Microsoft Office 2013™
Hints & Tips (Level 2)

Contents

Introduction

The aim of this document is to show you how to make the best use of some of the facilities in the Microsoft Office suite of programs and, in particular, to save you time when using them. Be aware of the corresponding *Hints & Tips* documents for _Excel_, _Outlook_, _PowerPoint_, and _Word_.

Starting a Program and Opening Files

Launching a program via the **Start** menu and **All Programs** isn't the most efficient way of doing things; it's much easier to do so from an icon on the *Desktop* or *Quick Launch* toolbar (on the *Taskbar*):

1. Click on the Windows **Start** button and choose **All Programs** then **Microsoft Office 2013**

2. Instead of left clicking on **Access/Excel/Outlook/PowerPoint/Publisher/Word 2013 etc**
   either: hold down the *right* mouse button and drag the program onto the *Taskbar* (immediately to the right of **[Start]**), then let go of the mouse button
   or: hold down the *right* mouse button and choose **Send To** followed by **Desktop (create shortcut)**

3. Now start up one of the programs (*Word* or *PowerPoint* are easiest for the notes which follow):
   either: click *once* on the *Quick Launch* icon on the *Taskbar* to launch the software
   or: *double click* on the *Microsoft Access/Excel/Outlook/PowerPoint/Word* icon on the *Desktop*

You can also place shortcuts to files you are currently working on the *Desktop* in a similar way. When you have finished working on a file then you can **<Delete>** the shortcut (leaving the file itself safe in *Documents*).

Note: on the PCs in the public labs, changes to the *Taskbar* are not retained; shortcut icons on the *Desktop* do remain, however, as you move from one PC to another.

Another feature which makes opening a file easier is to alter the number of documents which feature in the list of recently used files (the list which appears when you click on **Recent Documents** on the **FILE** tab):

4. Press **<Enter>** for a new *Blank* file then move to the **FILE** tab and click on **Options** at the bottom
5. Click **Advanced** then scroll down to the *Display* options and increase *Show this number of Recent Documents:* to **50** (the maximum – you can scroll down the list if it fills the screen)
6. Press **<Enter>** or click on **[OK]** to close the *Options* window

You'll now have easy access to more of the files you've been working on, though University PC Lab users will find that changes to *Options* aren't retained (unless they use the same PC each time). Some other tips later in this course (eg customising the *Quick Access Toolbar*) are also not retained on Lab PCs.

A really useful feature in Office lets you *pin* a file to the *Recent Documents* list, so that it remains there (until you unpin it). You'll need to save your document first, before you can do this:

7. Click on the **[Save]** button on the *Quick Access Toolbar* (or use **Save** via the **FILE** tab)
8. Choose **My Documents** then supply a filename (eg `test`) then press **<Enter>** for **[Save]**
9. Move to the **FILE** tab and click on **Open**
10. In *Recent Documents*, move over the file name and click on the pin to the far right – it will turn upright
11. To unpin the file, repeat step **10** – the pin reverts to sideways

Note that you can also pin *Folders* in the same way by clicking on **Computer** at step **10** above

12. End by pressing **<Esc>** - an easy way to move from the **FILE** to the other tabs

Customising the Quick Access Toolbar and Ribbon

Microsoft Office lets you change the buttons on both the *Quick Access Toolbar* and the *Ribbon*. Remember that these changes are not retained on the lab PCs. To customize the *Quick Access Toolbar*:

1. Click on the **[Customize Quick Access Toolbar]** button – the **[*down arrow*]** on the right of the bar
2. Turn on any commands you require – eg **Print Preview and Print** and **Spelling & Grammar**
3. Repeat step **1** but, this time, choose **More Commands...**
4. Under *Choose commands from:* select **All Commands**
5. Scroll down the list and select a command then **[Add >>]** it to the toolbar
6. Use the **[Move Up]** (▲) and **[Move Down]** (▼) buttons to position your icons on the toolbar
7. Click on **[OK]** to end the customisation

Sadly, the buttons on this toolbar are rather small but you can add several if you so choose, including buttons to run macros.

To remove an icon from the toolbar:

8. *Right click* on the icon and choose **Remove from Quick Access Toolbar**

A more advanced feature allows you to customize a group on a tab on the *Ribbon*:

1. Move to the **FILE** tab and choose **Options**
2. Next, click on **Customize Ribbon** on the left

The list of available commands appears on the left with the *Main Tabs* listed on the right. Those with a tick are currently displayed. To remove a group:

3. Click on the **plus** sign to the left of a tab to open it and display the groups on that tab
4. Select the group you want to remove (eg *Chinese Conversion* in *Review*) then click on **[<< Remove]**

To add a command:

1. Click on **[New Group]** then **[Rename...]** it and position it with **[Move Up]** and **[Move Down]**
2. Change *Choose commands from:* if necessary (here, leave it as **Popular Commands**)
3. Select the command from the list on the left the **[Add >>]** it to your group

You can **[<< Remove]** the commands and groups as before. To reset the tab back to the default:

4. Click on **[Reset]** and choose **Reset only selected Ribbon tab** then click on **[OK]** to save any changes

Making Good Use of the Keyboard

Having to take your hands off the keyboard to use the mouse slows down your work considerably. Mice can be very temperamental at times and it's always useful to know how you can avoid using them. It's a good idea to gradually build up your knowledge of the special key presses you can use to issue commands and to reinforce this by using the keyboard whenever possible. Most of the tips work throughout Microsoft Office.

<Ctrl a> - Select All   **<Ctrl b>** - Bold   **<Ctrl c>** - Copy   **<Ctrl f>** - Find
<Ctrl h> - Replace   **<Ctrl i>** - Italic   **<Ctrl n>** - New   **<Ctrl o>** - Open   **<Ctrl p>** - Print
<Ctrl s> - Save   **<Ctrl u>** - Underline   **<Ctrl v>** - Paste   **<Ctrl w>** - Close   **<Ctrl x>** - Cut
<Ctrl y> - Redo   **<Ctrl z>** - Undo   **<Ctrl Home>** - Move to top   **<Ctrl End>** - Move to end

Try the following (in PowerPoint/Word – if using Excel, just try steps 1 to 4):

1. Start typing some text then press **<Ctrl b>** - this turns on **[Bold]**
2. Type a little more then press **<Ctrl b>** again to turn bold off
3. Repeat steps **1** and **2** using **<Ctrl i>** for **Italic** and **<Ctrl u>** for **Underline**
4. Press **<Enter>** to complete the line of text (this moves to the next cell in Excel)
5. Now press **<Ctrl a>** to **Select All** your text (in Excel, this selects either the current data area or, if you are on an empty cell, the whole worksheet) and then press **<Ctrl c>** to **Copy** it
6. Press **<Ctrl End>** to move the typing position to the end of the text and release the selection
7. Press **<Ctrl v>** to **Paste** a second copy of your text (**Note: <Ctrl Alt v>** gives you **Paste Special**)

Sometimes, key combinations open dialog boxes. Once these are open, the **<Tab>** and **<*arrow*>** keys can be used to select options. Dialog boxes can usually be closed by pressing **<Esc>**:

8. Press **<Ctrl f>** for **Find** (the *Navigation Pane* appears), type in a letter (one which is in your text) then use **<Enter>** for **[Next Search Result]** -the letter (or cell in Excel) should be highlighted
9. Press **<Esc>** to close the *Navigation Pane* then try **<Ctrl h>** for *Replace*
10. Press **<Tab>** to move to the *Replace with:* box and type in some different text
11. Press **<Enter>** for **[Find Next]** or **<r>** for **Replace** or **<a>** for **Replace A**ll – note the underlined letters
12. To end, press **<Esc>** for **[Cancel]**
13. Next, try **<Ctrl p>** for **Print** then, having seen this work, press **<Esc>** for **[Cancel]**
14. Press **<Ctrl s>** for **Save** – this has saved your work

<Ctrl s> is perhaps the most important *control key combination* and you should get used to using it. For any work, press **<Ctrl s>** every ten minutes or so to save what you have done so far. That way, you never lose it.

Only the commonly-used commands have control key combinations assigned to them; others can be accessed from the keyboard via the **<Alt>** key:

15. Press the **<Alt>** key once – letters/numbers appear over the tabs on the *Ribbon* and icons on the *Quick Access Toolbar*
16. Press **<h>** to activate the **HOME** tab then type **<A><C>** for **Align Centre**

If you accidentally activate the wrong tab, the **<Esc>** key lets you cancel the action.

Tip: The key combination **<Ctrl w>** closes the current window/file (but not the program).

The Function Keys

Along the top of the keyboard are keys marked **<F1>** to **<F12>**. These are known as the *function keys*. They can also be used to issue commands in the *Office* programs, though they often have different effects in the different programs. The following effects are common to all programs:

<p align="center"><F1> - Help   <F4> - Repeat last action (but <i>Find</i> in Outlook)   <F5> - Go To
<F6> - Switch (doc/ribbon/task panes)   <F7> - Spelling & Grammar   <F12> - Save as</p>

A host of other commands can be accessed by combinations of **<Alt/Ctrl/Shift>** and the function keys.

1. Press **<F12>** and the *Save As* dialog box appears – press **<Esc>** for **[Cancel]**
2. *Double click* on a word to select it then change the **[Font Color]** – eg to red
3. *Click* on another word then press **<F4>** - that also changes colour
4. Press **<F7>** and the *Spelling* task pane appears – note you can use **<i>** for **Ignore** or **<a>** for **Add**
5. Press **<F1>** and the *Word Help* window appears

Closing *Help* and task panes isn't straightforward – you have to use a key combinations:

6. Press **<Alt F4>** - the *Help* task pane closes
7. Next, press **<F6>** to move to the *Spelling* task pane then **<Ctrl spacebar>** and **<c>** (for **Close**)

Tip: <Alt F4> can in fact be used to exit any program; **<Ctrl F4>** closes the active window (like **<Ctrl w>**).

AutoText

The **Undo** command is another useful one to learn – and not just for correcting your own mistakes. Office sometimes automatically tries to correct what it thinks are typing errors, when they may not be. For example:

1. On a new line (or empty cell) type `teh` followed by a *space* - Office converts this into the word **The**
2. If you really wanted **teh**, press **<Ctrl z>** *twice* to **[Undo]** the conversion (**<Backspace>** may also work)

There are various other automatic conversions which can be annoying at times. To see the current settings:

3. Move to the **FILE** tab then click on **Options**
4. Click on the **Proofing** sub-heading then on **[AutoCorrect Options...]** at the top of the list
5. On the *AutoCorrect* tab turn off (or on) any settings you do not (or do) want
6. Now move to the *AutoFormat As You Type* tab (if present) and note the settings here
7. Turn off **Internet & network paths with hyperlinks** if you find this annoying

AutoCorrect can be also be used to type commonly-used words or phrases - for example, you could add an entry which would automatically convert to *University of Reading*. To do this:

8. Move back to the *AutoCorrect* tab and in the left hand *Replace:* box type `uor` then press **<Tab>** and in the right *With:* box type `University of Reading`
9. Press **<Enter>** for **[Add]** then **<Enter>** again for **[OK] -** press **<Esc>** to **[Close]** the *Options* dialog box
10. Now type `uor` into your document and watch it expand after you press the **<spacebar>**

Remember: Press **<Ctrl z>** if you want to cancel any *AutoText* change – try it here, if you like. **<Ctrl y>** is the key combination for **Redo** – again, try it out if you want to.

The AutoCorrect settings are shared by all the Office programs. To test this out:

11. Start up a different program from the Office suite (eg Excel)
12. Type `uor` followed by a **<space>** and watch it expand to *University of Reading*
13. Close the program (**<Alt F4>**) – there's no need to save your work

Moving Around and Selecting Text

It's often quicker to use the keyboard rather than the mouse to move around and select text (or cells in Excel). Only through practice will you learn which the best method is for you (and in which circumstances). Try out the following (except if using Excel):

1. Press **<Ctrl Home>** to go to the start of your text then **<End>** to move to the far right of the first line
2. Hold down **<Shift>** and use the **<left arrow>** key to select the last word on the line (each arrow key press selects a single letter)
3. Type in a different word (you don't have to **<Delete>** the selected word first)
4. Next, hold down **<Ctrl>** and press **<left arrow>** several times - the typing position jumps back along the line from one word to the next
5. Now try holding down both **<Ctrl>** and **<Shift>** and use **<right arrow>** - whole words are selected
6. Press the **<left-arrow>** key to release the selection then try **<Ctrl Backspace>** and **<Ctrl Delete>** - these delete whole words backwards/forwards in a single key press

The principle here is that **<Shift>** and a key selects, while **<Ctrl>** and a key speeds up moving the typing position. Holding down both **<Ctrl>** and **<Shift>** speeds up selection. You can use any of the arrow keys in this way - also **<PageUp>** / **<PageDown>** (as well as **<Home>** / **<End>**).

These key combinations work differently in Excel. Instead of selecting text they select cells. As this is Excel-specific, it is covered in the *Microsoft Excel Hints & Tips* notes.

Making Good Use of the Mouse

Most users know that the mouse wheel can be used to scroll up and down (instead of using the scroll bars) but few know that the mouse wheel on the *Ribbon* can be used to move across the tabs:

1. Position the mouse cursor over the *Ribbon* and rotate the wheel to move across or back along the tabs – note that you can't get to the *FILE* tab using this method

Selecting text can also be done using the mouse. Most users drag through the text (or, in Excel, cells) they want, but there are better and more precise ways of doing this.

The following tips only work in some programs in the Office suite, as indicated:

- *Double clicking* on a word selects it (in Excel, double clicking on a cell puts you in edit mode – you then have to double click again – or you can double click on the word in the *Formula Bar*)
- Clicking *once* on the far left selects a line of text (or table row – in Excel click on the row number)
- Clicking *three times* on a word (not Excel) or *twice* at the far left selects a paragraph (not PowerPoint)
- Clicking *three times* at the far left selects all your document (not Excel/PowerPoint) or press **<Ctrl a>**
- Use **<Ctrl>** and click to select a sentence (not Excel or PowerPoint)
- Holding down **<Shift>** and clicking selects from the current typing position to where you click (in Excel this works on the *Formula Bar* otherwise it selects a range of cells)
- If you have dragged through text (or cells) to select but didn't quite judge the selection correctly, holding down **<Shift>** and using the *arrow keys* adjusts the selection precisely
- Hold down **<Ctrl>** and drag/click to select non-adjacent text/cells
- Holding down **<Alt>** and dragging down through text makes a vertical selection (in Word/Outlook)

Try out some of the above (if you don't know them already) in your current document. Once you have made a selection, you can issue a command to alter the format of the text or cut/copy it to the *Clipboard*. You can also move it with drag and drop (all programs except Excel):

1. Select a word by *double clicking* on it then click on **[Italic]** (as you are already using the mouse)
2. Position the mouse cursor arrow over the selection then hold down the mouse button

3. Drag the mouse slightly, so that the *insertion point* (shown by the dark vertical line) moves to a different position, then release the mouse button to drop the text in the new position

4. With the word still selected, click on **[Copy]** (or use **<Ctrl c>**)

Up to 24 items of text can be stored on the *Clipboard*. You can make use of this by copying words or phrases that you keep typing in a document (eg someone's name) and then pasting from the *Clipboard* whenever you need them. To display the *Clipboard*:

5. Click on the **Clipboard** *group arrow* to display the *Clipboard Task Pane*

6. Select another word and **[Copy]** that to the pane as well

7. Now move the insertion point then click in the pane on the text you want to paste

The Right Mouse Button

Clicking with the right mouse button displays a pop-up shortcut menu of relevant commands. Try out the following (using the *right* mouse button to display the menu):

1. Select a real word by *double clicking* on it (in Excel, *double click* on the text in the *Formula Bar*)

2. Now press the *right* mouse button and (from the shortcut menu) select (with the *left* button) the required command (eg **Cut**) – note that you also get a local copy of the *Font* buttons

3. Move the insertion point then *right* click and select the first of the **Paste Options** (this time *left* click)

This left click / right click combination can be confusing at first, but you soon get used to it. *Cut* and *Paste* were just two of the commands you could have obtained from the shortcut menu. This varies, according to where it is used. For example, you can't *Cut* or *Copy* unless you have first selected some text. You also get a different menu (in all programs except Excel) if you right click on a misspelt word

4. Type in a misspelt word - eg `Helo` (it should appear underlined in red)

5. *Right* click on the word to see the shortcut menu

6. *Left* click on the correct spelling from the list provided at the top of the menu

Leaving a Program

If you have several programs running, you can use **<Alt Tab>** to switch to the next window on the *Task Bar* (or **<Alt Shift Tab>** to switch to the previous window). Here, you only have the one task running. To end that task and close down Access/Excel/Outlook/PowerPoint/Word:

1. Press **< Alt F4>**

2. If asked, press **<Enter>** to **[Save]** your work (or press **<n>** for **[Don't Save]**)

Logging Out

If you have completely finished using the computer, a quick way to log off is to:

1. Press **<Alt F4>**

2. Press **<Enter>** to confirm this