted from a course by Dennis Taylor @ <http://library.ttu.edu/lynda/> and <https://support.office.com/en-us/> (visited on 5/10/2017)

Excel Quick Tips

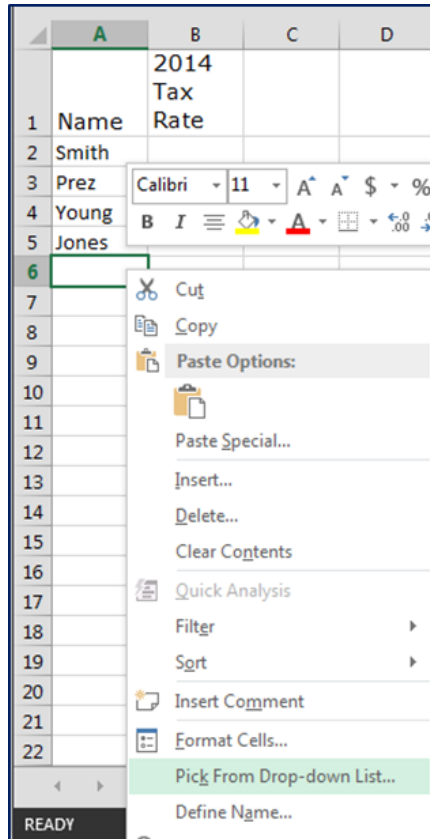
AutoComplete feature in Excel

- Pressing (**Alt+ Enter**), forces a line break so that you can type additional data in the same cell below the other data. This is useful when a column doesn't need to be very wide, but a long label will make it considerably wider.
 - For example, if you need to type in "**2014 Tax Rate**", in **cell B1**, you type **2014** (**Alt + Enter**), then **Tax**, (**Alt + Enter**), then type **Rate**, and then **Enter**.

	A	B	C	D	E
1	Name	2014 Tax Rate			
2					
3					
4					
5					

Using a Drop-down list

Suppose that some names in column A are going to be **repeating**, then instead of typing repeated entries, simply **Right-click** in the next cell and choose **Pick from Drop-Down List** and click the one you want. **Remember**, (**Alt + down arrow**) will activate the list as will **Right – click**, by way of **Pick from Drop-Down List**.



Using the Fill Handle

Instead of entering data manually on a worksheet, you can use the **Auto Fill** feature (**Fill Handle**) to fill cells with **data that follows a pattern**.

- If you are creating a number series, such as 1010, 1020 ..., for example.
 - Type the **first two numbers**.
 - **Highlight the first two numbers**, and drag from the **Fill Handle** as far as you need to.

	A	B	C	D
	Name	2014 Tax Rate	ID Number	
1				
2	Smith		1010	
3	Prez		1020	
4	Young			
5	Jones			
6	Sanders			
7	Jones			
8	Prez			
9	Johnson			
10	Johnson			

- Let's type **January** in **cell A1**, and fill in the remaining cells below, by dragging the lower right-hand corner of **A1**, called **Fill Handle**, as far as you need this. If you dragged it farther than **December**, the list will simply start all over again. If you use all upper case, you'll get all upper case.
- If you start with a **three-letter** abbreviation **Jul** in **cell G1**, for example, and drag from the corner of the cell G1, you will simply get abbreviations for the various months.
- Any time you drag the **Fill Handle** downward or rightward, you move ahead chronologically as you use these different features in Excel.
- If you drag the **Fill Handle** upwards, from that lower right-hand corner, you go backward in time, or leftward. **Note:** this technique works only with **three-letter abbreviations** or **full spellings**. Same thing is true with days of the week.

	A	B	C	D	E	F	G	H	I
1	January		JULY		SUNDAY		Jul		Sept
2	February		AUGUST		MONDAY		Aug		Sept
3	March		SEPTEMBER		TUESDAY		Sep		Sept
4	April		OCTOBER		WEDNESDAY		Oct		Sept
5	May		NOVEMBER		THURSDAY		Nov		Sept
6	June		DECEMBER		FRIDAY		Dec		Sept
7	July		JANUARY		SATURDAY		Jan		Sept
8	August		FEBRUARY		SUNDAY		Feb		Sept
9	September		MARCH				Mar		
10	October		APRIL				Apr		
11	November		MAY				May		
12	December		JUNE				Jun		
13	January		JULY				Jul		
14	February		AUGUST				Aug		
15			SEPTEMBER				Sep		
16			OCTOBER				Oct		
17									

Samples of Series you can create with AutoFill

Initial Value	Series Created by AutoFill in the Next Three Cells
September	October, November, December
Sep	Oct, Nov, Dec
Monday	Tuesday, Wednesday, Thursday
Fri	Sat, Sun, Mon
3/13/1999	3/14/1999, 3/15/1999, 3/16/1999
4-Jan	5-Jan, 6-Jan, 7-Jan
Dec-04	Jan-05, Feb-05, Mar-05
8:00 AM	9:00 AM, 10:00 AM, 11:00 AM
11:03	12:03, 13:03, 14:03
Quarter 1	Quarter 2, Quarter 3, Quarter 4
Qtr 4	Qtr 1, Qtr 2, Qtr 3
Q2	Q3, Q4, Q1
40 Mill Road	41 Mill Road, 42 Mill Road, 43 Mill Road
'00945	'00946, '00947, '00948
L17-800	L17-801, L17-802, L17-803

Entering Date or Time instantly

- If you simply want to put in **today's date** quickly, type (**Ctrl + ;**).
- If you want to put in the date in such a way that it will adjust all the time (will change as you open and close files), use **=today(, and Enter**. There is no need to type the right parenthesis.
- Any time you drag a **date** entry that's simply a date, and drag from the **Fill Handle**, you automatically will get the next day, next day, and next day.
- **To type dates of seven-day interval:**
 - Type the **first two dates**.
 - Highlight both of these dates.
 - Drag from the right lower corner of the cell (**Fill Handle**), as far as you need. And of course, that could be a 14-day interval, a 10-day interval, or a 4-day interval, as needed, based on the context that you need it for.

- If you want to repeat the same data entry, you hold down the **Control** key, while dragging the Fill Handle (January in cells A2:A5, for example).
- If you want to put in the **current time**, press (**Ctrl + Shift + ;**).
- If you would like that to be a dynamic entry (will change as you open and close files), type **=NOW(** , and Enter. Initially, this will put in **date and time**. But with dates and date-like information, any time you drag an entry without doing anything special, you automatically get incrimination.

	A	B	C	D	E	F
1						
2	January	Mon	JUL	SUNDAY	45	5/20/2014
3	January	Tue	AUG	MONDAY	46	5/21/2014
4	January	Wed	SEP	TUESDAY	47	5/22/2014
5	January	Thu	OCT	WEDNESDA	48	5/23/2014
6		Fri	NOV	THURSDAY	49	5/26/2014
7		Sat	DEC	FRIDAY	50	5/27/2014
8		Sun	JAN	SATURDAY	51	5/28/2014
9		Mon	FEB	SUNDAY	52	5/29/2014
10			MAR	MONDAY		5/30/2014
11				TUESDAY		6/2/2014

Note: Clicking on the date and checking the **Formula bar** will reveal which date will update automatically and which will remain static.

Formula Bar: 10/19/2015	
B	C
CTRL;	10/19/2015
=today(10/19/2015

Formula Bar: =TODAY()	
B	C
CTRL;	10/19/2015
=today(10/19/2015

Stringing Text Together

You can combine or merge text from two or more cells into one cell. For example, if you have one cell in your worksheet with a person's first name and one cell with their last name, you can combine the first and last names in a new cell.

A quick way to add the names together into a third cell, you can use an ampersand, "&" to string two cells together to get what you want. When used between two text strings, the & Operator returns a single text string, consisting of the concatenation of the two original strings.

- Click the cell where you want to put the combined text.
- Type =(
- Click the cell that contains the first text you want to combine, such as a person's first name.
- Type &" "& (a space enclosed in quotation marks).
- Click the next cell with the text that you want to combine, such as the person's last name.
- Type) and then press ENTER.

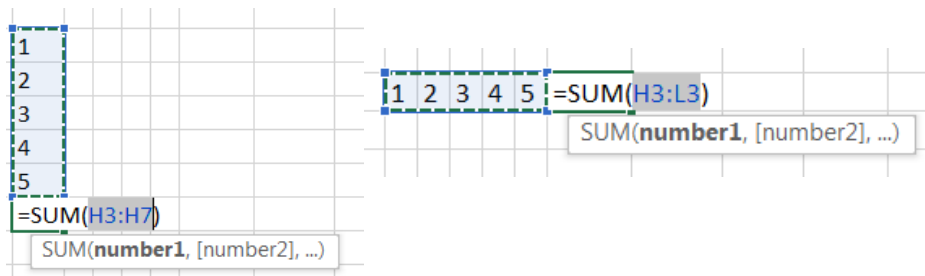
TIP: To combine the text in more than two cells, continue selecting cells, and typing &" "& after each cell you select. If you don't want to add a space between the combined text, type & instead of &" "&. To add a comma, type &,", "& (a comma followed by a space, both enclosed in quotation marks).

	A	B	C	D	E	F
1	First Name	Last Name	Full Name			
2	Michael	Smith	Michael Smith			
3						
4						
5						

Type =(A2&" "&B2) in cell C2 and press the Enter key, to combine the text in cell A2 and B2.

AutoSum

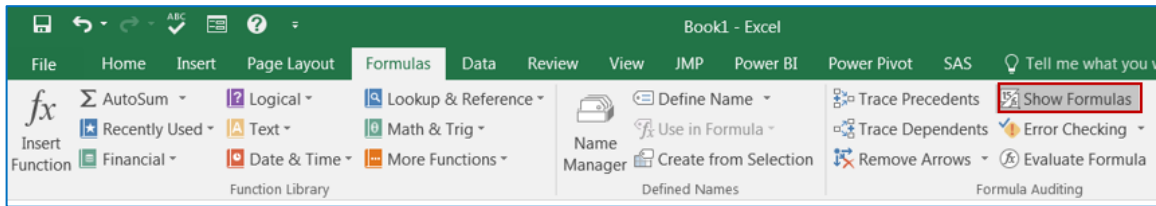
A keyboard shortcut can save you time, simply by selecting an adjacent cell either next to or below the range you wish to sum up. Then use ALT + = and Excel will do the rest. Giving you this result:



Displaying the Formulas on a worksheet

By default, Excel *hides* the formulas on worksheets, and only displays the answer. For example, if you type `=3+4` in a cell and press "Enter", the cell will display "7". So if you think of `=3+4` as the formula and "7" as the answer, we only see the

formula in the formula bar, when the cell is selected. But, If you click on “**Show Formulas**” it will display all of the formulas. The “Show Formulas” feature can be found in **Formulas** tab of the Ribbon in the **Formula Auditing** group.



Or you can always use the shortcut keys (**CTRL+`**), to toggle between showing and hiding the formulas. This trick is very helpful when trying to see if the relative or absolute references made in the formulas are set up correctly. When a cell is selected that contains a formula with cell reference(s), the referenced cell(s) will be highlighted, making it visually clear for you to differentiate which cell(s) are being referenced in the formula. You can print out your workbook in this view, which can be helpful when you need to show how the formulas were designed.

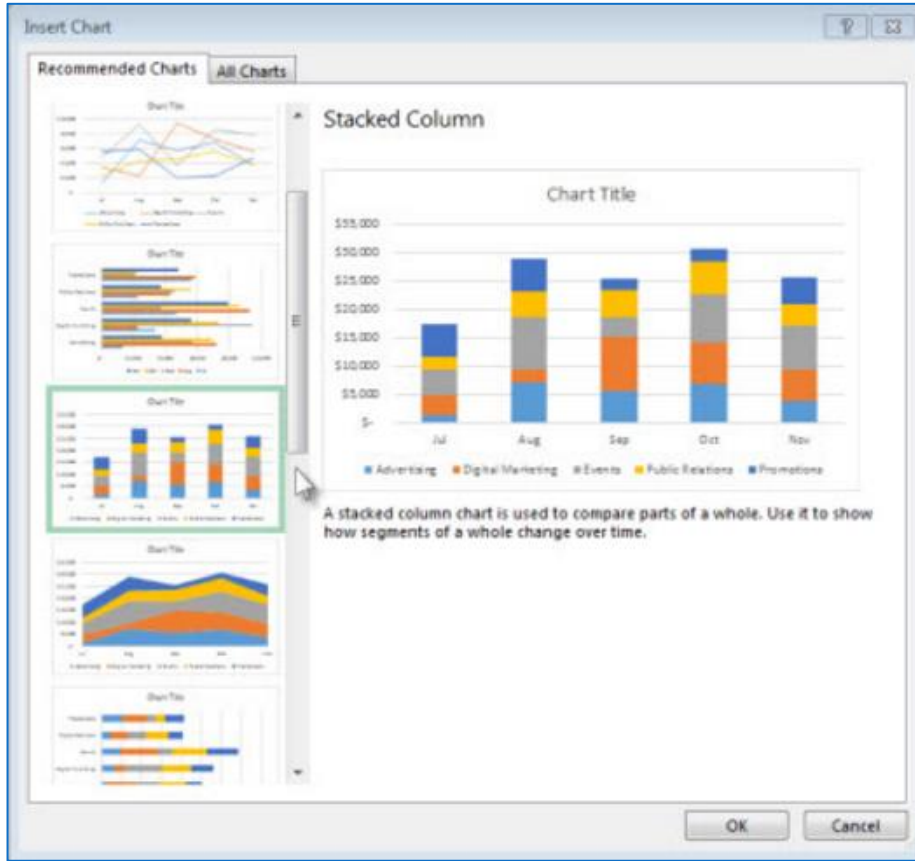
Create a Chart with Recommended Charts

The **Recommended Charts** command on the **Insert** tab can help you to quickly create a chart that’s just right for your data.

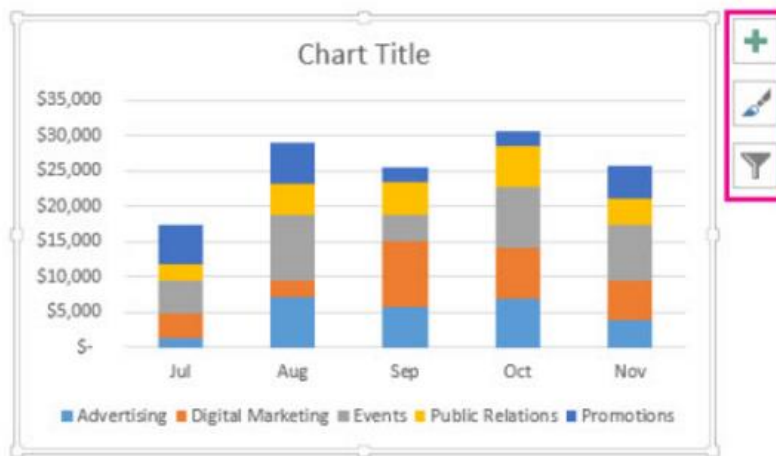
1. Select the data for which you want to create a chart.
2. Click **Insert** -> **Recommended Charts**.
3. On the **Recommended Charts** tab, scroll through the list of charts that Excel recommends for your data, and click any chart to see how your data will look.

TIP: If you don’t see a chart you like, click the **All Charts** tab to see all available chart types.





4. When you find the chart you like, click it , and then click OK.
5. Use the **Chart Elements**, **Chart Styles**, and **Chart Filters** buttons next to the upper-right corner of the chart (when chart is selected) to add chart elements like axis titles or data labels, to customize the look of your chart, or change the data that's shown in the chart.



- To access additional design and formatting features, click anywhere in the chart to add the Chart Tools to the ribbon, and then click the options you want on the Design and Format tabs.



Searching for Data in Excel

When you search for data, you can use **?** to represent any single character or ***** to represent a series of characters. For example if your data has all the states, you could type **"*Dakota"** and it will pull up both North and South Dakota data.

Use AutoFilter to filter your data

Use **AutoFilter** to find values, show or hide values, in one or more columns of data. You can filter based on choices you make from a list, search to find the data that you want to see. When you filter data, entire rows are hidden if values in one or more columns don't meet the filtering criteria.

- Select the data you want to filter.
- Click the **Data** Tab -> **Filter**.



Five Keyboard Shortcuts for Quick Formatting in Excel

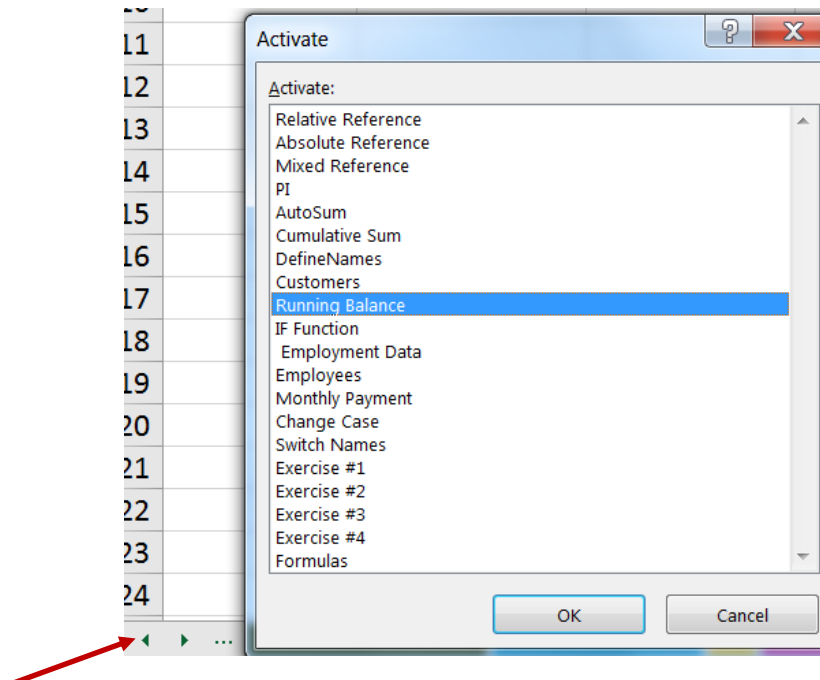
Here are five not very well known keyboard shortcuts that you can use to quickly format cells.

Ctrl + Shift + "\$"	Selected cell formatted as currency, with two decimal places and negative numbers in parentheses.
Ctrl + Shift + "%"	Selected cell formatted as percentage with no decimal places.
Ctrl + Shift + "#"	Selected cell formatted as date with day, month and year.
Ctrl + Shift + ":","	Inserts current time in selected cell.
Ctrl + ":","	Inserts current date in selected cell.

Navigating Workbooks

To quickly and easily navigate to a specific worksheet in Excel workbooks that contain more than one (Sheet1, Sheet2, etc.):

- Display a pop-up list of all worksheet names in your workbook by right-clicking one of the navigation arrows to the left of the worksheet tabs that are located at the bottom of the screen. Simply select a sheet from the list, and you're there in a flash!

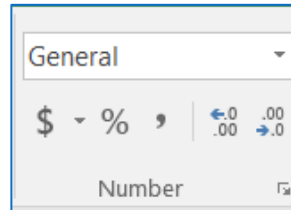


How To Round Off All Decimal Values in A Row or Column

Excel doesn't round off numbers unless they're being treated as currency. If you're dealing with non-currency numbers, and need to round off numbers to certain decimal point, do the following:

- Open the MS Excel file you're working with and select the cell, entire row, or entire column that you want to apply the round off.
- In the '**Home**' tab, go to the **Number** set of tools and you will see two buttons next to each other. The one with the arrow pointing left will increase how many decimal places are shown for a number. If there are no numbers, it will simply add a zero. The button with the arrow pointing right is the one you need. That's the one that 'rounds' the numbers up. Click it once and it will reduce the decimal places shown by one position and round the last digit up. Click it again and it's reduced by one more decimal point.

- Take for example you have a number 4.125. If you click the decimal place button with the left arrow once, it will change the number to 4.1250 i.e., one decimal position will be added. If you click the decimal place button with the right arrow once, this same number will change to 4.13 rounding the '2' to a '3'.



PowerPoint Quick Tips

- **Pictures and Clip Art:** Pictures create an emotional connection. They attract attention and make your content stick. Use high quality photos – avoid generic, common images. Beware of "cheesy" or dated clip art.
 - On the Insert tab or choose the picture icon in a slide layout. Once inserted, click on the photo to get enhancement options on the **"Picture Tools"** tab.
- **SmartArt:** Diagrams which combine text and graphics. They simplify and organize your information, show relationships and processes. Many standard, built-in options which are also customizable.
 - Add from the **Insert** tab or convert your written list to **Smart Art** on the **Home** tab (paragraph group). The SmartArt icon is also included in several slide layouts. Once inserted, use the **"SmartArt Tools"** to modify.
- **Charts:** Charts are great for showing relationships and trends.
 - Like other graphic elements, they are found on the **Insert** tab or as an icon in various layouts. Clicking on your inserted chart gives you several **"Chart Tools"** to enhance, clarify and improve your graphic.
- **Tables:** In place of bullets, organize your information in a table. Tables work well with text or numbers.

- Another option on the **Insert** tab or an icon in different layouts. Clicking on your table gives you multiple ways to enhance the look with "**Table Tools.**"
- **Symbols or icons:** Combining symbols or icons with text makes your point quickly and makes the text more memorable. Consider making the icon or symbol larger than the text for a more dramatic effect.
 - Symbols are found on the **Insert** tab in the Text group. Clicking symbols opens a dialog box where you can choose a font with symbols. For fun and unique symbols consider the **Webdings** and **Wingdings**. Icons are a symbolic type of picture. Search for them as you would any other picture or clip art.
- **Screenshots:** A screenshot is a snapshot of your computer screen. Including a screenshot on your slide is an effective way to teach and explain computer related information.
 - The Screenshot tool is found on the **Insert** tab. It gives you the option to capture the whole screen (of any open window) or to select a portion of the screen.
 - **Text Boxes:** Add borders and effects such as bevels, shadows and 3D rotations for more impact. Text boxes can then become an impressive graphic element instead of plain, boring text.
 - On the **Insert** Tab, **Text** group. Clicking on the text box gives you enhancement options on the "Drawing Tools" tab.
- While you may not be able to completely eliminate bullets but next time, mix it up, make it better and keep their attention through the whole presentation.

PowerPoint Presentation Tricks

While you are conducting a PowerPoint presentation, if something comes up that you don't want to be seen at that point without having to stop the slideshow, hit the letter '**B**' on your keyboard. This will blackout the screen without losing your place. Hit 'B' again, and you'll be back in business. Another cool trick... while in presentation mode, hold '**Ctrl +P**' and you will change your pointer into a pen that can write or draw. Hit the '**Esc**' key and you will change back to your pointer!

Keystrokes during a PowerPoint Slideshow Presentation

Here is a list of most useful Keystrokes during PowerPoint Presentation:

- Type a number and press Enter to go to that slide. For example, typing 15, Enter jumps to slide 15.
- Press **B** or the period key to turn the screen black. Press it again to return to the current slide.
- Press **W** or the comma key to turn the screen white. Press it again to return to the current slide.
- Press **Ctrl +P** to get a Pen pointer, allowing you to use the mouse to draw on the slide. (These drawings are NOT saved.)
- Press **E** to erase the drawings (or just go to the next slide).
- Press **Ctrl +A** to return to the standard Arrow pointer
- Press **A** to hide the arrow pointer (invisible cursor)
- Press **Shift +F10** for a menu of these and other options.

Outlook Tips and Tricks



If you find yourself sending many emails that are structured very similarly to one another, instead of typing the same email over and over again, and just changing the recipient's name or some other minor detail, create a signature out of the body of the message. For example, maybe you need to send out a weekly reminder to your department about expense reports. And every Wednesday you find yourself typing:

"Hello Team, Please do not forget to submit last week's expense reports by this Friday at 5 pm. Thank you."

Instead of typing it again or copying the email, create a signature that includes the previous quoted text! In Outlook you can right-click on the signature and a shortcut menu pops up.

Calendar Views in Outlook

By default, calendar groups appear side by side.

- To make the calendars overlap, click the **View** in **Overlay Mode** arrow on the tab of each calendar you want to overlap.

Custom Views in Outlook

New feature in Outlook is located below the Navigation pane where you can have **mail, calendar, contacts, tasks** and **notes**.

While working in your inbox, to view your calendar without leaving your inbox, right-click on the calendar and select open new window. You will now be able to stay in your inbox and open your calendar at the same time. You can now actively work in your calendar and read your emails. Tada!

Microsoft Word Tips and Tricks

Copy and Paste

When you copy a passage of text from the web to Word, styles and formatting are retained. However, there's an easy way to remove this styling from any block of text in Word - just select the text you copied and press "**Ctrl + Space**". The rich text will be transformed to plain text. Additionally, you can move text in Word without the traditional "**Ctrl +X, Ctrl +V**" shortcut. Highlight any block of text, press "**F2**", and place the cursor at the spot where you wish to move that text. Press "Enter" and the selection will be moved! Test it out with this paragraph!

Select Text Quickly

- **Triple-click** anywhere within a paragraph to select the entire paragraph in Word.
- Press the **CTRL key and click** anywhere within the sentence to select the entire sentence.
- **Hold down the ALT key and drag your mouse to select any** blocks of text, similar to the marquee tool in Photoshop, and apply formatting to the selected area.

The Spike – Word's unknown Feature



If you have worked in offices that use older systems you are likely familiar with what a spike is. It is literally a spike that is used to hold paper that you have finished with but want to keep hold of, perhaps to collate or check through later.

Much like this physical tool, the Spike in Word allows users to essentially hold different items together until they need to be used. This feature is similar to the standard 'copy' that we are all used to. The main difference is that the Spike can store information and content from different sources of your document, not just the last part you copied.

Say for example you have a 10-page sales report and want to create an executive summary. Instead of copying and pasting the main points from each section one at a time, Word has a useful "**Spike**" feature that you can use to cut (move) text and images from multiple locations in a document and paste them all at once to a different location.

- To use Spike, select some **text, images** or other objects in your document and press **CTRL+F3** to move that selection to the **Spike**.
- Now press **Ctrl+Shift+F3** to paste the content of the Spike anywhere in the document.

Viewing what you have spiked

If you forget what you have spiked, you can view what is stored there by:

- Clicking on the *Insert* tab.
- Clicking *Quick Parts*.
- Selecting *AutoText* from the drop down menu.
- Clicking on *Spike*.

As long as you don't click Insert or anything else, you should be able to see the content.

Move Around Faster

If you are working on a lengthy Word document, you can press the **Shift+F5** keyboard shortcut to cycle through the spots that you have edited most recently. Also, when you open an existing document inside Word, the same Shift+F5 shortcut will take you to the location that you were working on when the document was last closed.

Change the Sentence CASE

Select some text in Word and press **Shift+F3** to quickly change the case of the selection. It toggles between **UPPERCASE, lowercase** and **Camel Case** (first letter

in capital) and should come handy if you've accidentally left the CAPS LOCK key on while typing.

Convert to Plain Text

When you copy snippet from a web page into Word, all the styles and formatting are retained. There's however an easy way to remove the styling from any block of text in Word – just select the block and press **Ctrl + Space** Bar and the rich text will be transformed into plain text.

Move Text without Copy-Paste

Most people use the Cut-Paste (**Ctrl-x Ctrl-v**) route to move text from one location to another within a Word document but there's an alternate way as well. Highlight any block of text, press **F2** and then place the cursor at the spot where you wish to move that text. Press Enter and the selection will be moved.

Word's Hidden Calculator

Your copy of Microsoft Word has a hidden calculator that can handle all the common arithmetic operations. You can write the Math's expression in your document, highlight it and press the Calculator button – the results of the calculation will be displayed in the status bar.

- Go to Word **Options** -> **Quick Access Toolbar**, switch to **All Commands** and add the **Calculate Command** to your Quick Access Toolbar.

How to Make Table of Content in Microsoft Word

When you are writing large amount of structured text (e.g. a book or booklet) it becomes imperative to include a *table of content (TOC)* at the beginning of your document. Such a table is often used by the readers to get an overall idea about the content of the document as well as a navigation means.

Before Creating TOC

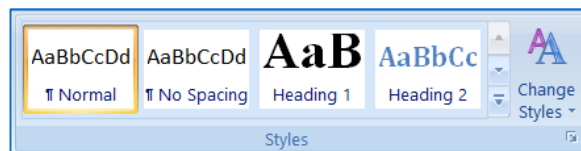
In order to automatically create TOC, you need to do a few things before starting the process of actually making TOC.

While you are preparing your document you should use heading styles for chapter names, section names and subsection names. The depth of this hierarchy depends on your documents. A typical hierarchy would look like:

- Chapter name
 - Section name
 - Subsection name
 - Content

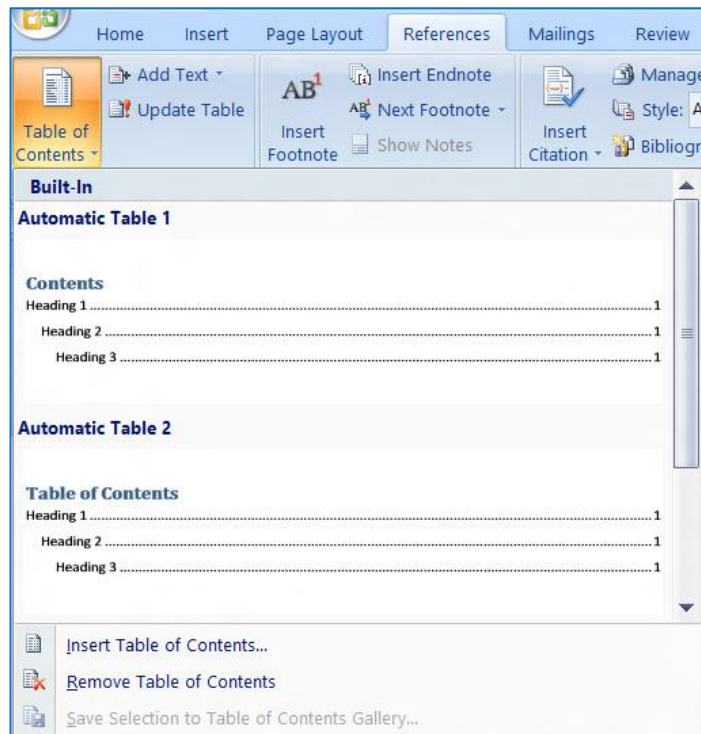
It's not necessary that you use sections and subsections. You could very well put content just under chapters without having any sections or subsections.

- Select the chapter name
- Click on **Heading 1** given under **Styles** (in the **Home** tab)
- If you have sections also, select section name and click on **Heading 2**
- If you have sub-sections as well, select sub-section name and click on **Heading 3**
- Repeat this procedure with all the chapters and sections (if any). Once that is done –rest is all very easy!



Create Table of Content

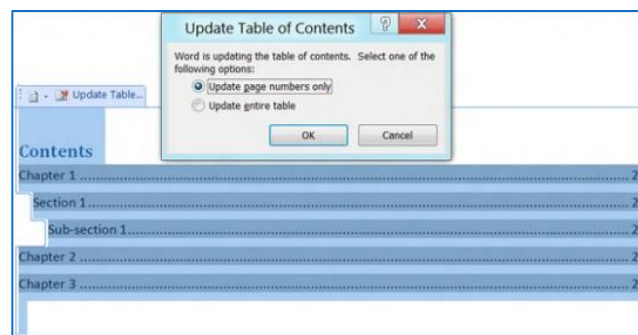
- Go to the page where you want to put TOC. Put cursor at the point where TOC should begin.
- Go to **References** tab > Click on **Table of Contents** button > Select a **TOC style**



Update Table of Content

If you make changes in your document after making Table of Content –*you don't need to recreate the whole table.* You can update the existing TOC.

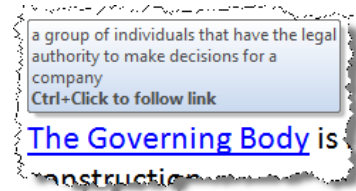
1. Click anywhere in the table of content
2. A tiny option **"Update Table..."** will appear on top-left corner of the table.
3. Click this option. A box will appear
4. If you have changed chapter names or section names -or have added/delete any of them -use "Update entire table" option. Otherwise, if you have just added/deleted content text -use "Update page numbers only."



Create floating pop-ups in Word document

To create pop-ups in Word, that launch when you hover your mouse on top of a hyperlink, follow these steps:

- Highlight the phrase to be defined and copy it to the clipboard
- Click the **Insert** tab
- Click **Bookmark** in the ribbon
- Paste the phrase in as the bookmark name, replacing any spaces with underscores
- Click **Add**
- Click **Hyperlink** in the ribbon
- In the Hyperlink dialog click the **Bookmark** button
- Select the bookmark you just created and click **OK**
- Click the **Screen Tip** button and enter your definition.
- Click **OK**



Now when the reader hovers the mouse over the underlined phrase the screen tip will appear. The phrase "**Ctrl +Click** to follow link" will also appear, but by linking the phrase to the bookmark we've ensured nothing bad will happen if the reader does **Ctrl +Click**.



SmartArt

SmartArt, a handy tool on the Insert tab in Microsoft Office products, is a great way to combine text and graphics in your document. It can make your content easier to understand and remember. And, while SmartArt comes with many options on the contextual tabs which allow you to just click and go, it can easily be customized with the three following tricks.

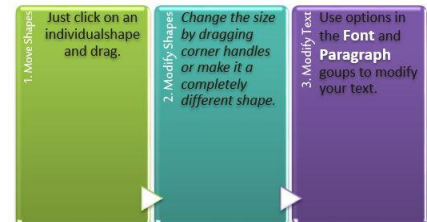
- **Move shapes**

There are a variety of layouts built-in to SmartArt but if the options don't work with your content, simply grab any shape and rearrange the look.

- **Modify shapes**

Just as you can grab shapes and move them, you can also resize them by grabbing the corner handles and dragging to desired size. Or, if you want to be more precise, you can specify your size in the "size" group on the Format contextual tab (some options vary from program to program).

- You can replace one shape with another (**Format** tab -> **Shapes** group – change shape.)
- And, you can easily change the color, border and effect options of any shape using the Shape Styles group on the Format tab.



- **Modify text**

Change fonts, sizes, colors, alignments, etc. by selecting text and using tools on the Home tab – Font and Paragraph groups. SmartArt will automatically resize your text to fit the graphic (notice how small text got in trick #2) but you're still in control. Select the text and modify it to suit your needs.

Format Painter

This tool, which looks like a paint brush, allows you to copy formatting from one selection of text to another. Instead of having to check out and copy the text attributes (font style, size, color, etc.), you simply paint them on.

The process is simple, too.

- Select text which has the look you want (this is your "paint".)
- Click the **Format Painter** tool (the paint brush.)
- "Paint" over the text you want to format.
- If you have multiple bits of text that you want to format, instead of just clicking on the **Format Painter** tool, **double-click** the tool. You can then paint your desired formatting throughout your document.
- To stop the tool from painting, either click back on the tool button or hit your **Escape** key.
- Use the Format Painter tool in Word, Excel, PowerPoint, etc. to not only save yourself time but to also become part of a small group that knows it's there.

Double-Click Tricks

- **Skip the OK button:** Unless you're clicking a checkbox, double-click on your choice within any dialog box in Excel to select that option and click OK simultaneously. For instance, press **Ctrl +1** to display the **Format Cells** dialog box. **Double-click** on any format within the **Number** tab to apply the formatting and close the dialog box in one step.
- **Fill handle:** Double-click this **Fill Handle** instead to copy data or formulas down until a blank cell is encountered in the adjacent column.
- **Lock the Format Painter:** Most users click once on the Format Painter to transfer formatting from one cell or drawing an object to another. To apply the same formatting to a number of non-contiguous cells, double-click the Format Painter and then format as many cells as you wish. Press Escape once you finish with the Format Painter.
- **Rename a worksheet tab:** Although you can right-click on a worksheet tab and choose Rename, double-click the tab to immediately edit the name.
- **Adjust column widths:** Double-click the right edge of any column on the worksheet frame to automatically resize that column to fit the width of the longest cell entry. Or, select two or more columns and double-click the right edge of a column to resize multiple columns at once.
- **Edit a cell:** Double-click any worksheet cell to edit its contents in place rather than moving your mouse to the formula bar.
- **PivotTable Drill-Down: Double-click** on any numeric value within a PivotTable to create a new worksheet that reveals the underlying records that comprise that amount.

Recommended Online Resources

- Online **Video Training Library** <http://library.ttu.edu/lynda> and www.CBT.ttu.edu
- **Safari Books Online** <http://library.ttu.edu/arch/collections/ebooks.php>

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