

WANNA BE AN MS OFFICE 2003 NINJA?



A selection of handy tutorials on Word, Excel and PowerPoint to help improve your Microsoft Office 2003 skills

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INTRODUCTION

Hello and thanks for downloading my ebook!

First off a little bit about myself... originally from Leicestershire, UK I moved to Ireland back in 2007 with my other half and a suitcase!

After a few years in Ireland, not to mention the 18 years in the UK, of working in a variety of administrative roles for other people, I decided to take the plunge and start my own business in 2010.

And that's when <u>OutofhoursAdmin</u> was born; a virtual assistant service providing remote admin support to businesses throughout Ireland and the UK.

After receiving numerous questions about MS Office from clients, I decided to share my answers in the form of tutorials which I post regularly on my <u>blog</u>.

This ebook is a compilation of all my tutorials from my blog for Microsoft Office 2003 put together in a handy guide which I hope you will find useful.

And, don't forget if you want an extra pair of hands to help with any of your administration, get in touch by emailing me at <u>sharon@outofhoursadmin.ie</u> or you can connect with me on <u>Facebook</u>, <u>LinkedIn</u> or subscribe to my <u>YouTube</u> channel.

Thanks,

Sharon



HOW TO START (& MAINTAIN) A PRODUCTIVE DAY

I'm not a morning person! I admit that I struggle for the first couple of hours of the day but being a Virtual Assistant means I'm lucky enough to work from home and schedule work in to fit around my peak times. We're all different and our productivity levels peak at different times during the day (& night) yet the majority of us end up working against our body clock, struggling to be productive at the wrong time.

If your working day isn't flexible enough and you have to work during "off peak" times, how can you maintain the same level of productivity that you have during your peak time? Listed below are a few tips to get you started:-

- SLEEP First things first, make sure you get adequate sleep, again everyone is different some people can manage on only 5 hours, others prefer 7-8. I know if I have less than 7 then I'm like a tetchy two year old. However many hours you know you need to wake up feeling refreshed, make sure you get that amount!
- DRINK Wipe the smile off your face I'm not talking about alcoholic drink! I'm talking about water! Drink plenty of water throughout the day & keep yourself hydrated.
- EAT Try to eat little and often to keep your energy levels up it's no good not having breakfast then having a huge lunch to make up for it. How many times have you gone out for lunch, eaten more than usual then just want to curl up & sleep? Little and often is the key!
- BREAK Taking regular breaks will help you to re-focus. Try taking a 10 minute break every hour – it may sound like you'll get nothing done as all you're doing is having breaks, but you'll be surprised at how productive you'll be.
- EXERCISE I admit this is one area that I struggle with I'm nice and warm in my office and the thought of going for a walk or doing any form of exercise fills me with discontent! However, going for a brisk walk during the day will refresh you and you'll be more focused when you return. I've now started going for a 20 minute walk in the morning before I start my work and it's amazing how much more energised I feel afterwards (especially as I'm not a morning person!)









WHICH VERSION OF MICROSOFT OFFICE DO I HAVE?

I'm often asked how to do things in Excel or Word by clients, which is fine (that's what I'm here for). My first question is always "what version of Office do you use?" to which the response is usually "I have no idea, where does it tell me that?". So this short guide is to show you how to find it...

The following screen shots are all from using Excel, however the same would also apply if you were in Word or PowerPoint.

Click Help on the toolbar, and then click About Microsoft Office Excel...

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Alternatively, you can click the **start** button on your desktop & type **Microsoft** into the search bar, which should then list all Microsoft programs along with the version that you're using.



HOW TO CUSTOMISE YOUR RECENT FILES LIST IN MS OFFICE

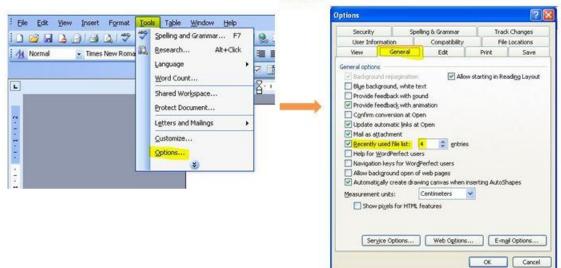
It's always handy to have your most recent documents displayed at the top of the list when you click into **Recent Documents**, however you can customise this list so it contains as many documents as you wish.

Click on **Tools**, select **Options**, click into the **General** tab, change the number for the **Recently used file list**, and click **OK**...

EXCEL

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HOW TO USE FORMAT PAINTER

There is an icon on the toolbar in MS Office applications that is a little gem.

It saves so much time when typing documents, spreadsheets and presentation slides. It's the **Format Painter** icon.

What does it do?

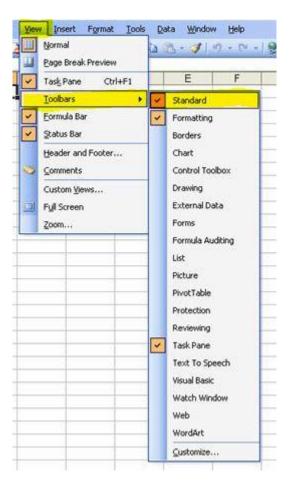
Basically it does exactly what it says... it paints (copies) the format of a selected area and applies it to another (hover over the icon and it will give you a description of what it does).

Where do I find it?

You'll find the icon on the toolbar.



If you don't have it on your toolbar, go into View, click Toolbars, and make sure Standard is "ticked".





Below are some examples of what it does in Word, Excel and PowerPoint.

- WORD: You have a document which you've been adding to on a regular basis maybe pages of a book or a guide that you're typing out. You've been pasting quotations or paragraphs from other sources which have different formats to the rest of your document. If you highlight a section of the paragraph that you want to keep the formatting for, click on Format Painter and you'll see the mouse cursor has changed slightly it now has a paintbrush next to it. Highlight the section of text that you want to change, let go and it will automatically copy the format of the original text that you selected. If you have multiple sections of text that you want to keep, highlight the Format Painter icon, highlight the first section of text you want to change, then highlight the 2nd section and so on.
- EXCEL: The Format Painter will work with cells as well as text, so if you have a cell that is formatted as shaded, bold, currency or whatever type of number formatting you have, by clicking the Format Painter icon and then clicking the cell you want to change, it will automatically re-format that cell to be identical. For example, if you want two cells containing "normal" numbers to be formatted the same as a cell containing currency, click on the cell containing the currency, go to Format Painter, then highlight the cells containing the normal numbers, let go of the mouse and it will automatically re-format to be the same. Again, if you want multiple places within the spreadsheet to be changed, then double-click the Format Painter icon.
- POWERPOINT: The Format Painter is also a great tool to use in PowerPoint. If you have a format in a section of a slide that you want duplicating on another section or even a different slide, do the same as before select the text box, graph, table or image that you want to keep, click on the Format Painter icon, then select the area where you want the formatting. Again if you want to select multiple areas, then double-click on the Format Painter icon.

Personally, I think Format Painter is a tool that is really under-used, which is a shame as it's so handy for quick formatting.









How To VIEW A CALCULATOR

Whenever I want to know the answer to a calculation I usually type in a formula (I usually always have a spreadsheet open somewhere on my laptop!), but sometimes only a calculator will do.

So, what do you do if you haven't got one nearby? Of course there's the option of going to the start button, typing in calculator and opening one through Windows. But, did you know the same feature is also available in Excel? Once it's added to your toolbar, you can access it with one click of the mouse.

It's actually hidden by default, so in order to access it you'll need to add it to your toolbar.

Click on View in the toolbar, select Toolbars and Customize...

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In the **Commands** tab, select **Tools** and click on **Custom** (with the grey calculator next to it), then drag that to the toolbar and the icon will appear there.



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Now you have a calculator at your fingertips.



HOW TO VIEW SPREADSHEETS SIDE BY SIDE

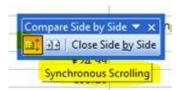
When using Excel, if you're anything like me, the chances are that you'll have more than one spreadsheet open at the same time. Whether it's because you're copying & pasting from one workbook to another, or looking up data from another spreadsheet, it's actually quite time-consuming (& annoying!) clicking from one workbook to another.

Below is a step by step guide to viewing 2 spreadsheets side by side.

Open the spreadsheets that you want to view, then click on **Window** on the toolbar, and **Compare Side by Side**.

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This will open up the other spreadsheet, and also a little window pops up with a couple of icons in it – this is where you can deselect synchronous scrolling if you want to move each window separately.

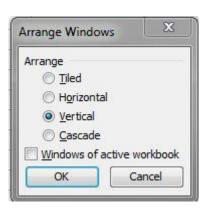


You can choose how you want to see your comparative spreadsheets by clicking **Window** and choosing **Arrange**...

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6	16-Mar-11	Electricity supplier	2	€94.56			5	1

This opens up a dialog box with a menu of different views i.e. horizontal, vertical etc. Choose which one you prefer.





To close the side by side view, go to **Window** on the toolbar again and click **Close Side by Side**.

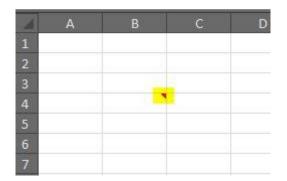
That's it! I hope you found it useful – it's one of those tools that comes in handy. It's easy to set up and use and I find it invaluable with spreadsheet work.



HOW TO DISPLAY COMMENTS

Comments are a very useful feature in Excel especially if the spreadsheet is being viewed by a number of people. They are a way of informing people of specific formulas or tasks. For example if you have a cell which contains a certain date, you can add a comment explaining what this date is, or how you arrive at this date etc.

But first, how do you know if a comment is actually in a worksheet to begin with? If you see a red triangle in the top right corner of a cell, this means there is a comment attached to that particular cell. So in the example below, cell B4 contains a comment...



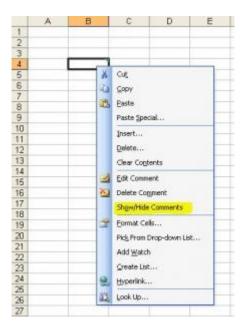
If you hover over that cell, a comment/text box will appear telling you the name of the author of the comment and the actual text itself...

-	А	В	С	D	E
1	1				
2					
3			Sharon		
4			This is w	hat the	
5			commen	t box looks	like.
6					
7					-
8					
9					

By default the actual comment text box is hidden, if you want to keep the comments displayed on the screen there are a couple of ways to do this...

Method 1: Right click on the cell that contains the comment and choose Show/Hide Comments...





Method 2: Click on View in the toolbar and choose Comments...

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To hide the comment, repeat either of the above methods.





HOW TO PRINT COMMENTS

This tutorial is for when you have a printed hard copy of a spreadsheet which contains comments. How can you see the comments? There are 2 ways of printing the comments; you can either print them as they appear in the worksheets, or you can print them at the end of the page.

W To print them as they appear in the sheet.

Firstly click on File in the toolbar and Page Setup...



This opens up a dialog box, click on Sheet and in the middle is a section called Print...



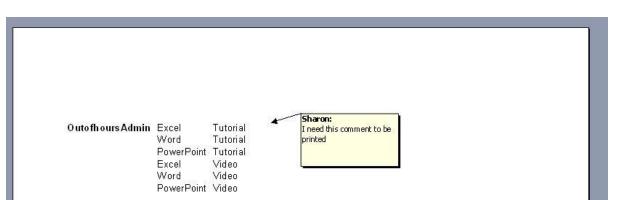
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Click on the drop down arrow next to Comments, select As displayed on sheet, and click OK...

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			ОК	Cancel

If you want to see how it looks before printing, then go into your **Print Preview** (in the **File** menu)...





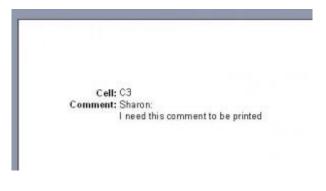
Then print as normal.

To print them at the end of the sheet.

Follow the above steps, but choose At end of sheet when clicking on the drop down arrow...

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				OK Cancel

This will insert the comment on the last page of the printed documents and will reference the cell that the comment is in...



Again, print as normal.



HOW TO PRINT ROW AND COLUMN HEADERS (AND GRIDLINES)

I was asked the other day how to print the column and row headers of an Excel spreadsheet, so below is how to do this... as a little extra, I've also shown how to print gridlines at the same time.

Below is an example of a spreadsheet to work with...

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4	102	04-Oct-10	A. Nother	25			
5	103	04-Oct-10	P. Smith	9			
6	104	04-Oct-10	S. Jones	16			
7	105	01-Nov-10	J. Bloggs	15			
8	106	01-Nov-10	A. Nother	30			
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11	109	02-Dec-10	J. Bloggs	14			
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To display the page settings, we go to **File** and **Page Setup**.

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This will bring up the page setup dialog box. Click on the **Sheet** tab, select **Row and column headings** (and **Gridlines** if you want to print those too), and press **OK**.

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<u>o D</u> o	own, then over <u>v</u> er, then down			
				OK Cancel

If you want to check this has worked, click on the **Print Preview** icon on the toolbar – if you don't have the icon, click **File** and **Print Preview**.

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5	103	04-Oct-10	P. Smith	9
6	104	04-Oct-10	S. Jones	16
7	105	01-Nov-10	J. Bloggs	15
8	106	01-Nov-10	A Nothor	20

This will bring up a preview of what will be printed – click on **Zoom** and you should see the column / row headings and the gridlines.



t	Previous	Zoom	Print Se	etup Margins	Page Break Preview	Close Hel
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		2	INVOICE No	IN VOI CE DATE	CUSTOMER	No Of Hours Invoiced
		3	101	04-Oct-10	J. Bloggs	12
		4	102	04-Oct-10	A. Nother	25
		5	103	04-Oct-10	P. Smith	9
		6	104	04-Oct-10	S. Jones	16
		7	105	01-Nov-10	J. Bloggs	15
		8	106	01-Nov-10	A. Nother	30
		9	107	01-Nov-10	P. Smith	4
		10	108	01-Nov-10	S. Jones	18
		11	109	02-Dec-10	1 Bloons	14

And that's it – job done!



HOW TO REPEAT A COMMAND

The majority of us know about the repeat command in Excel, where you press **Ctrl+Y** and it will repeat the last single action we did...

For example, the table below has cell A6 filled in red.

	A	В	C	C
1				
2	Month	Client	No of Hours Worked	
3	September	J. Bloggs	12	
4	September	A. Nother	25	
5	October	P. Smith	9	
6	October	S. Jones	16	
7	November	J. Bloggs	15	
8	November	A. Nother	30	
9	November	P. Smith	4	
10	December	S. Jones	18	
11	December	J. Bloggs	14	
12	December	A. Nother	20	
13				
14				

This was the last action that was done, so if we click on a different cell (C11 for example), and press **Ctrl+Y**, that cell will also fill in red.

	A	B	С	D
1				
2	Month	Client	No of Hours Worked	
3	September	J. Bloggs	12	
4	September	A. Nother	25	
5	October	P. Smith	9	
6	October	S. Jones	16	
7	November	J. Bloggs	15	
8	November	A. Nother	30	
9	November	P. Smith	4	
10	December	S. Jones	18	
11	December	J. Bloggs	14	
12	December	A. Nother	20	
13				

But, what happens if we carry out lots of formatting in a particular cell and want to repeat the formatting for other cells?

Pressing **Ctrl+Y** will only repeat the *last single action* carried out, so if we bold a cell, make the text blue and underline it, the last single action would be the underline.



In order to repeat all the formatting as a single action, we need to go into format cells. If we right click on the cell where we want to apply the formatting, and select **Format Cells...**

4	A		В	C	D
1			iana - 10 - A A	• 🥶 - % , 🛷	
2	Mont	B	I 🔳 🗄 • 💁 •	A - *.% *.% 🖼	
3	Septem	her	1 Diagon		
4	Septem		Cut		
5	Octob		⊆opy		
6	Octob	8	<u>P</u> aste		
7	Novemb		Paste Special		
8	Novemb		Insert		
9	Novemb		Delete		
10	Decemb		Clear Contents		
11	Decemb		The second s		
12	Decemb		Filtgr	•	
13			Sort	*	
14			Insert Comment		
15		P	Eormat Cells		
16			Pick From Drop-dow	n List	
17			Name a <u>B</u> ange		
18		0	Hyperlink		
19		2	The survey		
20					
21					
22					

We can then carry out the formatting in one go...

Number	Alignment	Font	Border	Fill	Protection			
ont:					Font style:		<u>S</u> ize:	
Verdana	_				Bold		10	
Tung	ichet MS a			*	Regular Italic Bold	-	8 9 10	Â
ዥ Utsaa ዥ Vani ዥ Verda	ina			-	Bold Italic	+	11 12 14	Ŧ
Inderline	:				<u>C</u> olor:			
Double							Normal font	9
🔲 Sup	ethrough <u>e</u> rscript script				Preview	aBbCo	<u>YyZz</u>	
ⁱ his is a T	rueType font.	The same	e font will be	used on bo	th your printer an	d your s	creen.	



Click **OK**, and the cell changes. If we then go to a different cell and press **Ctrl+Y**, all the formatting is repeated.

4	A	В	C	D
1				
2	Month	Client	No of Hours Worked	
3	September	J. Bloggs	12	
4	September	A. Nother	25	
5	October	P. Smith	9	
6	October	S. Jones	16	
7	November	J. Bloggs	15	
8	November	A. Nother	30	
9	November	P. Smith	4	
10	December	S. Jones	18	
11	December	J. Bloggs	14	
12	December	A. Nother	20	
13				

So, there we have it, all changes made in the **Format Cells** feature are counted as **one repeatable action**.



HOW TO CHANGE TEXT CASE

Have you ever re-typed a list in Excel because it was in the wrong text case? Next time, use formulas to change the text case... it saves so much time!

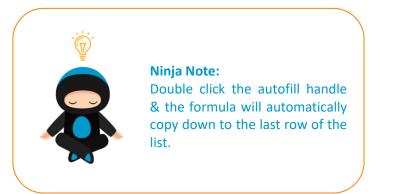
If, for example, Column A contained text which was a mixture of upper and lowercase letters – it might look a bit messy, it may only be your shopping list, but it still doesn't look right!

	A				
1					
2	apples				
3	bananas				
4	Pears				
5	bag of Sugar				
6	washing up liquid				
7	newspaper				
8	large Envelopes				
9	multipack crisps				
10					
11					

So you want to tidy it up a bit and have all words begin with a capital letter. Go into the next blank cell and use the formula "**proper**" to change it:-

	A	В
1		the state of the state
2	apples	=PROPER(A2)
3	bananas	
4	Pears	
5	bag of Sugar	
6	washing up liquid	
7	newspaper	
8	large envelopes	
9	multipack crisps	
10		

Then use the autofill handle (bottom right corner of the cell) and drag the formula down to the end of your list (or copy & paste the formula down, whichever you prefer). This then duplicates your list in proper text i.e. capital letter at the start of every word.





1	A	В
1		
2	apples	Apples
3	bananas	Bananas
4	Pears	Pears
5	bag of Sugar	Bag Of Sugar
6	washing up liquid	Washing Up Liquid
7	newspaper	Newspaper
8	large Envelopes	Large Envelopes
9	multipack crisps	Multipack Crisps
10		
11		

Of course, now when you delete the text in column A, everything in column B disappears! This is because it still contains a formula linking to the text in column A. To rectify this, you need to paste special the cells.

Highlight the text in column B (all cells which contain a formula), click **Copy** (or press Ctrl+C), then right click the mouse and select **Paste Special.**



This will open another menu where you can choose how you want to paste the cells. You want to get rid of the formulas and keep the actual value/text of the cell, so click on **Values** and press **OK**.

Paste Special	<u> </u>
Paste	
O All	All using Source theme
O Eormulas	All except borders
() <u>V</u> alues	Column <u>w</u> idths
🔘 Forma <u>t</u> s	Formulas and number formats
© <u>C</u> omments	Values and number formats
🔘 Validatio <u>n</u>	
Operation	
None	Multiply
⊘ A <u>d</u> d	🔘 Dįvide
🔘 <u>S</u> ubtract	
🔲 Skip <u>b</u> lanks	Transpos <u>e</u>
Paste Link	OK Cancel



You'll then notice that column B, which had the formula in, now contains the correct text – and you can now delete everything in column A

1	А	В
1		
2		Apples
3		Bananas
4		Pears
5		Bag Of Sugar
6		Washing Up Liquid
7		Newspaper
8		Large Envelopes
9		Multipack Crisps
10		
44		

The same method applies if you want the text all in capitals, or all in lower case – the only change is the formula.

For **CAPITALS**, use:-

	A	В
1	-	
2	apples	=UPPER(A2)
3	bananas	=UPPER(A3)
4	Pears	=UPPER(A4)
5	bag of Sugar	=UPPER(A5)
6	washing up liquid	=UPPER(A6)
7	newspaper	=UPPER(A7)
8	large Envelopes	=UPPER(A8)
9	multipack crisps	=UPPER(A9)
10		
11		

Then **copy** and **paste special values** as before.

4	A	В
1		
2		APPLES
3		BANANAS
4		PEARS
5		BAG OF SUGAR
6		WASHING UP LIQUID
7		NEWSPAPER
8		LARGE ENVELOPES
9		MULTIPACK CRISPS
10		



For lowercase, use:-

	A	AB	
1	<u></u>		
2	apples	=LOWER(A2)	
3	bananas	=LOWER(A3)	
4	Pears	=LOWER(A4)	
5	bag of Sugar	=LOWER(A5)	
6	washing up liquid	=LOWER(A6)	
7	newspaper	=LOWER(A7)	
8	large Envelopes	=LOWER(A8)	
9	multipack crisps	=LOWER(A9)	
10			

Again copy & paste special values as before.

4	A	В
1		
2		apples
3		bananas
4		pears
5		bag of sugar
6		washing up liquid
7		newspaper
8		large envelopes
9		multipack crisps
10		

And that's it! Hopefully it will save you time, instead of having to type things out again!



HOW TO COUNT CELLS QUICKLY

Let's say you have a list of months and you want to know how many months are listed.

	A	В	C
1			1
2			
3	January	156	1
4	February	4812	
5	March	48	2
6	April	1	aaaaaa
7	May	584	aaaaaa
8	June	521	aaaaaa
9	July	859	
10	August	628	aaaaaa
11	September	5421	aaaaaa
12	October	581	
13	November	862	aaaaaa
14	December	23	aaaaaa
15	January	466	45
16	February	87481	aaaaaa
	March		aaaaaa
18	April		9
	May		aaaaaa
20	June		15756
21	July		aaaaaa
22	August		aaaaaa
	September		
24	October		
25	November		
26	December		
27	January		
28	February		
29			
30			

Instead of counting manually, all you need to do is highlight the area that you want to count and right click on the very bottom bar of the worksheet.

This will bring up a menu, click on **Count**.



2								
3	January	156	1					
4	February	4812						
5	March	48	2					
6	April	1	aaaaaa					
7	May	584	aaaaaa					
8	June	521	aaaaaa					
9	July	859						
10	August	628	aaaaaa					
11	September	5421	aaaaaa					
12	October	581	1					
13	November	862	aaaaaa					
	December	23	aaaaaa					
15	January	466	45					
16	February	87481	aaaaaa					
	March	2026294.0450	aaaaaa					
18	April		9					
	May		aaaaaa					
20	June		15756					
21	July		aaaaaa			1		
22	August		aaaaaa					
23	September							
	October							
25	November			 				
26	December							
27	January	2		 				
28	February							
29			1	 				
30	<u> </u>		1 I.					
31			1	 				
32				 		-		
33			1			-		
34				 		_		
35					5		None	
36							Toue	_
37				 			Average	
38		,		 		1	Count	
39						-		
40				 			Count Nur	115
41							Max	
42				 			Min	
	+ H She	et1 / Shee	et2 / Sheet3 /				Sum	

This will then show you how many cells within the highlighted area contain data. Any cells which have nothing in them will not be included in the count.

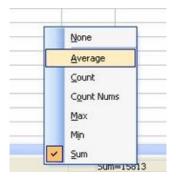
Count=26	

If you have a column of numbers and want to get a tally of the total but don't want to use formulas, do the same thing. Highlight the section you want to add, right click at the bottom of the screen, select **Sum** and it will give you the total.



2					
3	January	156	1 1	-	
4	February	4812			
5	March	48	2		
6	April	1	aaaaaa		
7	May	584	aaaaaa		
8	June	521	aaaaaa		
9	July	859			
10	August	628	aaaaaa		
11	September	5421	aaaaaa		
12	October	581			
13	November	862	aaaaaa		
14	December	23	aaaaaa		
	January	466	45		
	February	87481	aaaaaa		
17	March		aaaaaa		
18	April		9		
	May		aaaaaa		
20			15756		
21	July		aaaaaa		
22	August		aaaaaa		
	September				
	October				
25	November				
26	December				
27	January				
28	February				
29					
30			1		
31					
32	1				
33					
34					
35					
36	(None
37					Average
38			1 1		Count
39				Ľ	5
40					Count Nums
41					Max
42					
12	> H\She	at1 / Char	et2 / Sheet3 /		Min
2002	ane	ert V Sues	siz A Sneets /		Sum

It also works if you want to know the average of a selected area, just choose **Average** in the menu – I'm sure you get the idea!



And that's how you count / sum / average cells without the use of formulas or manually counting – remember though that it doesn't include any cells that are blank!



How To Show Formulas

I often receive spreadsheets from my clients that either they or someone else has started off, it can be a little confusing trying to suss out where the information has come from e.g. is it a formula or a link from another worksheet etc.

Rather than go into every cell individually to see if a formula appears in the formula bar, an easier way is to show all formulas.

Go to **Tools** in the toolbar, click **Options**, then in the **View** tab tick **Formulas** and click **OK**.



Color	Internatio	nal	Save	Er	ror Checking	Spelling	Security	
View	Calculation	Edit	Gen	eral	Transition	Custom Lis	ts Chart	
Show								
Starty	yp Task Pane	Eorn	ula bar	6	Status bar	Wind	ows in Taskbar	
Comments								
		0	Commen	t indic	ator only	O Comment 8	indicator	
Objects -								
() Show	al	C	Show pla	cehol	ders	O Hige all		
Window op	tions							
Page	breaks	V	Row & co	nmuk	hgaders	Horizontal :	scroll bar	
Form	alas	~	Qutine s	ymbol	s	Vertical scroll bar		
Gridlines] Zero vak	Jes		Sheet tabs		
Gridines	color: Auto	matic 💽						





HOW TO CONDITIONALLY FORMAT A CELL

Conditional formatting is used when you want to change the appearance of a cell depending on certain conditions; for example, if you have a table showing sales, you may want to pick out the values over a certain amount, with conditional formatting you can set the cells to automatically be a different colour, font and style.

Below is a step by step guide on how to do it:-

The following spreadsheet shows an example of monthly invoicing amounts:-

Α	В	С	D	E	F	G	Н
INVOICE No	INVOICE DATE	CUSTOMER	No Of Hours Invoiced	Hourly Rate	INVOICE TOTAL	PAYMENT RECEIVED	
101	04-Oct-10	J. Bloggs	12	€ 100.00	€ 1,200.00	Yes	
102	04-Oct-10	A. Nother	25	€ 100.00	€ 2,500.00	Yes	
103	04-Oct-10	P. Smith	9	€ 100.00	€ 900.00	Yes	
104	04-Oct-10	S. Jones	16	€ 100.00	€ 1,600.00	Yes	
105	01-Nov-10	J. Bloggs	15	€ 100.00	€ 1,500.00	Yes	
106	01-Nov-10	A. Nother	30	€ 100.00	€ 3,000.00	Yes	
107	01-Nov-10	P. Smith	4	€ 100.00	€ 400.00	Yes	
108	01-Nov-10	S. Jones	18	€ 100.00	€ 1,800.00	Yes	
109	02-Dec-10	J. Bloggs	14	€ 100.00	€ 1,400.00	No	
110	02-Dec-10	A. Nother	20	€ 100.00	€ 2,000.00	Yes	
111	02-Dec-10	P. Smith	10	€ 100.00	€ 1,000.00	Yes	
112	02-Dec-10	S. Jones	23	€ 100.00	€ 2,300.00	No	
113	04-Jan-11	J. Bloggs	25	€ 100.00	€ 2,500.00	No	
114	04-Jan-11	A. Nother	19	€ 100.00	€ 1,900.00	Yes	
115	04-Jan-11	P. Smith	8	€ 100.00	€ 800.00	Yes	
116	04-Jan-11	S. Jones	16	€ 100.00	€ 1,600.00	No	
	INVOICE No 101 102 103 104 105 106 107 108 109 110 110 111 112 112 113 114 115	INVOICE No INVOICE DATE 101 04-0ct-10 102 04-0ct-10 103 04-0ct-10 104 04-0ct-10 105 01-Nov-10 106 01-Nov-10 107 01-Nov-10 108 01-Nov-10 109 02-Dec-10 111 02-Dec-10 112 02-Dec-10 113 04-Jan-11 114 04-Jan-11	INVOICE No INVOICE DATE CUSTOMER 101 04-Oct-10 J. Bloggs 102 04-Oct-10 A. Nother 103 04-Oct-10 P. Smith 104 04-Oct-10 S. Jones 105 01-Nov-10 J. Bloggs 106 01-Nov-10 J. Bloggs 106 01-Nov-10 J. Bloggs 107 01-Nov-10 P. Smith 108 01-Nov-10 S. Jones 109 02-Dec-10 J. Bloggs 110 02-Dec-10 J. Bloggs 111 02-Dec-10 S. Jones 112 02-Dec-10 S. Jones 113 04-Jan-11 J. Bloggs 114 04-Jan-11 A. Nother 115 04-Jan-11 P. Smith	INVOICE NoINVOICE DATECUSTOMERNo Of Hours Invoiced10104-Oct-10J. Bloggs1210204-Oct-10A. Nother2510304-Oct-10P. Smith910404-Oct-10S. Jones1610501-Nov-10J. Bloggs1510601-Nov-10J. Bloggs1510701-Nov-10P. Smith410801-Nov-10S. Jones1810902-Dec-10J. Bloggs1411002-Dec-10J. Bloggs1411102-Dec-10S. Jones2311304-Jan-11J. Bloggs2511404-Jan-11P. Smith8	INVOICE NoINVOICE DATECUSTOMERNo Of Hours InvoicedHourly Rate10104-Oct-10J. Bloggs12 \in 100.0010204-Oct-10A. Nother25 \in 100.0010304-Oct-10P. Smith9 \in 100.0010404-Oct-10S. Jones16 \in 100.0010501-Nov-10J. Bloggs15 ϵ 100.0010601-Nov-10A. Nother30 ϵ 100.0010701-Nov-10P. Smith4 ϵ 100.0010801-Nov-10S. Jones18 ϵ 100.0010902-Dec-10J. Bloggs14 ϵ 100.0011002-Dec-10S. Jones23 ϵ 100.0011102-Dec-10S. Jones23 ϵ 100.0011202-Dec-10S. Jones23 ϵ 100.0011304-Jan-11J. Bloggs25 ϵ 100.0011404-Jan-11P. Smith8 ϵ 100.00	INVOICE No INVOICE DATE CUSTOMER No Of Hours Invoiced Hourly Rate INVOICE TOTAL 101 04-Oct-10 J. Bloggs 12 € 100.00 € 1,200.00 102 04-Oct-10 A. Nother 25 € 100.00 € 2,500.00 103 04-Oct-10 P. Smith 9 € 100.00 € 2,500.00 104 04-Oct-10 S. Jones 16 € 100.00 € 1,600.00 105 01-Nov-10 J. Bloggs 15 € 100.00 € 1,600.00 106 01-Nov-10 J. Bloggs 15 € 100.00 € 3,000.00 107 01-Nov-10 P. Smith 4 € 100.00 € 1,800.00 108 01-Nov-10 S. Jones 18 € 100.00 € 1,400.00 109 02-Dec-10 J. Bloggs 14 € 100.00 € 1,400.00 110 02-Dec-10 P. Smith 10 € 100.00 € 1,000.00 111 02-Dec-10 S. Jones 23 € 100.00 € 2,300.00	INVOICE No INVOICE DATE CUSTOMER No Of Hours Invoiced Hourly Rate INVOICE TOTAL PAYMENT RECEIVED 101 04-Oct-10 J. Bloggs 12 € 100.00 € 1,200.00 Yes 102 04-Oct-10 A. Nother 25 € 100.00 € 2,500.00 Yes 103 04-Oct-10 P. Smith 9 € 100.00 € 900.00 Yes 104 04-Oct-10 S. Jones 16 € 100.00 € 900.00 Yes 105 01-Nov-10 J. Bloggs 15 € 100.00 € 3,000.00 Yes 106 01-Nov-10 A. Nother 30 € 100.00 € 400.00 Yes 107 01-Nov-10 P. Smith 4 € 100.00 € 1,800.00 Yes 108 01-Nov-10 S. Jones 18 € 100.00 € 1,400.00 No 110 02-Dec-10 J. Bloggs 14 € 100.00 € 1,000.00 Yes 111 02-Dec-10 S. Jones 23 € 100

Let's say we want to see all **total invoiced amounts over €1200**, firstly we need to highlight the **Invoice Total** column, then we click on **Format** in the toolbar and select **Conditional Formatting.**



					`								
9	<u>F</u> ile <u>E</u> dit	<u>V</u> iew Insert	For	mat	<u>T</u> ools	<u>D</u> ata	Windo	w	<u>H</u> elp				
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_	F1 ▼ fx			Row			•						
	A B			Column		•		E		F	G	Н	
1				She	et	•						i	
	INVOICE	INVOICE		Aut	oFormat				lourly	I	NVOICE	PAYMENT	
2	No	DATE (Rate	TOTAL		RECEIVED	
3	101	04-Oct-10	-	Style					100.00	e	1,200.00	Yes	
4	101	04-Oct-10	Δ	. No		2	5	€	100.00		2,500.00	Yes	
5	102	04-Oct-10		. Sn		9		ē	100.00	e	900.00	Yes	
6	104	04-Oct-10	-	5. Joi		10		e	100.00	-	1,600.00	Yes	
7	105	01-Nov-10	J. Bloggs			15		€	100.00		1,500.00	Yes	
8	106	01-Nov-10	A. Nother			30		€	100.00		3,000.00	Yes	
9	107	01-Nov-10	P. Smith			4		€	100.00	€	400.00	Yes	
10	108	01-Nov-10	S. Jones			1	3	€	100.00	e	1,800.00	Yes	
11	109	02-Dec-10	J. Bloggs		ggs	14	1	€	100.00	€	1,400.00	No	
12	110	02-Dec-10	-	. No		20)	€	100.00	1	2,000.00	Yes	
13	111	02-Dec-10	F	. Sn	nith	10)	€	100.00	€	1,000.00	Yes	
14	112	02-Dec-10	5	5. Joi	nes	23	3	€	100.00	€	2,300.00	No	
15	113	04-Jan-11	J	. Blo	ggs	2	5	€	100.00	€	2,500.00	No	
16	114	04-Jan-11	A	. No	ther	19	9	€	100.00	€	1,900.00	Yes	
17	115	04-Jan-11	F	. Sn	nith	8		€	100.00	€	800.00	Yes	
18	116	04-Jan-11	5	5. Joi	nes	10	5	€	100.00	€	1,600.00	No	
19													
20													
21													
22													
23													
24													
25													

This will open a dialog box where we can choose the conditions we want to set.

Conditional Formatting		x
Condition <u>1</u> Cell Value Is 💌 between	and	
Preview of format to use when condition is true:	No Format Set	Eormat
	Add >> Delete OK	Cancel

Clicking on the arrows to the right of the text will drop down menus offering different options. The first one gives us the option of choosing either the **cell value is** or the **formula is**. This means we can either set conditions for the values contained in the cells or specific formulas within the highlighted range.



Condition 1 Cel Value Is between Cel Value Is Formula Is to use No Format Set Eormat	Conditional Formatting	
Add >> Delete OK Cancel	Cell Value Is between Cell Value Is Formula Is	
		Add >> Delete OK Cancel

The next drop down arrow gives the selection of the criteria we want the cell to have i.e. greater than, less than, between...

Conditional Formatting		Ì		
	veen	-	٦	and 💽
Preview of format t when condition is r equa	veen between al to egual to	^	0	Format Set
grea less grea	then than than or equal to			Delete OK Cancel
less	than or equal to	-)	

The final selection is the formatting – this takes us to another dialog box where we can format the font, border and pattern.

	Conditional Condition , Cell Valu Preview when co	Font Border Patterns Font: Font: Bold Bold ADMUI2Lg ADMUI3Lg Bold Bold Bold Bold Italic Bold Bold Bold Bold Italic Bold Bold Bold Bold Italic Color: Image: Color:
For Conditional Formatting you car Underline, Color, and Strikethroug		For Conditional Formatting you car Underline, Color, and Strikethroug

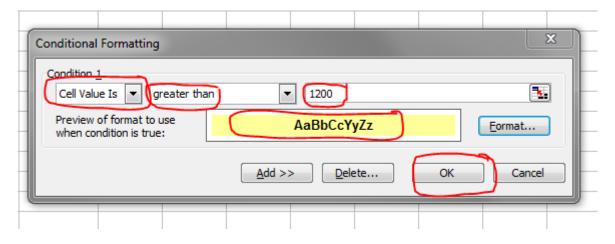


	Format Ce	lls Border	Patterns			? x	
Conditional Condition Cell Valu	Presets Border -	None	<u>O</u> utline	Inside		lone	
Preview when co			Text				mat Cancel
				(ОК	Clear_ Cancel	

X
A CONTRACTOR OF



So, we want to select **Cell Value is greater than 1200** and we'll make the cells turn **yellow** and change the font to **bold**.



Once we have chosen the colour and clicked okay, all of the cells over €1200 within the Invoice Total column will now be a different colour. And, because the whole column was selected to begin with, it means any future amounts entered on this spreadsheet will automatically have the same formatting.

	Α	В	С	D	E	F	G	Н
1								
2	INVOICE No	INVOICE DATE	CUSTOMER	No Of Hours Invoiced	Hourly Rate	INVOICE TOTAL	PAYMENT RECEIVED	
3	101	04-Oct-10	J. Bloggs	12	€ 100.00	€ 1,200.00	Yes	
4	102	04-Oct-10	A. Nother	25	€ 100.00	€ 2,500.00	Yes	
5	103	04-Oct-10	P. Smith	9	€ 100.00	€ 900.00	Yes	
6	104	04-Oct-10	S. Jones	16	€ 100.00	€ 1,600.00	Yes	
7	105	01-Nov-10	J. Bloggs	15	€ 100.00	€ 1,500.00	Yes	
8	106	01-Nov-10	A. Nother	30	€ 100.00	€ 3,000.00	Yes	
9	107	01-Nov-10	P. Smith	4	€ 100.00	€ 400.00	Yes	
10	108	01-Nov-10	S. Jones	18	€ 100.00	€ 1,800.00	Yes	
11	109	02-Dec-10	J. Bloggs	14	€ 100.00	€ 1,400.00	No	
12	110	02-Dec-10	A. Nother	20	€ 100.00	€ 2,000.00	Yes	
13	111	02-Dec-10	P. Smith	10	€ 100.00	€ 1,000.00	Yes	
14	112	02-Dec-10	S. Jones	23	€ 100.00	€ 2,300.00	No	
15	113	04-Jan-11	J. Bloggs	25	€ 100.00	€ 2,500.00	No	
16	114	04-Jan-11	A. Nother	19	€ 100.00	€ 1,900.00	Yes	
17	115	04-Jan-11	P. Smith	8	€ 100.00	€ 800.00	Yes	
18	116	04-Jan-11	S. Jones	16	€ 100.00	€ 1,600.00	No	
19								
20								
21								
22								
23								
24								

Another thing you may have noticed is that the Invoice Total column header also changed colour. To change this back again a simple way of copying a format from one cell to another is **Format Painter**. This icon is located on the Toolbar at the top of the screen.



:B)	<u>F</u> ile <u>E</u> dit	<u>V</u> iew <u>I</u> nsert	F <u>o</u> rmat <u>T</u> ools	<u>D</u> ata <u>W</u> ind	low <u>H</u> elp			
: 🗅	📂 🖬 🛛				- 🍋 - 😫 :	$\Sigma \rightarrow \begin{array}{c} A \downarrow \\ Z \downarrow \\ A \downarrow \\ A$	🦚 100% ·	- 🕜 📮
	F2		VOICE TOTAL	\bigcirc				
	Α	В	С	D	E	F	G	Н
1								
				No Of				

If ever you're unsure of what an icon does, hover over it and it will tell you.

1	<u>F</u> ile	<u>E</u> dit	<u>V</u> iew	Insert	F <u>o</u> rmat	<u>T</u> ools	<u>D</u> ata	<u>W</u> indow	/ <u>H</u> elp			
1	💕 l	a 🔒	a 16	3 🛕	🍄 📖 l	8 D	🕰 -	3 19 -	🖓 - ا	$\Sigma \rightarrow 2 \downarrow Z \downarrow \square$	<i>4</i> 100%	• 💿 🖕
	F2 🔹 🏂 INVOICE TOTAL					Format	Painter					
	A	4		В	C	;	0	\sim		F	G	Н
4												

To use this we first click on the cell whose format we want to copy – we'll be copying the Hourly Rate header cell. Then click the **Format Painter** icon and you'll notice a flashing dotted line appear around the cell we selected. Then, click on the cell we want to be pasted and the format changes immediately.

	Α	В	С	D		E	F	G	Н
1									
2	INVOICE No	INVOICE DATE	CUSTOMER	No Of Hours Invoiced		lourly Rate	INVOICE TOTAL	PAYMENT RECEIVED	
3	101	04-Oct-10	J. Bloggs	12	€	100.00	€ 1,200.00	Yes	
4	102	04-Oct-10	A. Nother	25	€	100.00	€ 2,500.00	Yes	
5	103	04-Oct-10	P. Smith	9	€	100.00	€ 900.00	Yes	
6	104	04-Oct-10	S. Jones	16	€	100.00	€ 1,600.00	Yes	
7	105	01-Nov-10	J. Bloggs	15	€	100.00	€ 1,500.00	Yes	
8	106	01-Nov-10	A. Nother	30	€	100.00	€ 3,000.00	Yes	
9	107	01-Nov-10	P. Smith	4	€	100.00	€ 400.00	Yes	

Other format conditions we can choose are **Less Than, Between**, – these work in the same way as the **Greater Than** rule. We can also choose cells which contain certain text by using the **equal to** rule.

Let's choose **Equal to** as another example. All invoices where payment has been received we want the **Yes** to be in **red, bold italic** text, so we highlight the **Payment Received** column, go to **Format** on the **Toolbar**, and select **Conditional Formatting**...



		(_	- - 1								
1	<u>F</u> ile <u>E</u> dit	<u>V</u> iew Insert	Form	nat <u>T</u> ools	<u>D</u> ata	<u>W</u> indov	w	<u>H</u> elp				
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	G1	▼ fx		Row			•		_		~	
	A	В		Column			•	E		F	G	ŀ
1				Sheet						- (
	INVOICE	INVOICE		AutoForma				lourly	т	NVOICE	PAYMENT	
	No	DATE		_				Rate		TOTAL	RECEIVED	
2		04-Oct-10	-	Con <u>d</u> itiona	al Formatti	ng					Yes	
3	101	04-Oct-10 04-Oct-10		<u>S</u> tyle	25		_	100.00	e	1,200.00	Yes	
4	102	04-Oct-10	-	Nother	25		€ €	100.00		2,500.00	Yes	
5	103	04-Oct-10 04-Oct-10		. Smith	9		€ 6	100.00	e	900.00	Yes	
6	104	04-0ct-10 01-Nov-10	-	. Jones	16		€	100.00		1,600.00	Yes	
8	105 106	01-Nov-10		Bloggs Nother	15 30		€ €	100.00 100.00		1,500.00 3,000.00	Yes	
9	100	01-Nov-10		. Smith	4		€	100.00	e	400.00	Yes	
10	107	01-Nov-10		. Jones	18		e	100.00	-	1,800.00	Yes	
11	100	02-Dec-10	-	Bloggs	10		e	100.00		1,400.00	No	
12	110	02-Dec-10		Nother	20		€	100.00		2,000.00	Yes	
13	111	02-Dec-10		. Smith	10		e	100.00	e	1,000.00	Yes	
14	112	02-Dec-10	-	. Jones	23		e	100.00		2,300.00	No	
15	113	04-Jan-11		Bloggs	25		€	100.00		2,500.00	No	
16	114	04-Jan-11	-	Nother	19		€	100.00		1,900.00	Yes	
17	115	04-Jan-11	_	. Smith	8		€	100.00	€	800.00	Yes	
18	116	04-Jan-11	s	. Jones	16		€	100.00	€	1,600.00	No	
19												
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We select **Cell Value is** and **equal to**, then we type in the text that the cell must contain in order to be formatted (i.e. **Yes**) and click on **Format**. The next dialog box opens where we choose the font style and colour (i.e. Bold Italic & red)

Condition <u>1</u> Cell Value Is	v (yes)
Preview of format to use when condition is true:	No Format Set
	Add >> Delete OK Cancel
Format Cells	? x
Font Border Pai Font: Font: Font: Font: Font: For Conditional Formatting Underline, Color, and Strike	Font style: Bold Italic Regular Italic Bold Italic Bold Italic Bold Italic Color: Preview AaBbCcYyZz g you can set Font Style, kethrough.

All the cells within that column that contain the text **Yes** will now change to **red**. Again, because the whole column was selected, it means future entries will automatically be formatted the same way. You'll notice the column header didn't change this time, this is because it didn't contain the relevant text (i.e. Yes).



	А	В	С	D		E	F	G	Н
1									
2	INVOICE No	INVOICE DATE	CUSTOMER	No Of Hours Invoiced	ł	lourly Rate	INVOICE TOTAL	PAYMENT RECEIVED	
3	101	04-Oct-10	J. Bloggs	12	€	100.00	€ 1,200.00	Yes	
4	102	04-Oct-10	A. Nother	25	€	100.00	€ 2,500.00	Yes	
5	103	04-Oct-10	P. Smith	9	€	100.00	€ 900.00	Yes	
6	104	04-Oct-10	S. Jones	16	€	100.00	€ 1,600.00	Yes	
7	105	01-Nov-10	J. Bloggs	15	€	100.00	€ 1,500.00	Yes	
8	106	01-Nov-10	A. Nother	30	€	100.00	€ 3,000.00	Yes	
9	107	01-Nov-10	P. Smith	4	€	100.00	€ 400.00	Yes	
10	108	01-Nov-10	S. Jones	18	€	100.00	€ 1,800.00	Yes	
11	109	02-Dec-10	J. Bloggs	14	€	100.00	€ 1,400.00	No	
12	110	02-Dec-10	A. Nother	20	€	100.00	€ 2,000.00	Yes	
13	111	02-Dec-10	P. Smith	10	€	100.00	€ 1,000.00	Yes	
14	112	02-Dec-10	S. Jones	23	€	100.00	€ 2,300.00	No	
15	113	04-Jan-11	J. Bloggs	25	€	100.00	€ 2,500.00	No	
16	114	04-Jan-11	A. Nother	19	€	100.00	€ 1,900.00	Yes	
17	115	04-Jan-11	P. Smith	8	€	100.00	€ 800.00	Yes	
18	116	04-Jan-11	S. Jones	16	€	100.00	€ 1,600.00	No	
19									
20									
21									
22									
23									
24									
25									

I hope this has been helpful to anyone who doesn't know much about formatting cells – of course, there are many more formatting rules and options which I haven't covered yet. This was a basic example to get you started!



HOW TO INSERT AUTOFILTER

When you have a list of data in Excel, one of the most useful things you can do is add the Autofilter option. By adding this feature, it enables you to sort and filter the information contained within the table / list.

Let's take this example of an invoice list. The first thing to do is make sure your list has column headers e.g. invoice number, date etc...

Cal	lbri		BIU		_
	113 💌	fs.			
	A	В	C	D	E
1					
2	Invoice No	Date	Amount	Paid	
3	1001	05-Jun	€ 100.00	Yes	
4	1002	05-Jun	€ 160.00	Yes	
5	1003	06-Jun	€ 190.00	No	
6	1004	07-Jun	€ 240.00	Yes	
7	1005	10-Jun	€ 103.00	No	
8	1006	16-Jun	€ 95.00	No	
9	1007	16-Jun	€ 88.00	No	
10	1008	17-Jun	€ 253.00	Yes	
11	1009	18-Jun	€ 180.00	Yes	
12	1010	26-Jun	€ 190.00	No	
13					

Then, select any cell within the list, click on Data, go to Filter, and select Autofilter...

(B)	<u>Eile E</u> dit <u>V</u> ie	w <u>I</u> nsert	Format <u>T</u> ools	Dat	a <u>W</u> in	idow <u>H</u> elp			
	🖻 🖬 🖪 🔒		*** 🕰 🖌 🕻	₽↓	<u>S</u> ort			Ļ	100% 👻 🔞 🗓
Cali	bri	• 11 •	BIU		Eilter			•	AutoEilter
	A3 🔻	and the second se	001		Subtot	als			Show All
	A	В	C		Vaļidat	ion			Advanced Filter
1					T <u>e</u> xt b	o Columns			
2	Invoice No	Date	Amount	12	PivotT	able and Pivot(hart Report	7	
3	1001	05-Jun	€ 100.00	1945	THE CONTRACTOR				
4	1002	05-Jun	€ 160.00		Import	: External <u>D</u> ata			
5	1003	06-Jun	€ 190.00		List			*	
6	1004	07-Jun	€ 240.00		<u>X</u> ML				
7	1005	10-Jun	€ 103.00	7	Refres	h Data			
8	1006	16-Jun	€ 95.00		1001101	8			
9	1007	16-Jun	€ 88.00		NU		1		
10	1008	17-Jun	€ 253.00)	/es				
11	1009	18-Jun	€ 180.00)	íes 🛛				
12	1010	26-Jun	€ 190.00		No				
13									
4.4						1			

You will then notice that drop down arrows have appeared next to each column header, click on one of them and you'll see that you can sort and filter specific data...



	A	В	C	D
1				
2	Invoice N-	Date 🔽	Amount	Paid 🔽
3	1001	05-Jun		cending
4	1002	05-Jun	€ 16 Sort De	escending
5	1003	06-Jun	€ 19 (AI)	
6	1004	07-Jun	€ 24 (Top 10 (Custor	
7	1005	10-Jun	€ 10 No	
8	1006	16-Jun	€ 9 <mark>5.00</mark>	140
9	1007	16-Jun	€ 88.00	No
10	1008	17-Jun	€ 253.00	Yes
11	1009	18-Jun	€ 180.00	Yes
12	1010	26-Jun	€ 190.00	No
13				

In this example, by clicking on the **Paid** filter, you can sort the column in ascending or descending order (in this case it would be alphabetically), you can filter it to show only those lines that have paid (by clicking **Yes**).

You can also create a custom filter, for example, if you click on the filter arrow for **Amount**, and click on **(Custom...)**

	A	B	l.	С	D
1					
2	Invoice N-	Da	te 두	Amount 🕞	Paid 두
3	1001	05		Ascending	Yes
4	1002	05	Sort	Descending	Yes
5	1003	06	(AII)		No
6	1004	07-	(Top	10) om)	Yes
7	1005	10-	€ 88.	.00	No
8	1006	16-	€ 95.		No
9	1007	16-	€ 103	3.00	No
10	1008	17-	€ 16		Yes
11	1009	18-	€ 19		Yes
12	1010	26-	€24		No
13			E 23.	5.00	

...you can then enter your own criteria for the filter e.g. only show amounts less than €200...

Custom AutoFilter	160	
Show rows where: Amount		
is less than	~	200.
<u>And</u> O Or <u>O</u> r	v ters	OK Cancel

Click **OK** and this will then only show those rows which meet that custom filter. To remove the filter, click on the **Filter** arrow and choose **(AII)**. And that's it, an easy way to apply filtering to your list.



HOW TO MERGE CELLS WITHOUT LOSING DATA

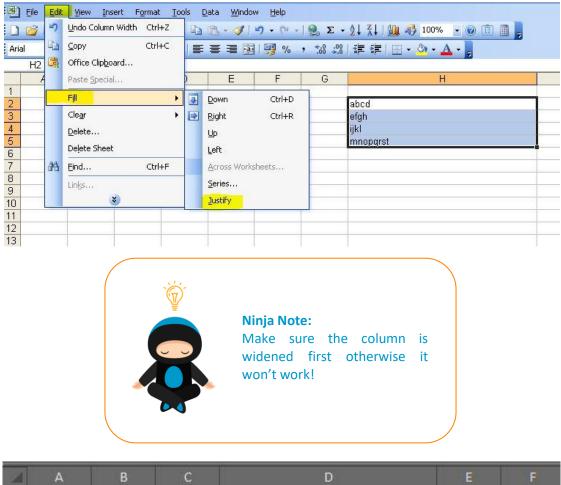
How many times have you tried to merge 2 cells together in Excel only to have this message appear?

Microsoft	Excel
	The selection contains multiple data values. Merging into one cell will keep the upper-left most data only. Show Help >>
	OK Cancel

It's so frustrating... so, I thought I'd share with you how to do it without losing any of the data.

Firstly highlight the cells that contain the data you want to merge, increase the width of the column so it will be wide enough for all the data to fit in.

Click on Edit, go to Fill, then select Justify...



A	А	В	С	D	E	F
1						
2				abcd efghi jklmnop		
3						
4						



HOW TO DELETE BLANK ROWS QUICKLY

There are times when your spreadsheet will have blank rows within a list of data, and going through line by line to manually delete them is not an option – below is a quick and easy way of deleting these blank rows all at once.

Firstly highlight one of the columns within your list from the top to the bottom...

С 2 Service Hours 3 Invoicing 1.00 4 Newsletters 2.50 5 6 Proofreading 0.75 7 Spreadsheet Maintenance 3.00 8 Mileage 0.75 9 10 **Formatting Documents** 3.00 11 Presentations 1.25 12 Social Media Updates 3.00 13 5.25 Research 14 Data Entry 1.50 15 16 Word Processing 1.00 17 Surveys 1.75

10

Then, press F5 or Ctrl+g which will open the Go To dialog box, and click on Special...

Go To		8	23
Go to:			
			^
			-
<u>R</u> eference:			
Special	ОК	Car	ncel



Click on Blanks, then OK...

Select	
© Comments	Row differences
Constants	Column differences
Eormulas	Precedents
V Numbers	Dependents
📝 Text	Oirect only
✓ Logicals	All levels
C Errors	🔘 La <u>s</u> t cell
Blanks	O Visible cells only
Current region	Conditional formats
Current <u>a</u> rray	⑦ Data validation
Objects	() All
	🔘 Same

This will highlight the blank cells within the list...

1		
2	Service	Hours
3	Invoicing	1.00
4	Newsletters	2.50
5		
6	Proofreading	0.75
7	Spreadsheet Maintenance	3.00
8	Mileage	0.75
9		
10	Formatting Documents	3.00
11	Presentations	1.25
12	Social Media Updates	3.00
13	Research	5.25
14	Data Entry	1.50
15		
16	Word Processing	1.00
17	Surveys	1.75
18		

Then press Ctrl+minus (-) to bring up the delete options, select Entire Row...

elete	
O Shift cells	<u>l</u> eft
Shift cells	цр
Entire row	
🔘 Entire <u>c</u> olu	Imn



...and the blank rows will be deleted...

4	А	В	С	
1				
2		Service	Hours	
3		Invoicing	1.00	
4		Newsletters	2.50	
5		Proofreading	0.75	
6		Spreadsheet Maintenance	3.00	
7		Mileage	0.75	
8		Formatting Documents	3.00	
9		Presentations	1.25	
10		Social Media Updates	3.00	
11		Research	5.25	
12		Data Entry	1.50	
13		Word Processing	1.00	
14		Surveys	1.75	
15				

And that's it – a really quick and easy way of removing blank rows in Excel.



HOW TO CHANGE '+' NUMBERS TO '-' NUMBERS

You know when you have a really long list of numbers that has taken you a fair amount of time to input, and then you suddenly realise they should all be negative numbers, and your stomach sinks?! Well, this is a quick guide on how to change them in one go, without having to retype them.

Below is a list of random unformatted positive numbers.

4	A	В
1		
2	5	
3	85	
4	64	
5	488	
6	2585	
7	4	
8	8453	
9	825	
10	85.5	
11	69	
12	12588	
13	5860	
14	26	
15	42	
16	5828	
17	268.1	
18	258	
19	8159	
20	128	
21	41	
22	200	
23	5820	
24	86	
25		

In order to change them all to negative numbers, type -1 in a blank cell....

4	A	В	С	D
1				
1 2	5		-1	
3	85			
3 4 5	64			
5	488			
6	2585			
7	4			
7 8	8453			
9	825			
10	05.5			



Select that cell and click **copy** (or **Ctrl+c**), then highlight the list of numbers, right click and choose **Paste Special**...





Choose **Multiply** from the dialog box that appears and click **OK**...



Paste Special	<u>8</u> X
Paste	
All	All using Source theme
C Eormulas	All except borders
🔘 <u>V</u> alues	Column <u>w</u> idths
Formats	Formulas and number formats
O Comments	Values and number formats
🔘 Validatio <u>n</u>	
Operation	
None	<u>Multiply</u>
🔘 Add	O Divide
🔘 <u>S</u> ubtract	
Skip <u>b</u> lanks	Transpos <u>e</u>
Paste Link	OK Cancel

And all of the numbers within the highlighted area change to negative numbers.

	A	В	(
1			
2	-5		
3	-85		
4	-64		
5	-488		
6	-2585		
7	-4		
8	-8453		
9	-825		
10	-85.5		
11	-69		
12	-12588		
13	-5860		
14	-26		
15	-42		
16	-5828		
17	-268.1		
18	-258		
19	-8159		
20	-128		
21	-41		

You can then delete the cell containing -1 if you wish.



HOW TO MOVE QUICKLY BETWEEN SHEET TABS

Below is a shortcut to move to different sheet tabs within the workbook, which you may not already know.

To move to the next sheet on the right press **Ctrl+PageDown**...

											_					_											
No		1					-				_					_											
K Viri	tual	Ke	vboa	bre																@×							
																	-					-	-	-			
	1	2		3	4		5	6	5	7		8	9		0	10		=	Ľ	-	Ins	Hm	PUp	Num	1		
Tab		q	w			r		t	y		u	i	T	0	T	p]	T	1		Del	End	PDn	7	8	9	
-	î		1	T	1				1.3	î				1	1		T							672573			+
Caps		a		<u>ار</u>	d	1	f	9		h	1		k			1	L			Enter				4	5	6	
ft Shift	ft		z	x		c	,		b	n	1	m	T ₁				1	Û	s	hift		t		1	2	3	+
Ctrl	1			102	lt	T	Gen			0			1000		Re,	ut				Ctrl	+	1	-+	0	6	-	
cus				-	uc		_							-	2	ut				cur					n		-
		T									1					T											

To move to the next sheet on the left press **Ctrl+PageUp**...

N OF	K v	irtu	al K	evi	boa	rd																	a x							
3																-		1									1 and 1		-	-
9		1	Ш	2		3	4		5	6		7		8	9	2	0		•			+	•	Ins	Hm	PUp	Num	1		•
)	Tab		q	T	w			r	Т	t	y	T	u	Т	i	0	T	P		1	1	Т		Del	End	PDn	7	8	9	1
	Ca	25	18	a	5	Ĩ	d	T	f	9	T	h	T,		k	T	1	;	T	X	T	Fr	iter				4	5	6	•
2			12		-		9)		-		4	-	4			4	-	4	4		4	-						-	-	-
3	10 S	hift		3	:	х		c	V		b		n	m	Ē.		X	-06	1		Ŷ	Shi	ft		1		1	2	3	-
1	Ctr						It	T									1	Alt					Ctrl		1	4			1	1
5	- cu						ur.	L	_	_	_	_		_	_	_	1	MIC					cur				-	<u> </u>	1.0	
5																														-
7																														

Short and sweet but it saves all that mouse clicking!



HOW TO CHANGE THE SHEET TAB COLOUR

When you're working with many spreadsheets within one workbook, you might find it easier to apply different colours to the sheet tabs. For example I have a workbook containing all my contacts from various networking events – each group is in a separate sheet and, purely for aesthetic reasons, I've decided to make them look colourful.

You'll see below my different sheet tabs all looking boring & grey...

31							
32 I4 4 1 1	Local Ne	etworking /	#SMEcommunity	Norkshop / Wild	life 🖉 Photograph	ers 🖉	
Ready		- 505					

To change colour, all we have to do is right click on the tab name, select **Tab Colour** and choose which colour we like...

20				
21	-		n –	
22		Insert		
23		Delete		
24		Rename		а.
25		Move or Copy	Theme Colors	
26	a	<u>V</u> iew Code		
27	3	Protect Sheet		
28		Tab Color >		
29		Hide		
30		Unhide	Standard Colors	
31				1
	Networking / #	Select All Sheets	No Color	raphers 2
Ready Marine		and the second secon	More Colors	and the second se

You'll notice that it doesn't actually look like it's coloured the tab very well – this is because when the sheet is active the text appears underlined in that colour.

31					
32		etworking	#SMEcommunity	Workshop	/ Wildlife / Photographers / 🖏 /
	dy 🔚				

As soon as we move onto a different sheet, the tab will become a block colour...

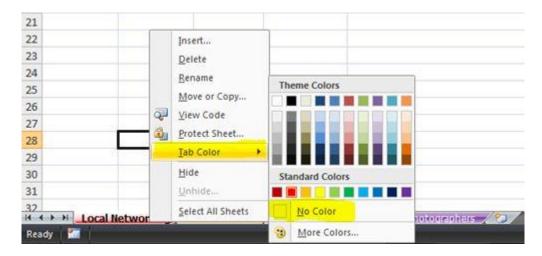
31					
32		Local Networking	#SMEcommunity Workshop	Wildlife / Photographers	/ ?] /
_	-	and a subscription of the			

Then just repeat the process for the other tabs...

30				
31				
32	Local Networking	#SMEcommunity	Workshop	Wildlife Photographers



To remove the colours, all you have to do is right click on the sheet tab name, select **Tab Colour** and choose **No Colour**, and the tab will change back to the default colour.



Of course, colour coding tabs is also useful if, for example, you're checking through worksheets – you can colour ones that you've checked in green and ones that you haven't in red etc. It's not just to make them look pretty!



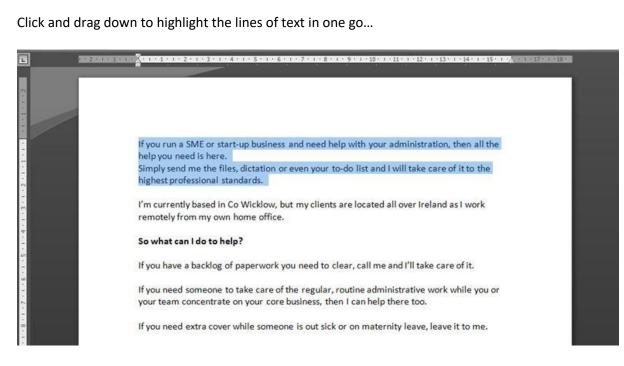




HOW TO MOVE PARAGRAPHS QUICKLY

I often get asked to format Word documents, to make them look more "presentable", and this usually means having to move paragraphs of text around. The most obvious way to do this would be to highlight the text, cut and paste to where you want it positioned. However... there is a quicker way!

Firstly highlight the text / paragraph that you want to move. A quick way of doing this is to move the cursor over to the far left of the text until it changes shape to a white block arrow pointing diagonally up to the right...

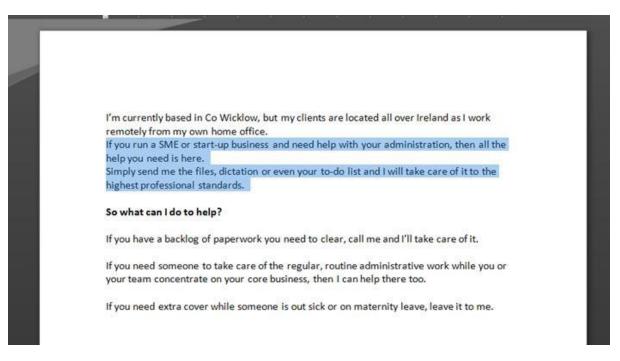


Next, press Shift+Alt+the up or down arrow keys...



...and this will move the selected text up or down to where you want it...





The good thing about doing it this way is that you see a live preview of what your new layout looks like without having to cut, paste & then undo if you don't like it

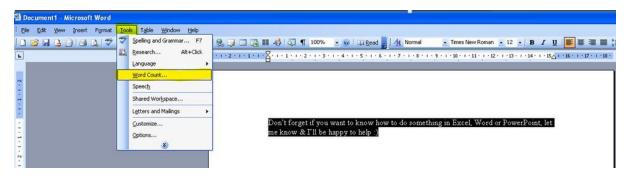


How To Count Words

This tutorial takes me back to my school days (a long time ago!), when I had to submit an essay of no more than 500 words etc. Back in those days we had to write essays out (yes with pen & paper!), and I remember spending many an evening manually counting the words contained in the pages... those were the days!

Thankfully, there is a much simpler way of counting words now using Word. It's especially useful for anyone who schedules their tweets as, I'm sure you all know, Twitter has a limit of 140 characters. Type out your tweets in Word first so you can see how many characters you're using, then copy & paste them into Twitter.

In Word 2003, the word count doesn't automatically appear, so you have to go and look for it. It's found in the toolbar. Click on **Tools** and select **Word Count**...



This then brings up the following dialog box...

Word Count	
Statistics:	
Pages	1
Words	26
Characters (no spaces)	96
Characters (with spaces)	121
Paragraphs	0
Lines	2
Include footnotes and endno	tes
Show Toolbar	Close

And that's it – even the number of characters used including spaces are counted – perfect for all you tweeters out there!



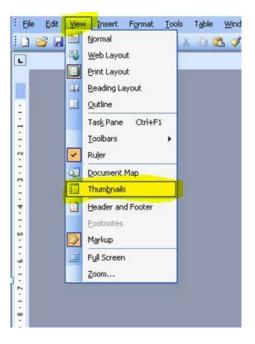
HOW TO VIEW THUMBNAILS

Thumbnails are the smaller images of pages within the document you're currently working in. You're probably more familiar with them in PowerPoint as the "Normal" view has thumbnails down the left side next to the main slide you're working on.

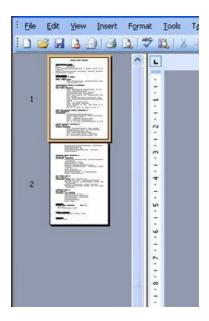
Well, the same applies to Word. If you're working on a document several pages long and the thought of scrolling up & down pages drives you insane... view the thumbnails.

This is a very quick guide to show you how.

Click on View in the toolbar, select Thumbnails and...



...voila! You have thumbnail images of the pages in your document.



Told you it was a quick guide!



HOW TO PRINT ADDRESSES ONTO ENVELOPES

How many businesses spend time getting their letters, marketing information etc just right, only to put it in an envelope that has the address scrawled across the front looking like a doctor's handwriting (no offence to doctors, but you know what I mean)!

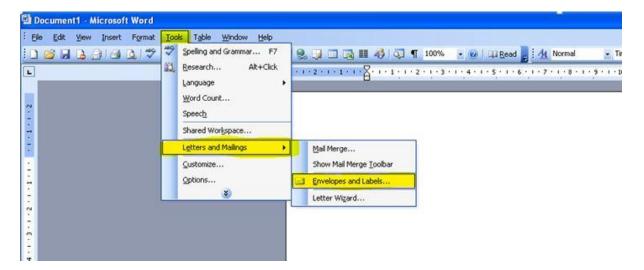
This guide shows you how to print the recipients address on the front of the envelope, and also how to print a return address, to make it look a bit more professional. I'm going to show you from scratch how to do one off envelopes.

First things first, you need to open up a new document in Microsoft Word. There are two ways of starting, you can either type out the recipient's address onto the document first...



Or, you can enter the address at the next stage – it's entirely up to you.

Click on Tools on the toolbar, go down to Letters and Mailings, then select Envelopes and Labels...





This will bring up the **Envelopes and Labels** dialog box. If you already typed out the address at the beginning, you'll notice that it's automatically added into the **Delivery address** section. If you didn't type the address, you can now type it directly into the **Delivery address** box...

Envelopes and Labels	
Envelopes Labels	
Delivery address:	Print
Sharon Sheppard Allowed Sharon Sheppard	Add to Document
Greystones	Cancel
CoWicklow	Options
Add electronic postage	E-postage Properties
Return address:	
Preview	Feed
Before printing, insert envelopes in your printer's Default tr	ay,

There's a handy preview showing you exactly what the envelope will look like. There's also an option to include a return address. If you want to add this, type out the address in the **Return address** section...

nvelopes Labels					
elivery address: 🔟 👻	Print				
Sharon Sheppard Alton Sheppard	Add to Document				
Greystones	Cancel				
Co Wicklow					
Add electronic postage	E-pos <u>t</u> age Properties				
eturn address: 🛄 🍷 🗌 Omit	Feed				
Sharon Sheppard OutofhoursAdmin Greystones					
Co Wicklow 🥥 🖵					



If you don't want to include a return address, tick the **Omit** box, and you'll notice that it disappears from the preview...

nvelopes Labels					
elivery address;	Print				
Sharon Sheppard Alton Alton Alton Sheppard	Add to Document				
Greystones	Cancel				
Co Wicklow	Options				
Add electronic postage	E-postage Properties				
eturn address: 💷 🔻 🗹 Omit					
Sharon Sheppard 🔄 Preview	Feed				
DutofhoursAdmin					
Greystones					

Next, you can change the font and style of the address, if you wish, by clicking on **Options**. This will bring up another dialog box which allows you to select the envelope size, the position of the address, and the font. Again, there is a handy preview for you to see the changes made...

Envelope <u>s</u> ize: Size 10	(4 1/8 × 9 1/2 in)	
Size 10	(4 1/8 × 9 1/2 in)	
	From <u>l</u> eft:	Auto
Return address	, From <u>t</u> op:	Auto
Font	Fro <u>m</u> left:	Auto
Preview	F <u>r</u> om top:	Auto
	Font	Eont From left: From top: Return address Font From left: From left: From top:

Cancel

OK



Clicking on **Font** for the delivery address and the return address (if applicable) allows you to change the colour, style, size and even the effect of the wording. A preview is, once again, shown so you can see what it will look like. Once done, click **Okay** and it will go back to the **Envelope Options** dialog box...

nvelope Option	;	Þ	<	Envelope Address	? 🔀
Envelope Options	Printing Options			Font Character Spacing Text Effects	
Envelope <u>s</u> ize:				Eont: Size: Size:	
Size 10	(4 1/8 × 9 1/2 ir	1) 🗸		Arial Regular 12	
				Arial Arial Black Arial Black Arial Narrow Arial Rounded MT Bold Blackadder ITC	
Delivery address -	From <u>l</u> eft From <u>t</u> op			Font color: Underline style: Underline color: Automatic (none) Automatic	~
Font	Fro <u>m</u> left F <u>r</u> om top			Effects Strikethrough Shadow Small caps Double strikethrough Qutline All caps Sugerscript Emboss Hidden	
	Ск.	Cancel		Subscript Engrave Preview Sharon Sheppard This is a TrueType font. This font will be used on both printer and screen.	
				Default OK Cano	el

Another option is the **Character Spacing** where you can choose the scale of the wording, how condensed you want the lettering to be, whether you want the wording raised/lowered etc...

Envelope	Address		? 🗙
Font	Character Spacing	Text Effects	
S <u>c</u> ale:	100%		
Spacing:	Normal	By:	
Position:	Normal	ву:	_
<u>K</u> erni	ng for fonts:	Points and above	
This is a Te		naron Sheppard	
Default.		OK Car	



The next option to look at is the **Printing Options**. This will depend entirely on your printer set up as to whether you insert envelopes face up, face down, which tray to use etc...

Envelope Options Printing Option	ns
Printer: Microsoft Office Documer	it Image Writer
	ce down
Clockwise rotation	
-	
Eeed from: Default tray	~
-	*
Default tray	es as shown above.

Once you've chosen the right method for your printer, and you're happy with the envelope options, click **Okay**. If you want to see the actual envelope on screen, click on **Add to Document**...

velopes and Labels	
Envelopes Labels	
Delivery address: 🔟 👻	Print
Sharon Sheppard Autofhours Admin	Add to Document
Greystones	Cancel
Co Wicklow	Options
Add electronic postage	E-postage Properties
Return address: Domit	Feed
Sharon Sheppard 🔬 🔄	
OutofhoursAdmin Greystones	
Co Wicklow	
Before printing, insert envelopes in your printer's Default tra	зу.

...And the envelope appears on the screen



폘 Docum	ent1 - Microsoft Word	
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1 · 1 · 1 · 1 · 2 · 1 · 2 · 1 · 4 · 1 · 2 · 1 · 4 · 1 · 3 · 1 · 2 · 1 · 1 · 1 · 1		Bharon Sheppard OutofhoursAdmin Greystones Co Wicklow Sharon Sheppard OutofhoursAdmin Greystones Co Wicklow

If you don't want to see the envelope on full screen, then you don't have to add to the document, you can press **Print** as long as an envelope is loaded into the printer.

elivery address: 🔟 👻	Print
Sharon Sheppard	Add to Document
Greystones	Cancel
Co Wicklow	Options
Add electronic postage	E-pos <u>t</u> age Properties
eturn address: 💷 🔹 🗋 Omit	Feed

And that's it; I hope you find it useful.







HOW TO QUICKLY REPLACE THE FONT

If you've ever copied slides from one presentation to another only to find that the fonts are all different, you will know how time consuming it is to go through manually changing the fonts so they match the existing slides. Luckily, there is another quicker way of doing this.

Click on Format on the toolbar and select Replace Fonts.



In the dialog box that opens, choose the font you want to change and the new font, and click **Replace**. The original font will now be replaced with the new one throughout the whole presentation.

Replace Font	
Replace:	
Arial	
With:	Close
Bradley Hand ITC	~

That's it!



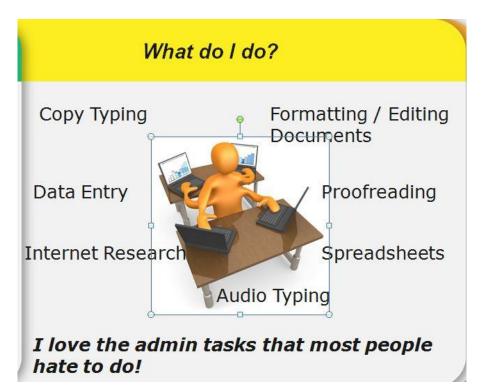
How To Select Objects

Do you spend time trying to select a text box on a slide that now has an image placed over the top? It can be so time consuming trying to find the edge of the box in order to edit the text!

Below is a very handy hint.

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•	1		2		3			5	I	6	L	7		в	9		0	I	. •	I	-	6	-	Ins	Hm	PUp	Num	1		•
Tab	J	q	I	w	e		r		t	I	у	L	1	1		0	I	P	I	[1		Del	End	PDn	7	8	9	
Cap	s		8	s		d		f	4	,	h	I	j	Ι	k	Ι	1	Γ	;	F			Enter				4	5	6	1
순 Sh	ift		z	I	×	Ι	c	Ι	v	ł		n	I	m	Ι		Γ			1	Ŷ		shift		1		1	2	3	+
Ctrl					A	lt	T										T	Alt					Ctrl	+	4	-	0			1.

The **tab** key is very useful – pressing the tab key selects each section in turn, whether it's a text box or an image (very useful for showing the text boxes that are completely hidden and you've forgotten are even there!)...





And, if you want to go back to the previous section, press Shift and Tab together...

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•	1	2		3		4	5		6	Ι	7	L	8		9	0)		I	-	Ι	÷	8		Ins	Hm	PUp	Num	1	*	-
Tab		q	w	Ι	e	1		t	I	у		u				0	ç	,	[Ι	1	Ι			Del	End	PDn	7	8	9	
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And, that's it – a quick tip on selecting objects without having to move things around first!



Thanks for downloading this free ebook – I hope you have found it useful and have learnt at least one little nugget of information!

Unfortunately I won't be adding any more tutorials for MS Office 2003, however please keep checking back on my <u>blog</u> for any other tutorials that might come in handy.

If you find you need any help with MS Office, feel free to contact me via OutofhoursAdmin.

Thanks again,

