

45 Minute Office 2000 PowerTip Workshop

Presented by: **People 1st**

Sharing Documents

Distribute Documents as Web Pages with Word 97/2000

Saving your Microsoft Word 97/2000 documents as Web pages is one solution to sharing documents with team members with different platforms and word processing software. Your teammates only need a browser to view your documents, and the format and appearance of your documents are preserved.

To save your document as a Web page

1. On the **File** menu, do one of the following:
In Word 2000, click **Save As Web Page**.
In Word 97, click **Save As HTML**.
2. In the **Save in** box, type or select the name of the folder where you want to save the file.
3. In the **File name** box, type or select the name of the file.
4. In the **Save as type** box, do one of the following:
In Word 2000, select **Web Page**.
In Word 97, select **HTML Document**.
5. Click **Save**.

Typing

1) Keep Words on the Same Line in Word 97/2000

When you type a proper name such as "John Smith" near the end of a line in Word 97/2000, Word may separate the words, putting "John" at the end of one line, and "Smith" at the beginning of the next line. To keep words together on the same line, insert a nonbreaking space between them. For example, type **John**, enter a nonbreaking space by pressing CTRL+SHIFT+SPACEBAR, and then type **Smith**.

2) Enter More Than One Line in an Excel 2000 Cell

Excel provides two ways for you to display multiple lines of data in a cell.

Type a line break Press ALT+ENTER to start a new line while you're typing or editing data.

Wrap text automatically Click the cell, click **Cells** on the **Format** menu, click the **Alignment** tab, and then select the **Wrap text** check box. Data in the cell will then wrap to fit the column width. You can make the column wider or narrower to adjust the width of the data. For more information, type **change column width** in the Office Assistant or on the **Answer Wizard** tab in the Excel Help window, and then click **Search**.

3) Enter URLs As Text in Excel 2000

When you type an Internet address in a cell, such as www.example.microsoft.com, Excel automatically turns the address into a hyperlink. To store the address as regular text instead, type an apostrophe (') before the address. For instance, if you type 'www.example.microsoft.com', you'll see the address text in the cell, without the apostrophe, and the text won't be a hyperlink. If Excel has already turned an address into a hyperlink, you can deactivate it: Right-click the cell, point to **Hyperlink** on the shortcut menu, and then click **Remove Hyperlink**.

4) Switch Rows of Cells to Columns or Columns to Rows in Excel 2000

Have you ever had a column of text that you wanted to move into a row so that you could use the text as column labels in a table? Or, have you ever had a row of data that you wanted to move into a table in which

the data is organized in columns? It would be tedious to move the data manually, one item at a time. Instead, you can use the **Paste Special** command to transpose a column of data to a row of data, and vice versa.

Transpose a column of data...

Dairy
Meat
Beverages
Produce

...into a row of data.

Dairy	Meat	Beverages	Produce
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Follow these steps to transpose a row of data into a column or data, or vice versa:

1. Select the cells that you want to switch.
2. Click **Copy** on the **Edit** menu.
3. Select the upper-left cell of the paste area. The paste area must be outside the copy area.
4. On the **Edit** menu, click **Paste Special**.
5. Select the **Transpose** check box.

Data from the top row of the copy area appears in the left column of the paste area, and data from the left column appears in the top row.

For more information on options in the **Paste Special** dialog box, click the **?** in the upper-right corner of the dialog box, and then click the option you want to learn more about.

Moving Text and Graphics

Move Text and Graphics with the Microsoft Word 2000 Spike

What is the simplest way to move multiple items from different parts of your document to another place in the document or to another document? If you're using Word 2000, just *spike* the items.

The Spike allows you to cut multiple items and paste them as a group in a new location in your document or to another document. Every time you use the Spike, Word appends the item to a file until you empty the Spike.

To move text and graphics with the Spike

1. Select an item you want to move, and then press CTRL+F3. Repeat this step until all the items are on the Spike.
2. Click a place in the current document, or in a new document, where you want to paste the items.
3. Do one of the following:

If you want to paste the items once and empty the Spike, press CTRL+SHIFT+F3.

If you want to paste the items multiple times, type **spike**, and then press F3.

Bulleted Lists

Create Bullets with Special Bullet Symbols in Word 97/2000

In Microsoft Word 97/2000, you are no longer limited to the bullet symbols listed in the **Bullets and Numbering** dialog box. Instead, you can use almost any symbol for your bullet that is available with the fonts you have installed. To change the bullet character, click in the paragraph you want bulleted, and then click **Bullets and Numbering** on the **Format** menu. Select a bullet format, and then click **Customize**. Under **Bullet Character**, click the **Bullet** button. In the **Symbol** dialog box, select the font that has the symbol you want to use, click the appropriate symbol, and then click **OK**. Enter any additional information in the **Customize Bulleted List** dialog box, and then click **OK**.

Spice Up Documents with Picture Bullets in Word 2000

In Microsoft Word 2000, you can enliven your document or Web page by creating a picture bulleted list. First, select the items you want to add picture bullets to. On the **Format** menu, click **Bullets and Numbering**, and then click the **Bulleted** tab. Click **Picture**, and then click the **Pictures** tab. Then select and insert the picture bullet you want. For example:



Drawing Tools

Insert a Drawing Object Multiple Times in Office 2000

Have you ever wanted to insert the same drawing object several times in a row in your document, worksheet, or presentation? It's easy. Instead of clicking the drawing object button every time you want to insert the object, you can take advantage of the drawing object button's "sticky" feature.

1. To view the **Drawing** toolbar, right-click any toolbar and select **Drawing**.
2. To insert a drawing object several times, double-click the drawing object button (such as **Rectangle**) on the **Drawing** toolbar. The button stays selected or "sticky."
3. Insert your drawing object several times by clicking in the appropriate locations.
4. When you're finished inserting the objects, click the drawing object button again, or press ESC.

You can also turn any of the drawing objects available from the **AutoShapes** button on the **Drawing** toolbar into "sticky" drawing object buttons. Simply click the **AutoShapes** button, point to a category (such as **Flowchart**), and a submenu of shapes opens up. Drag the move handle at the top of the submenu to create a floating toolbar. Then double-click the drawing object button (such as **Flowchart: Process**). The button now stays "sticky."

Formatting

Apply Text and Graphics Formatting Multiple Times in Office 2000

Have you ever wanted to make several non-sequential words stand out by using a special font in your document? Or have you ever wanted to change certain solid lines to dotted lines in graphics created with the drawing tools? If you've ever wanted to apply the same format to items in different locations in a file, you might not realize how easy it is. Instead of clicking the **Format Painter** button on the **Standard** toolbar every time that you want to apply the new format, you can take advantage of the button's "sticky" feature.

1. Select the item whose format you would like to copy.
2. To copy the selected format to several items, double-click the **Format Painter** button. The button stays selected, or "sticky."
3. Select the text or graphic where you want to apply the new format.
4. When you're finished applying the format, click the **Format Painter** button again or press ESC.

Note Applying text and graphics formatting multiple times does not work between programs. For example, you cannot apply formatting from Word to PowerPoint®.

Copy Formatting to Multiple Targets in Word 97/2000

The **Format Painter** button on the **Standard** toolbar is a quick and easy way to copy character or paragraph formatting from one place to another in a Microsoft Word 97/2000 document. If you select a paragraph before clicking the **Format Painter** button, it copies all the paragraph formatting (including font formatting). If you select only characters, it copies only the character formatting. When you double-click the **Format Painter** button, you can apply the same formatting repeatedly throughout your document until you click the **Format Painter** button again to turn it off.

Graphics

Speed Up Scrolling by Hiding Graphics in Word 2000

Have you ever scrolled through a document with a lot of graphics in it? You may have noticed that it takes more time than if the document had no graphics. This is because loading and displaying graphics requires additional memory. To speed up scrolling, just hide your document's graphics.

1. On the **Tools** menu, click **Options**, and then click the **View** tab.
2. To hide clip art or imported graphics, select the **Picture placeholders** check box under **Show**. Word displays only an outline of the graphic.
3. To hide graphics created with the drawing tools if you are in print layout or Web layout view, clear the **Drawings** check box under **Print and Web Layout options**. Word does not display the graphic or an outline. (In normal or outline view, graphics created with the drawing tools are not displayed.)

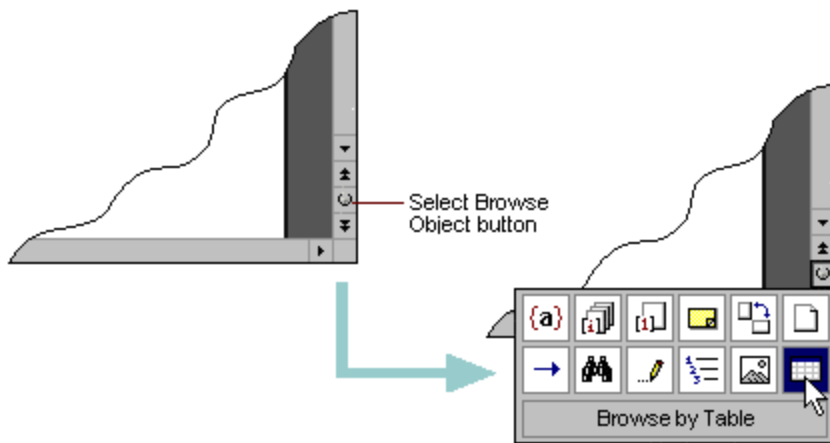
Note Word will apply these settings to all your documents. If you'd like to display graphics in a different document, you must restore the default settings.

Navigating Documents

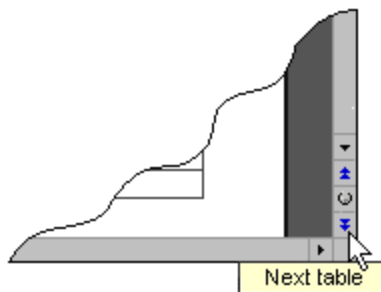
Navigate Documents by Using Browse Buttons in Word 97/2000

A quick way to move around Microsoft Word 97/2000 documents when you're focusing on one type of information, such as tables, is to click the browse buttons on the vertical scroll bar to jump from one table to the next.

To select a browse option, click **Select Browse Object** on the vertical scroll bar, point to any button on the Browse Object palette to see its description, and then click a button to set it as the browse option.



When you select a button other than **Browse by Page**, the browse buttons on the vertical scroll bar turn blue to indicate that you've set a special option. To find the previous or next instance of the object you've selected, click the **Previous** or **Next** browse buttons. If you forget which option you've selected, point to one of the browse buttons to see a ScreenTip that describes the selected option.



Opening Documents

Open Recently Used Documents in Word 97/2000

Microsoft Word 97/2000 automatically lists the last four documents that you've opened at the bottom of the **File** menu. To open a recently used document, just click that document name on the **File** menu.

You can change the number of documents listed by clicking **Options** on the **Tools** menu, and then clicking the **General** tab. In the **Recently used file list** box, type or select a number from **1** to **9**, or clear the number in the box if you don't want recently used documents listed.

Printing

Print Document Properties and More in Word 97/2000

You can print a Word 97/2000 document's properties, styles, comments, AutoText entries, or key assignments as easily as printing the document itself. Just click **Print** on the **File** menu, and then select what you want to print in the **Print what** box. Select any other appropriate options in the **Print** dialog box, and then click **OK**.

Saving and Closing Documents

Close or Save All Open Word 97/2000 Documents at Once

From within Microsoft Word 97/2000, you can close or save all the documents you have open at once. Just hold down the SHIFT key as you click the **File** menu, and then click **Close All** or **Save All**.

Save a Web Page as a Word Document in Word 2000

If you create a Web page in Word 2000 and then decide that it should be in regular document format instead, you can save the Web page as a Word document. Open the Web page in Word and click **Save As** (**File** menu). In the **File name** box, type a new name for the document. In the **Save as type** box, click **Word Document**, and then click **Save**.

Use the Windows Taskbar to Close Multiple Documents at Once

If you are running Windows® 98 (or if you have installed the Internet Explorer 4.0 Windows Desktop Update for Windows 95), you can close multiple windows at once, such as open Word 97/2000 documents, right from your Windows taskbar. Just hold down the CTRL key while you click each taskbar window that you want to close. Next, right-click any of the windows you just selected, and then click **Close**. You might be prompted to save any changes to your documents.

Formulas and Calculations

Calculate the Amount of Time Between Two Dates in Excel 97/2000

To calculate the number of days between two dates, you can simply subtract the two dates. For example, if cell A1 contains the date 6/8/2000 and A2 contains 6/20/2000, the formula =A2-A1 calculates the number of days between these dates (12).

Be sure to use number format for the cell where you enter this formula (click **Cells** on the **Format** menu, click the **Number** tab, and then click **Number** under **Category**). If you don't format the cell with number format, Excel assumes the result has the same format as the cells used in the calculation, and displays the result as a date instead of a number.

Create a Formula to Keep a Running Total in Excel 97/2000

In Microsoft Excel, you can calculate a running (or cumulative) total in a column or row of cells by using a combination of absolute and relative references in a formula that uses the SUM function.

	A	B
1	100	100
2	200	300
3	300	600
4	400	1000
5	500	1500

For example, to keep a running total of cells A1 through A5 in column B (for example, B1 contains the value from A1, B2 contains A1+A2, B3 contains A1+A2+A3, etc.), set up the worksheet as follows:

1. Enter the formula
=SUM(\$A\$1:A1)
into cell B1, as shown here.

	A	B
1	100	=SUM(\$A\$1:A1)
2	200	
3	300	
4	400	
5	500	

2. Select cells B1 through B10.

- On the **Edit** menu, click **Fill Down**.

The \$A\$1 (absolute reference) will be constant in each cell, while the A1 (relative reference) will be updated in each successive cell to refer to the adjacent cell in column A, as shown here:

	A	B
1	100	=SUM(\$A\$1:A1)
2	200	=SUM(\$A\$1:A2)
3	300	=SUM(\$A\$1:A3)
4	400	=SUM(\$A\$1:A4)
5	500	=SUM(\$A\$1:A5)

Keyboard Shortcuts

Useful Shortcut Keys in **Word 2000**

Do you find that using the keyboard is sometimes quicker than using your mouse? Shortcut keys can help you bypass menus and carry out commands directly. You can use shortcut keys in many ways with Word, from accessing commands and toolbar buttons to repeating your last action. Shortcut keys are sometimes listed next to the command name on Word menus. For example, on the **Edit** menu, the **Find** command lists the shortcut CTRL+F.

For a comprehensive list of shortcuts, ask the Office Assistant for help. In Word 2000 or any of the other Office 2000 applications, press F1 to display the Assistant, and then type **shortcut keys** in the text box. Here are some of the most useful Word shortcut keys:

Activity	Shortcut Keys
Repeat your last action	F4 or CTRL+Y
Find and replace	CTRL+F
Go to page, section, line, etc.	CTRL+G
Delete a word	CTRL+BACKSPACE
Change case	SHIFT+F3
Bold	CTRL+B
Italicize	CTRL+I
Go to the beginning of the document	CTRL+HOME
Go to the end of the document	CTRL+END
Select to the beginning of the document	CTRL+SHIFT+HOME
Select to the end of the document	CTRL+SHIFT+END
Open the thesaurus	SHIFT+F7
Insert a hyperlink	CTRL+K
Select all	CTRL+A
Copy	CTRL+C
Paste	CTRL+V
Undo	CTRL+Z
Save	CTRL+S
Print	CTRL+P
Open	CTRL+O

Keyboard Shortcuts

Useful Shortcut Keys in **Excel 2000**

Do you find that using the keyboard is sometimes quicker than using your mouse? Shortcut keys can help you bypass menus and carry out commands directly. You can use shortcut keys in many ways with Excel, from accessing commands and toolbar buttons to outlining and editing information. Shortcut keys are sometimes listed next to the command name on menus. For example, on the **Edit** menu, the **Copy** command shows the shortcut CTRL+C.

For a comprehensive list of shortcuts, ask the Office Assistant for help. In Excel 2000 or any of the other Office 2000 applications, press F1 to display the Assistant, and then type **shortcut keys** in the text box. Here are some of the most useful Excel shortcut keys:

Activity	Shortcut Keys
Select the current column	CTRL+SPACEBAR
Select the current row	SHIFT+SPACEBAR
Move to the beginning of the worksheet	CTRL+HOME
Move to the last cell on the worksheet, which is the cell at the intersection of the rightmost used column and the bottommost used row (in the lower-right corner), or the cell opposite the home cell, which is typically A1	CTRL+END
Paste a function into a formula	SHIFT+F3
When you enter a formula, display the Formula Palette after you type a function name	CTRL+A
Select all (when you are not entering or editing a formula)	CTRL+A
Alternate between displaying cell values and displaying cell formulas	CTRL+` (single left quotation mark)
Calculate all sheets in all open workbooks	F9
Calculate the active worksheet	SHIFT+F9
Create a chart that uses the current range	F11 or ALT+F1
Enter the date	CTRL+; (semicolon)
Enter the time	CTRL+: (colon)
Fill the selected cell range with the current entry	CTRL+ENTER
Display the Go To dialog box	F5
Display the Format Cells dialog box	CTRL+1
Copy	CTRL+C
Paste	CTRL+V
Undo	CTRL+Z
Save	CTRL+S
Print	CTRL+P
Open	CTRL+O

Keyboard Shortcuts

Useful Shortcut Keys in **PowerPoint 2000**

Do you find that using the keyboard is sometimes quicker than using your mouse? Shortcut keys can help you bypass menus and carry out commands directly. You can use shortcut keys in many ways with PowerPoint®, from accessing commands and toolbar buttons to inserting a new slide. Shortcut keys are sometimes listed next to the command name on PowerPoint menus. For example, on the **Edit** menu, the **Find** command lists the shortcut CTRL+F.

For a comprehensive list of shortcuts, ask the Office Assistant for help. In PowerPoint 2000 or any of the other Office 2000 applications, press F1 to display the Assistant, and then type **shortcut keys** in the text box. Here are some of the most useful PowerPoint shortcut keys:

Activity	Shortcut Keys
Insert a new slide	CTRL+M
Switch to the next pane (clockwise)	F6
Switch to the previous pane (counterclockwise)	SHIFT+F6
Make a duplicate of the current slide	CTRL+D
Start a slide show	F5
Promote a paragraph	ALT+SHIFT+LEFT ARROW
Demote a paragraph	ALT+SHIFT+RIGHT ARROW
Apply subscript formatting	CTRL+EQUAL SIGN (=)
Apply superscript formatting	CTRL+PLUS SIGN (+)
Open the Font dialog box	CTRL+T
Repeat your last action	F4 or CTRL+Y
Find	CTRL+F
View guides	CTRL+G
Delete a word	CTRL+BACKSPACE
Capitalize	SHIFT+F3
Bold	CTRL+B
Italicize	CTRL+I
Insert a hyperlink	CTRL+K
Select all	CTRL+A
Copy	CTRL+C
Paste	CTRL+V
Undo	CTRL+Z
Save	CTRL+S
Print	CTRL+P
Open	CTRL+O

5 Shortcuts to Increase Productivity

- // Alt Tab
- // Desktop Button
- // Shift File
- // Closing Multiple Windows
- // Close Programs using the Task Bar
- // Alt F4

Why send a Word document 6 different ways?

- // Word.doc
- // Web Page.htm
- // Doc Template.dot
- // Rich Text.rtf
- // Text Only.txt
- // Word for Macintosh.mcw
- // WordPerfect.doc
- // Works.wps

Pitfalls of Office 2000

The opening and saving functions in Excel have been improved so it should take you less time to work with that unwieldy Excel file. And speaking of the files themselves, it is important to note that Excel 2000 has its own special file format, Excel 2000 format. This, however, should not prevent you from sharing your Excel documents with co-workers who aren't on the cutting edge of software. Excel has a special dual file format called Excel 97-2000 format, which retains all the extra information coming from Excel 2000, while leaving the file viewable in Excel 97. **Caveat:** if your document was saved with new Excel 2000 features and you allow someone using Excel 97 to open and save the same file, your special feature formatting will be lost in the save.

Automatic numbered lists is a feature that gets in the way more often than it proves useful. To turn off Word's automatic numbering feature, select Format, AutoFormat, Options. Then, in the AutoCorrect dialog box, clear the Automatic numbered lists check box.

Adaptive menus are one of Office 2000's most exasperating new features. Adaptive menus change in response to frequent menu selections, thereby customizing your desktop. However, I've found that adaptive menus typically hide options I want to leave on the desktop - an annoyance that doubles the work and time required to find them. Fortunately, you can disable adaptive menus. To display full menus, go to Tools, Customize, and clear the Menus show recently used commands first check box.

The universally irritating Office Assistant is back in Office 2000. To turn off Office Assistant for your current editing session, right-click the Office Assistant icon, select Options from the pop-up menu, and clear the Use Office Assistant check box. To permanently remove Office Assistant, use Office 2000's Add/Remove Components option.

If you blindly select all the default Office 2000 installation options, you'll need to access your installation CD-ROM repeatedly. **To avoid the reinstallation blues**, take the time during installation to carefully choose the Office 2000 features that you want.