



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 [OutofhoursAdmin](#) 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 [blog](#).

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 sharon@outofhoursadmin.ie or you can connect with me on [Facebook](#), [LinkedIn](#) or subscribe to my [YouTube](#) channel.

Thanks,






Sharon

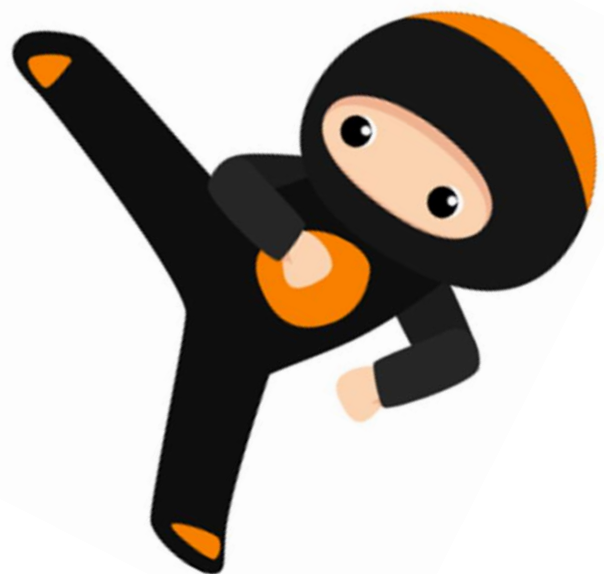


HOW TO START (& MAINTAIN) A PRODUCTIVE DAY

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!)



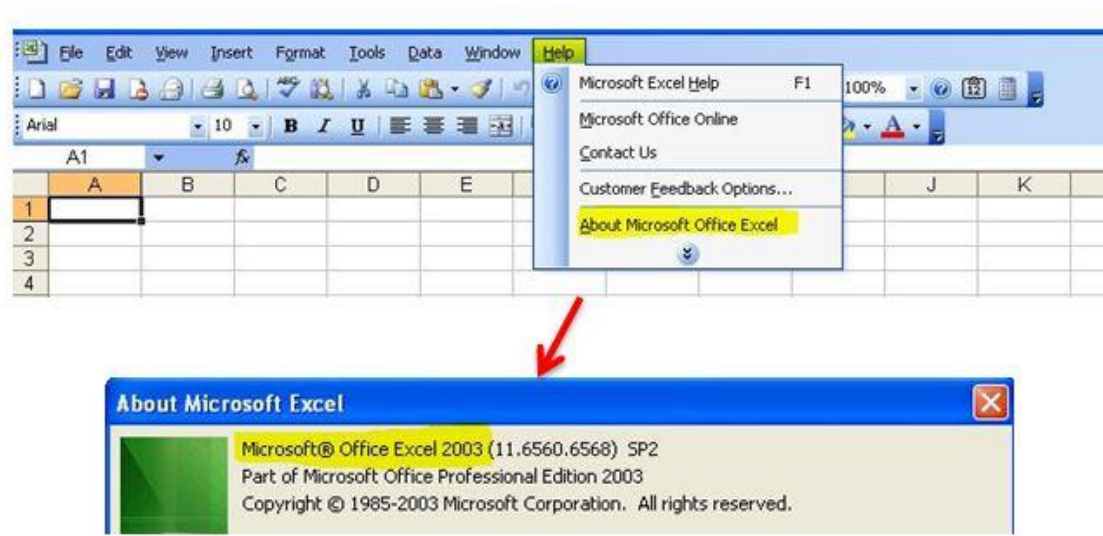


WHICH VERSION OF MICROSOFT OFFICE DO I HAVE?

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...**



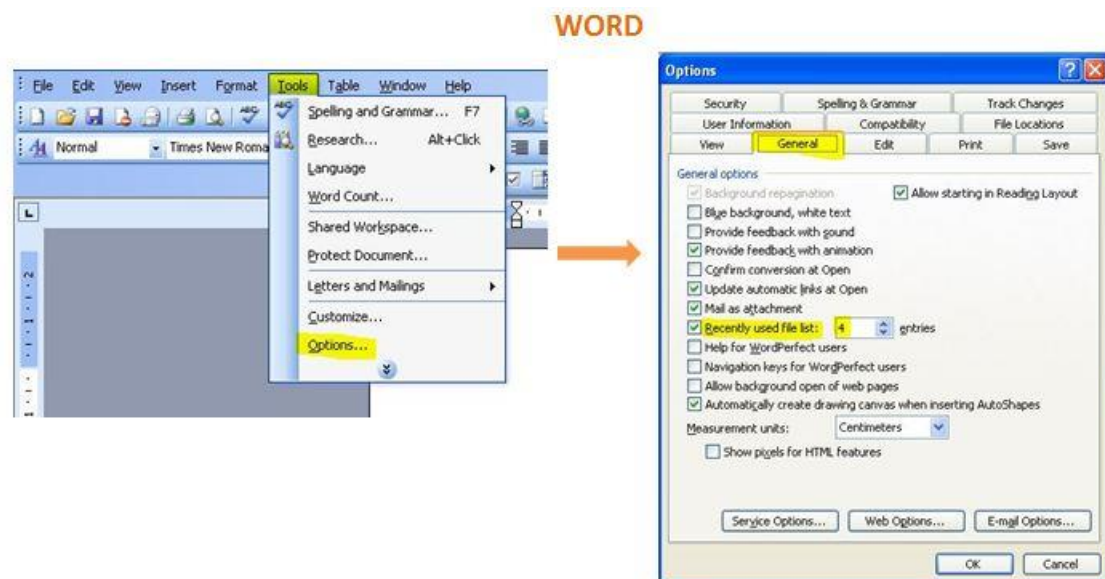
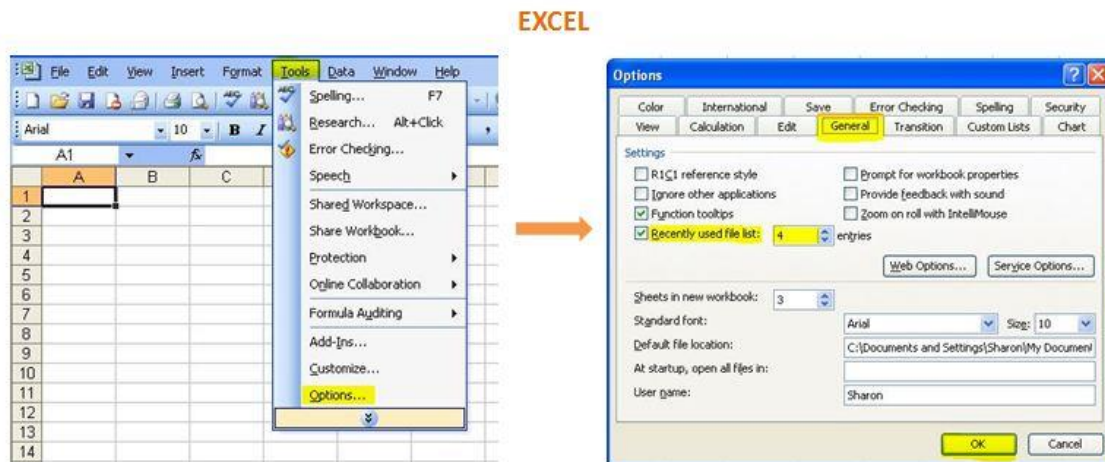
Alternatively, you can click the **start** button on your desktop & type **Microsoft** into the search bar, which should then list all Microsoft programs along with the version that you're using.



HOW TO CUSTOMISE YOUR RECENT FILES LIST IN MS OFFICE

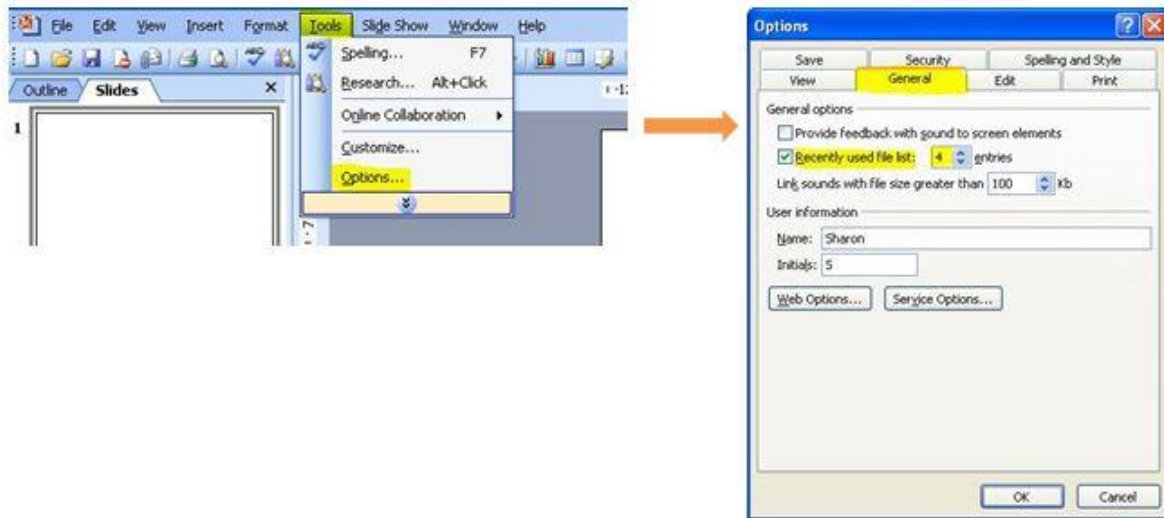
It's always handy to have your most recent documents displayed at the top of the list when you click into **Recent Documents**, however you can customise this list so it contains as many documents as you wish.

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





POWERPOINT





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?

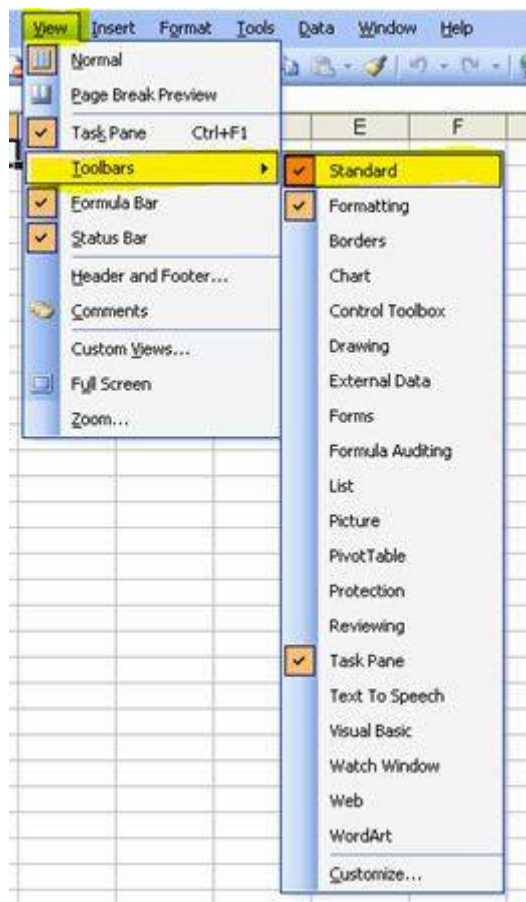
Basically it does exactly what it says... it paints (copies) the format of a selected area and applies it to another (hover over the icon and it will give you a description of what it does).

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".






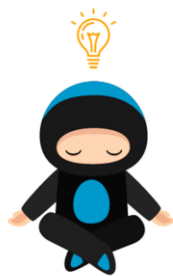
Below are some examples of what it does in Word, Excel and PowerPoint.

-  **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 re-formatted, highlight the formatting you want to keep, double-click 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.



Ninja Note:

To close Format Painter either press the **Escape** key or click on the Format Painter again.





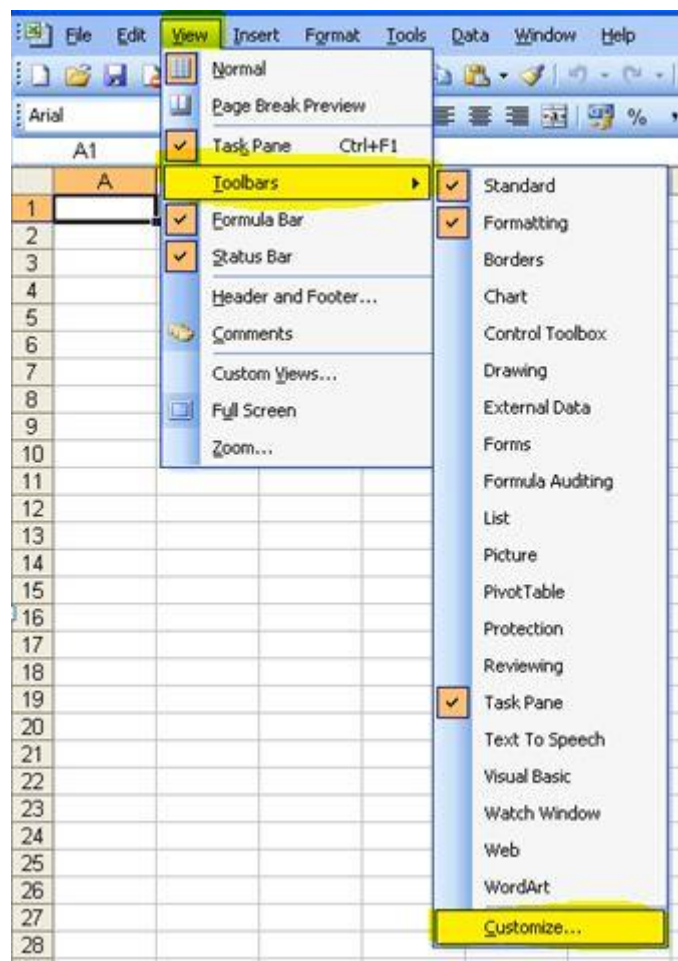
HOW TO VIEW A CALCULATOR

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...**



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.



Now you have a calculator at your fingertips.



HOW TO VIEW SPREADSHEETS SIDE BY SIDE

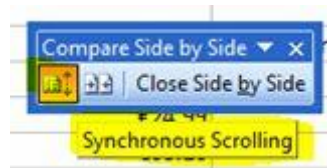
When using Excel, if you're anything like me, the chances are that you'll have more than one spreadsheet open at the same time. Whether it's because you're copying & pasting from one workbook to another, or looking up data from another spreadsheet, it's actually quite time-consuming (& annoying!) clicking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

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

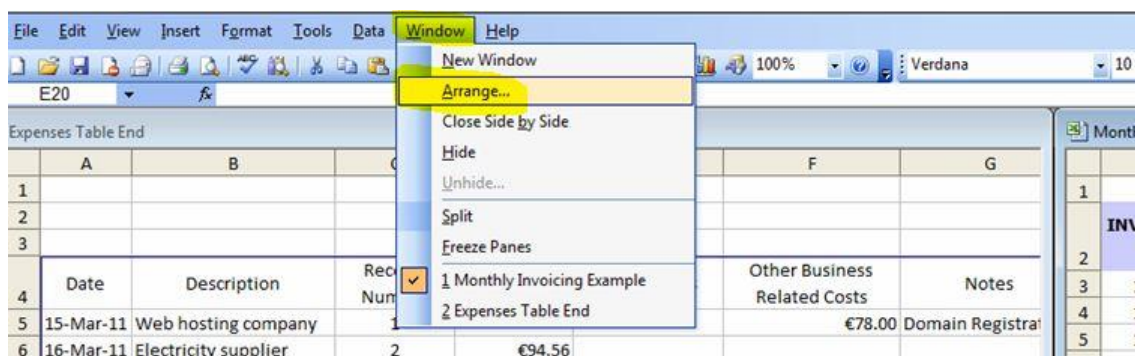
Open the spreadsheets that you want to view, then click on **Window** on the toolbar, and **Compare Side by Side**.



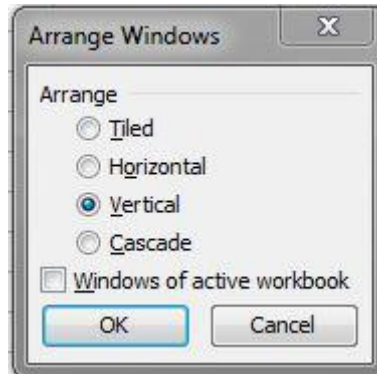
This will open up the other spreadsheet, and also a little window pops up with a couple of icons in it – this is where you can deselect synchronous scrolling if you want to move each window separately.



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



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**.

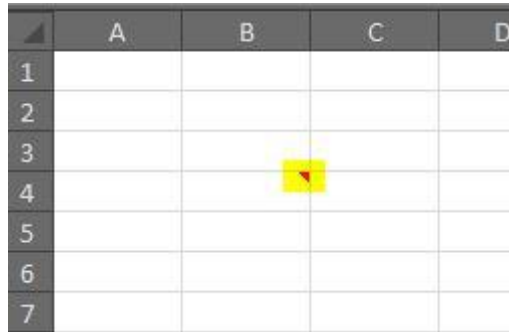
That's it! I hope you found it useful – it's one of those tools that comes in handy. It's easy to set up and use and I find it invaluable with spreadsheet work.



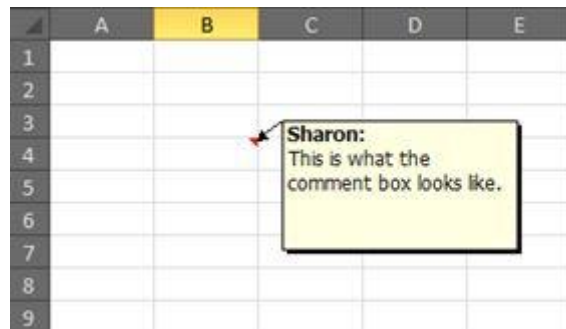
HOW TO DISPLAY COMMENTS

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...

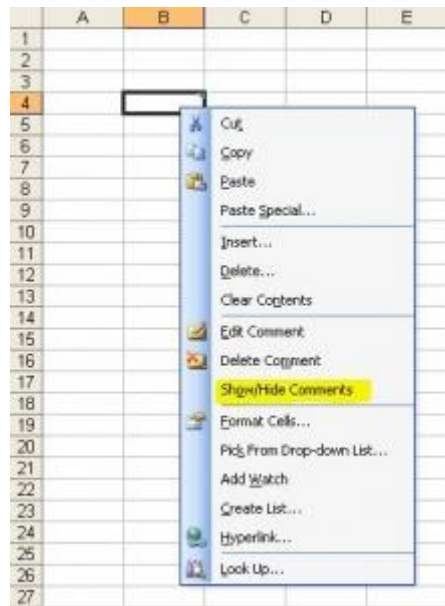



If you hover over that cell, a comment/text box will appear telling you the name of the author of the comment and the actual text itself...

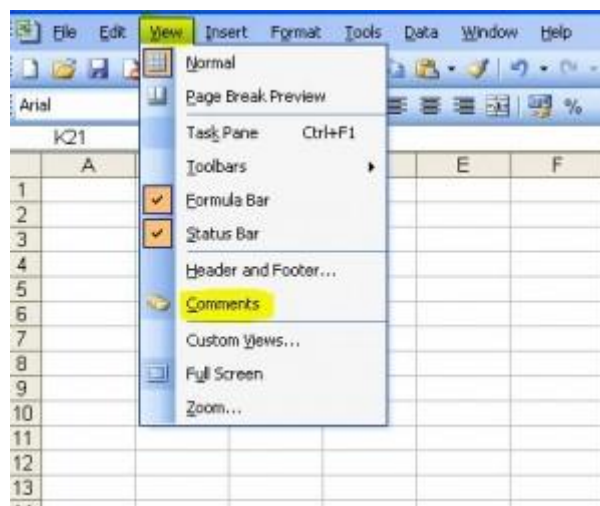


By default the actual comment text box is hidden, if you want to keep the comments displayed on the screen there are a couple of ways to do this...

-  **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...**



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



Ninja Note:

To quickly insert or edit a comment press Shift+F2

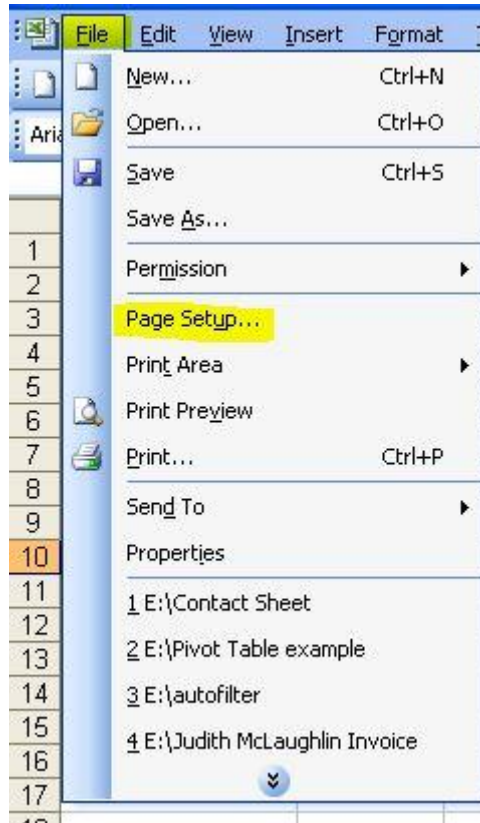


HOW TO PRINT COMMENTS

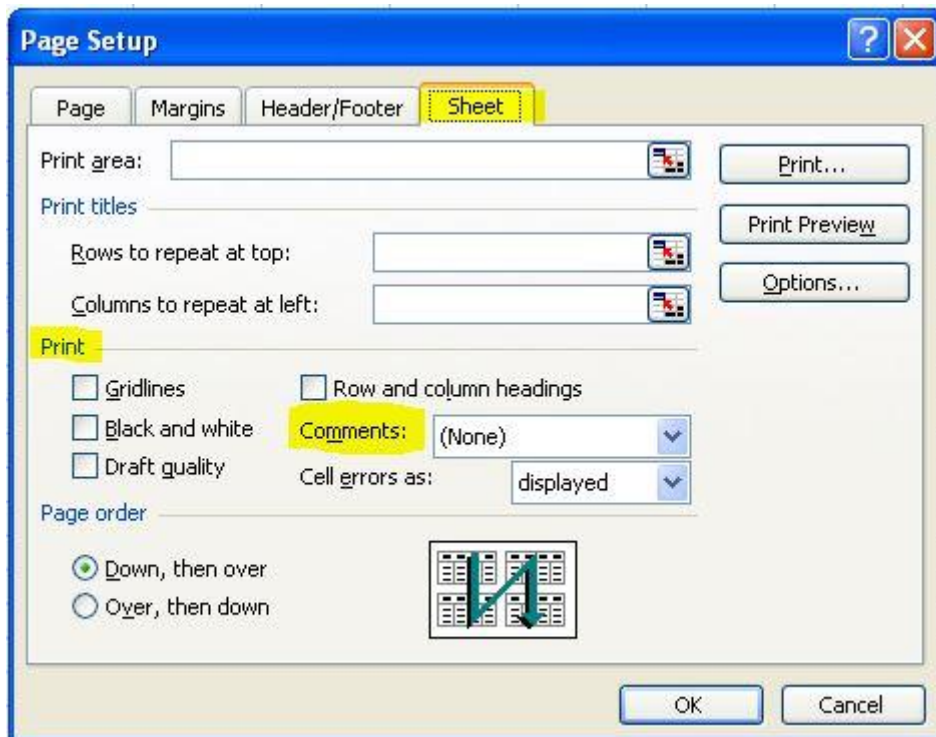
This tutorial is for when you have a printed hard copy of a spreadsheet which contains comments. How can you see the comments? There are 2 ways of printing the comments; you can either print them as they appear in the worksheets, or you can print them at the end of the page.

 **To print them as they appear in the sheet.**

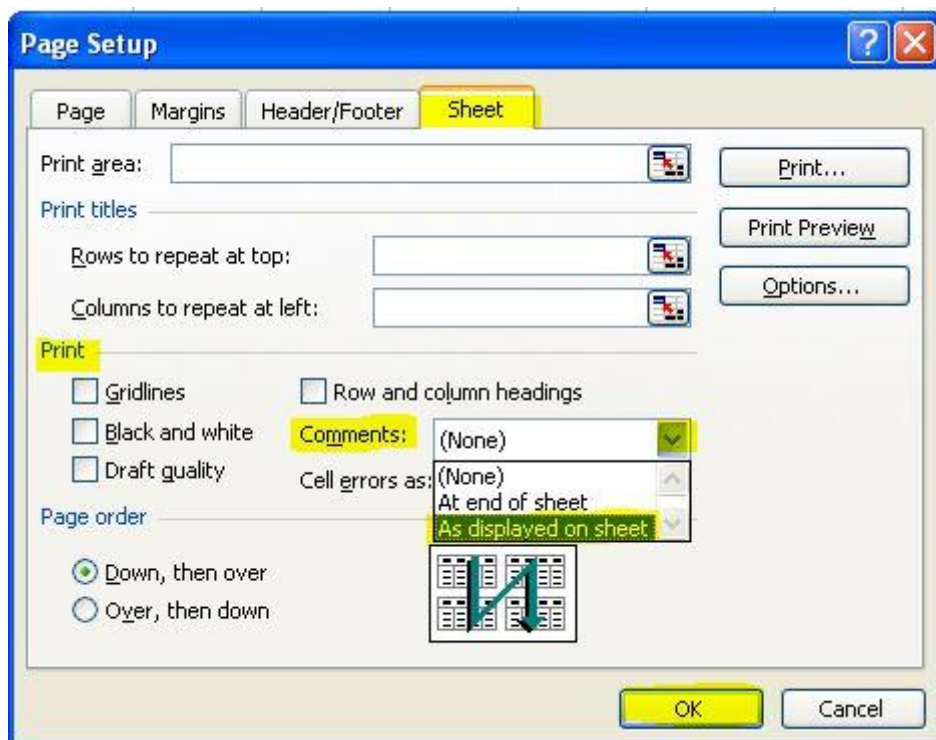
Firstly click on **File** in the toolbar and **Page Setup...**



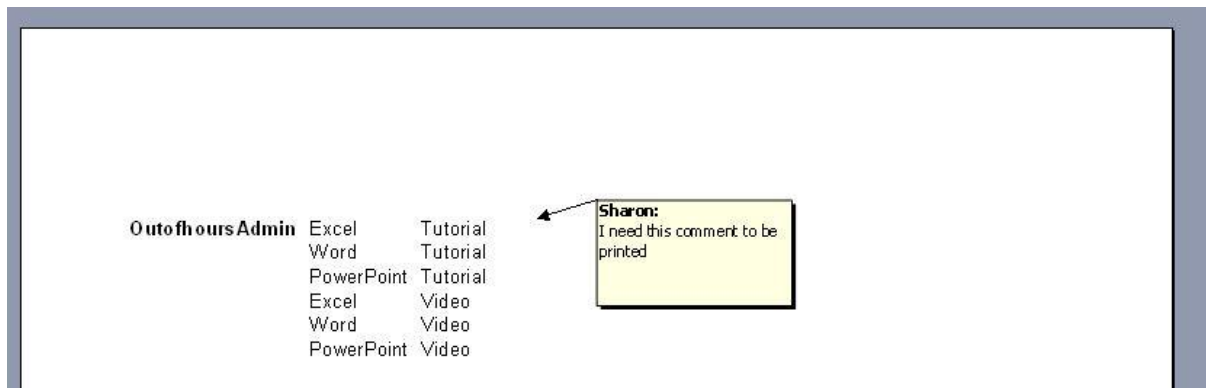
This opens up a dialog box, click on **Sheet** and in the middle is a section called **Print...**



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



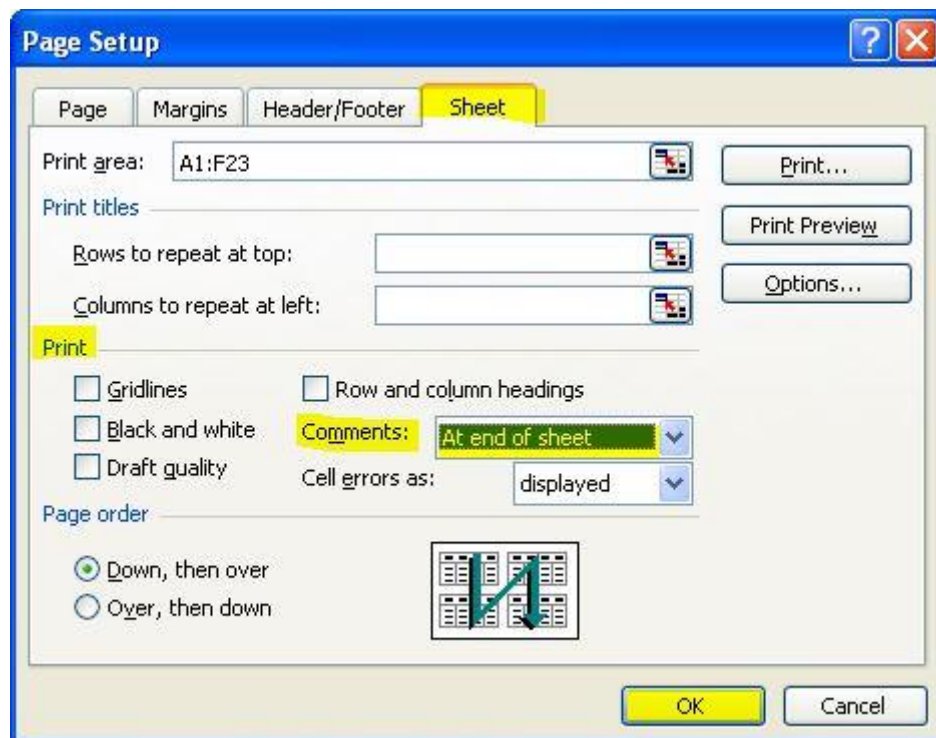
If you want to see how it looks before printing, then go into your **Print Preview** (in the **File** menu)...



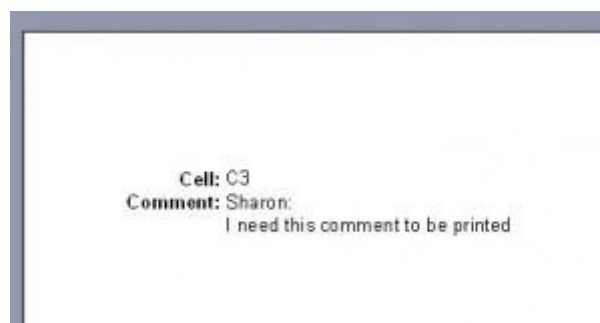
Then print as normal.

 **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...



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...

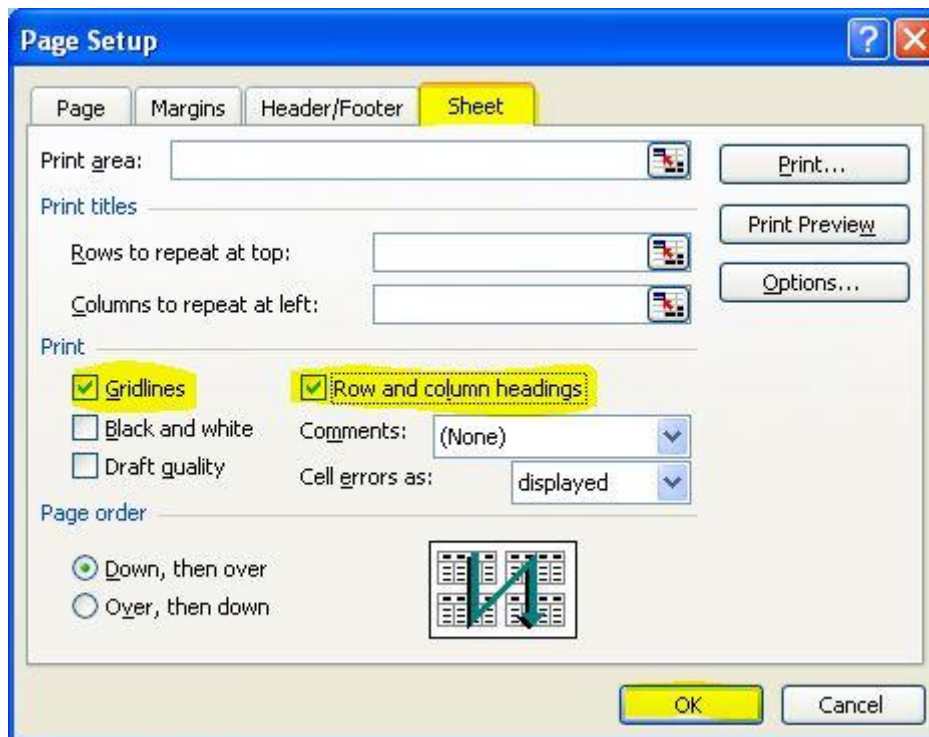
	A	B	C	D	E	F	G
1							
2	INVOICE No	INVOICE DATE	CUSTOMER	No Of Hours Invoiced			
3	101	04-Oct-10	J. Bloggs	12			
4	102	04-Oct-10	A. Nother	25			
5	103	04-Oct-10	P. Smith	9			
6	104	04-Oct-10	S. Jones	16			
7	105	01-Nov-10	J. Bloggs	15			
8	106	01-Nov-10	A. Nother	30			
9	107	01-Nov-10	P. Smith	4			
10	108	01-Nov-10	S. Jones	18			
11	109	02-Dec-10	J. Bloggs	14			

To display the page settings, we go to **File** and **Page Setup**.

	A	B	C	D
1				
2	INVOICE No	INVOICE 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	J. Bloggs	14



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**.



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**.

	A	B	C	D
1				
2	INVOICE No	INVOICE 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	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.



Microsoft Excel - Book1

Next Previous Zoom Print... Setup... Margins Page Break Preview Close Help

	A	B	C	D
1				
2	INVOICE No	INVOICE 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	J. Bloggs	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	B	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				
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.

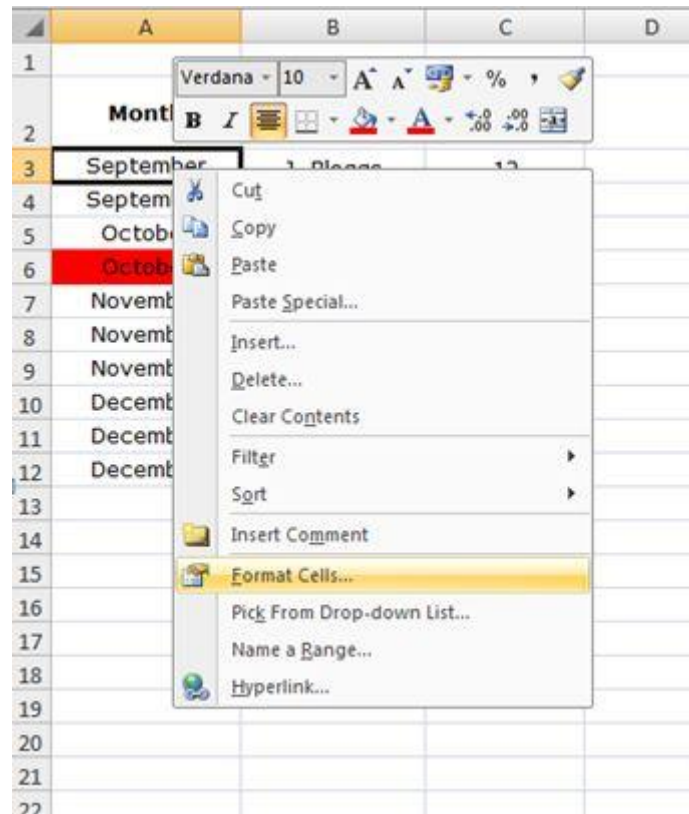
	A	B	C	D
1				
2	Month	Client	No of Hours Worked	
3	September	J. Bloggs	12	
4	September	A. Nother	25	
5	October	P. Smith	9	
6	October	S. Jones	16	
7	November	J. Bloggs	15	
8	November	A. Nother	30	
9	November	P. Smith	4	
10	December	S. Jones	18	
11	December	J. Bloggs	14	
12	December	A. Nother	20	
13				

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

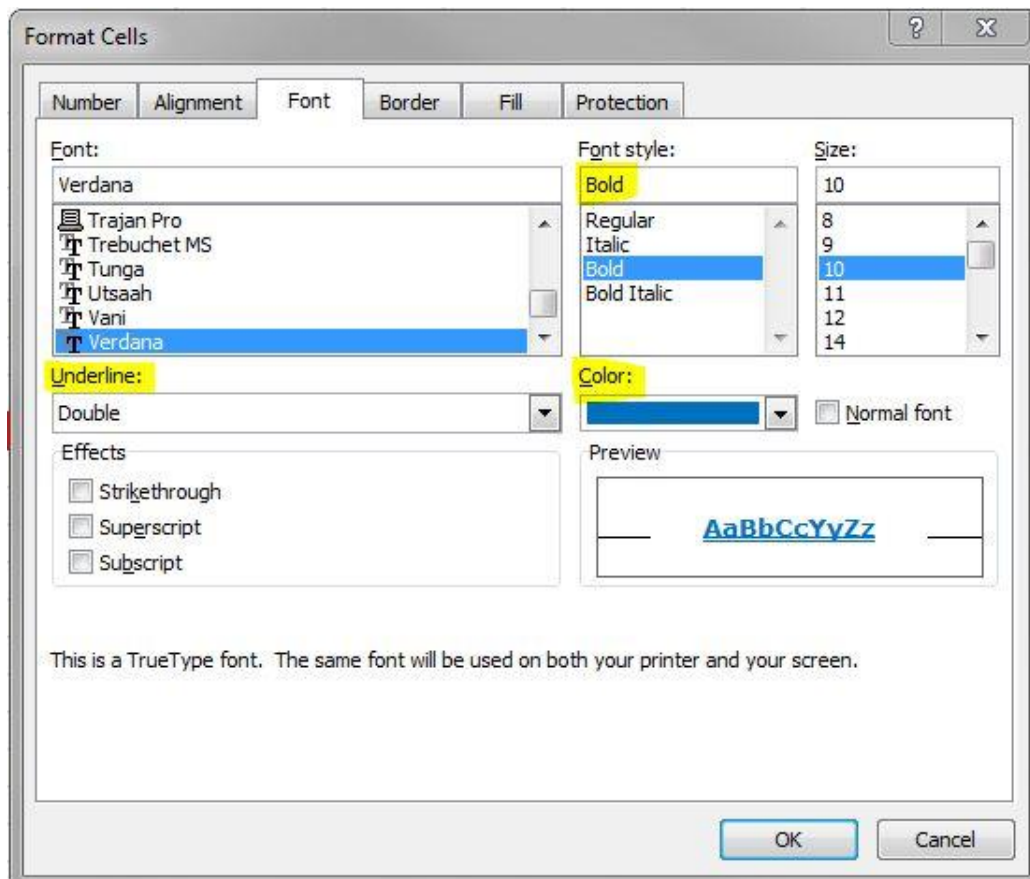
Pressing **Ctrl+Y** will only repeat the **last single action** carried out, so if we bold a cell, make the text blue and underline it, the last single action would be the underline.



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...**



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





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

	A	B	C	D
1				
2	Month	Client	No of Hours Worked	
3	<u>September</u>	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	<u>A. Nother</u>	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	B
1		
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.



Ninja Note:

Double click the autofill handle & the formula will automatically copy down to the last row of the list.



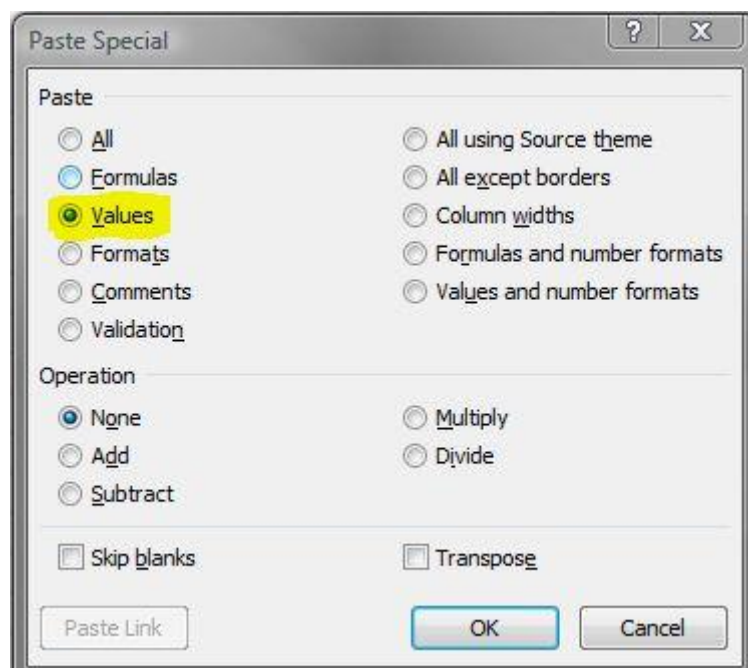
	A	B
1		
2	apples	Apples
3	bananas	Bananas
4	Pears	Pears
5	bag of Sugar	Bag Of Sugar
6	washing up liquid	Washing Up Liquid
7	newspaper	Newspaper
8	large Envelopes	Large Envelopes
9	multipack crisps	Multipack Crisps
10		
11		

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**.





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

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

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	B
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		

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

	A	B
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	B
1		
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.

	A	B
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	B	C	
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	
17	March		aaaaaa	
18	April		9	
19	May		aaaaaa	
20	June		15756	
21	July		aaaaaa	
22	August		aaaaaa	
23	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							
13	November	862	aaaaaa						
14	December	23	aaaaaa						
15	January	466	45						
16	February	87481	aaaaaa						
17	March		aaaaaa						
18	April		9						
19	May		aaaaaa						
20	June		15756						
21	July		aaaaaa						
22	August		aaaaaa						
23	September								
24	October								
25	November								
26	December								
27	January								
28	February								
29									
30									
31									
32									
33									
34									
35									
36									
37									
38									
39									
40									
41									
42									
43									

Ready

Sheet1 / Sheet2 / Sheet3 /

None
Average
Count
Count Nums
Max
Min
 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			
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			
17	March		aaaaaa			
18	April		9			
19	May		aaaaaa			
20	June		15756			
21	July		aaaaaa			
22	August		aaaaaa			
23	September					
24	October					
25	November					
26	December					
27	January					
28	February					
29						
30						
31						
32						
33						
34						
35						
36						
37						
38						
39						
40						
41						
42						

None
Average
<input checked="" type="checkbox"/> Count
Count Nums
Max
Min
<input checked="" type="checkbox"/> Sum

Sheet1 / Sheet2 / Sheet3 /

Ready

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!

None
Average
Count
Count Nums
Max
Min
<input checked="" type="checkbox"/> Sum

sum=15813

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!

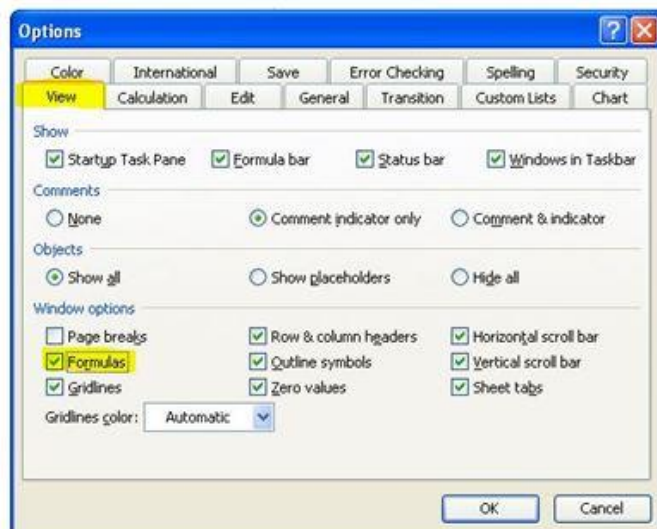
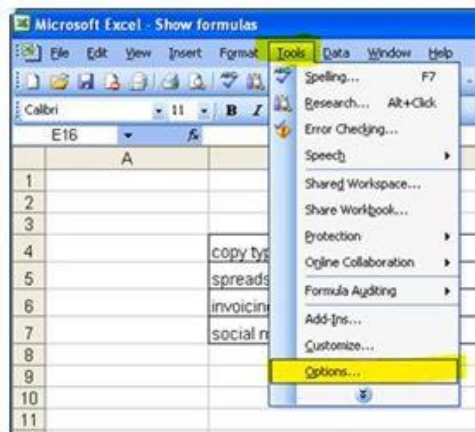


HOW TO SHOW FORMULAS

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**.



Ninja Note:

You can also use the keyboard shortcut **Ctrl+`** to show formulas.



HOW TO CONDITIONALLY FORMAT A CELL

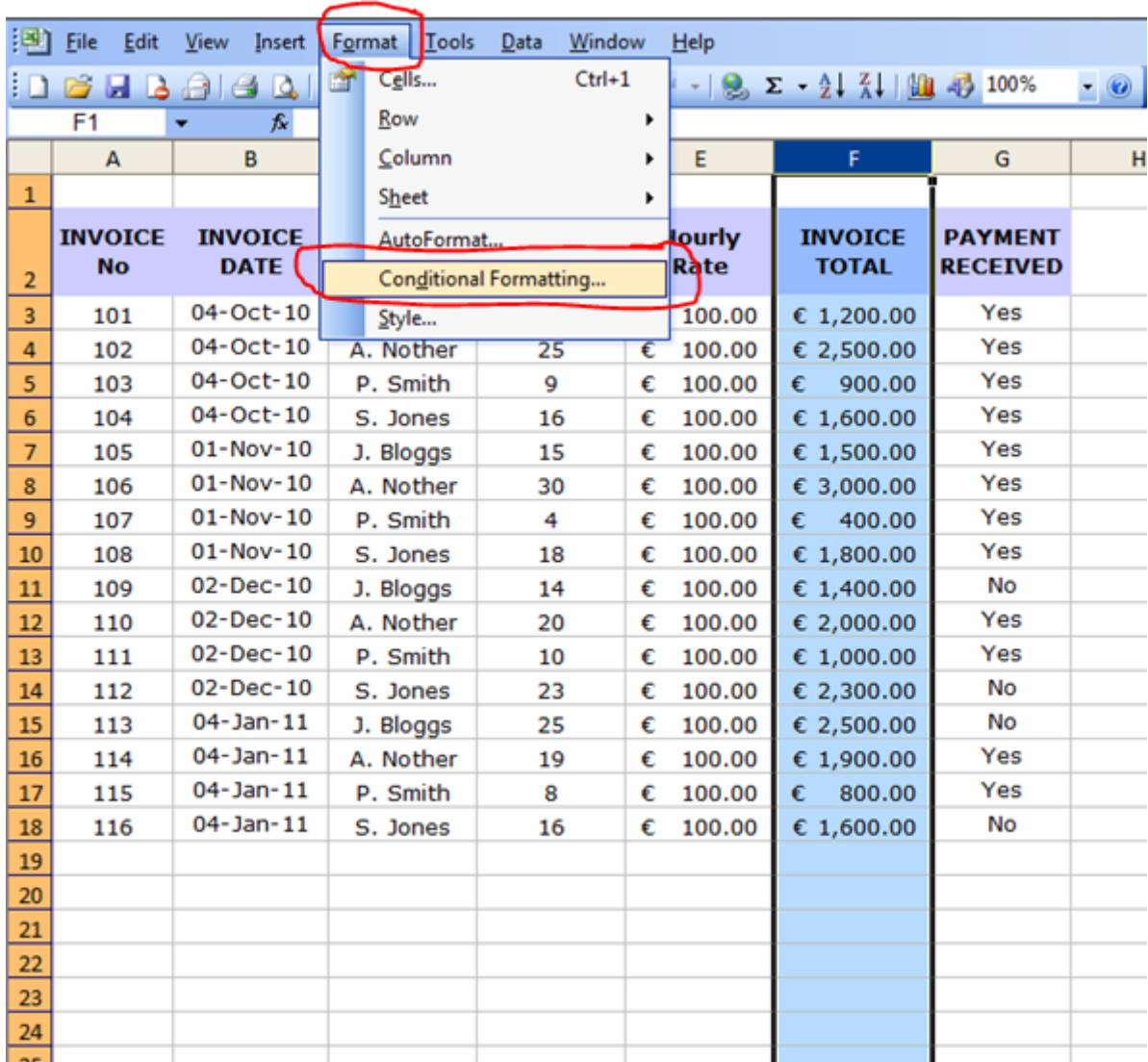
Conditional formatting is used when you want to change the appearance of a cell depending on certain conditions; for example, if you have a table showing sales, you may want to pick out the values over a certain amount, with conditional formatting you can set the cells to automatically be a different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

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

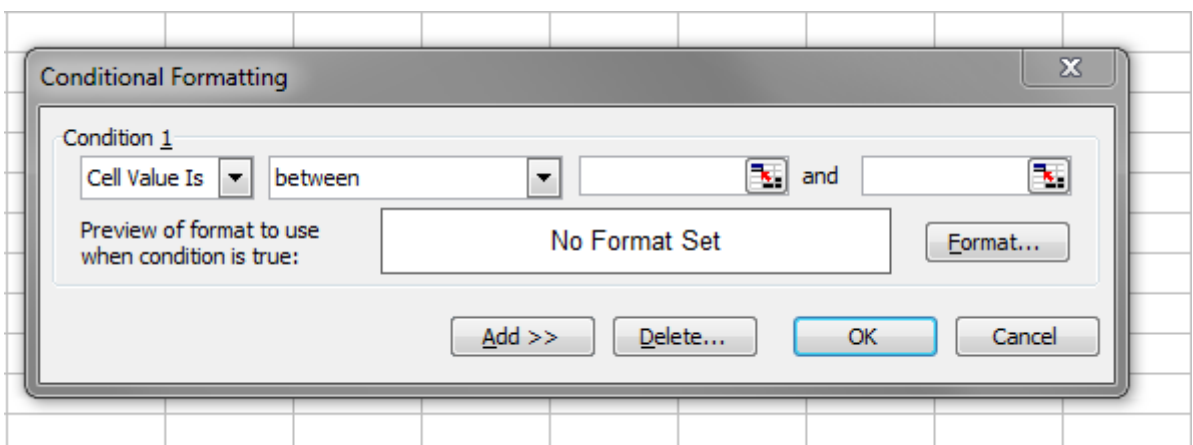
The following spreadsheet shows an example of monthly invoicing amounts:-

	A	B	C	D	E	F	G	H
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								

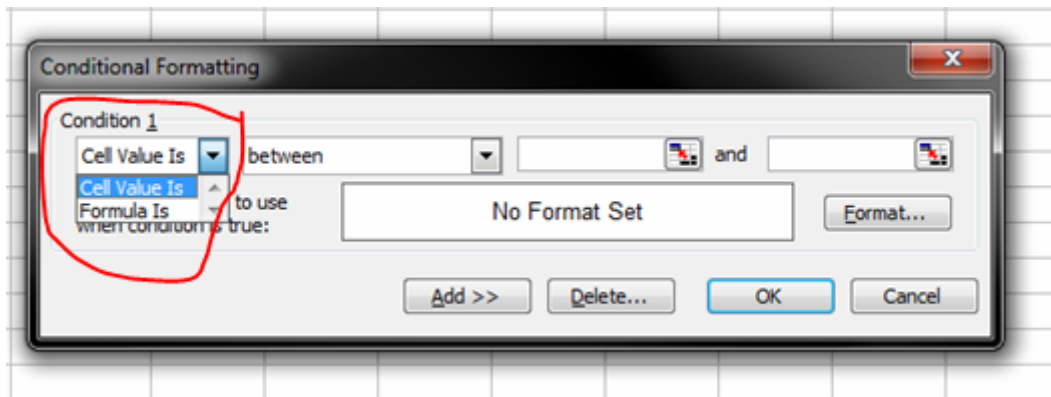
Let's say we want to see all **total invoiced amounts over €1200**, firstly we need to highlight the **Invoice Total** column, then we click on **Format** in the toolbar and select **Conditional Formatting**.



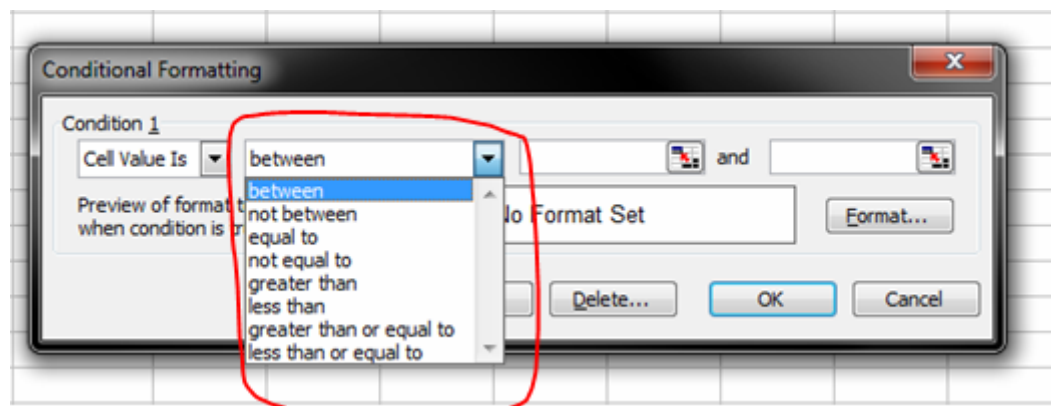
This will open a dialog box where we can choose the conditions we want to set.



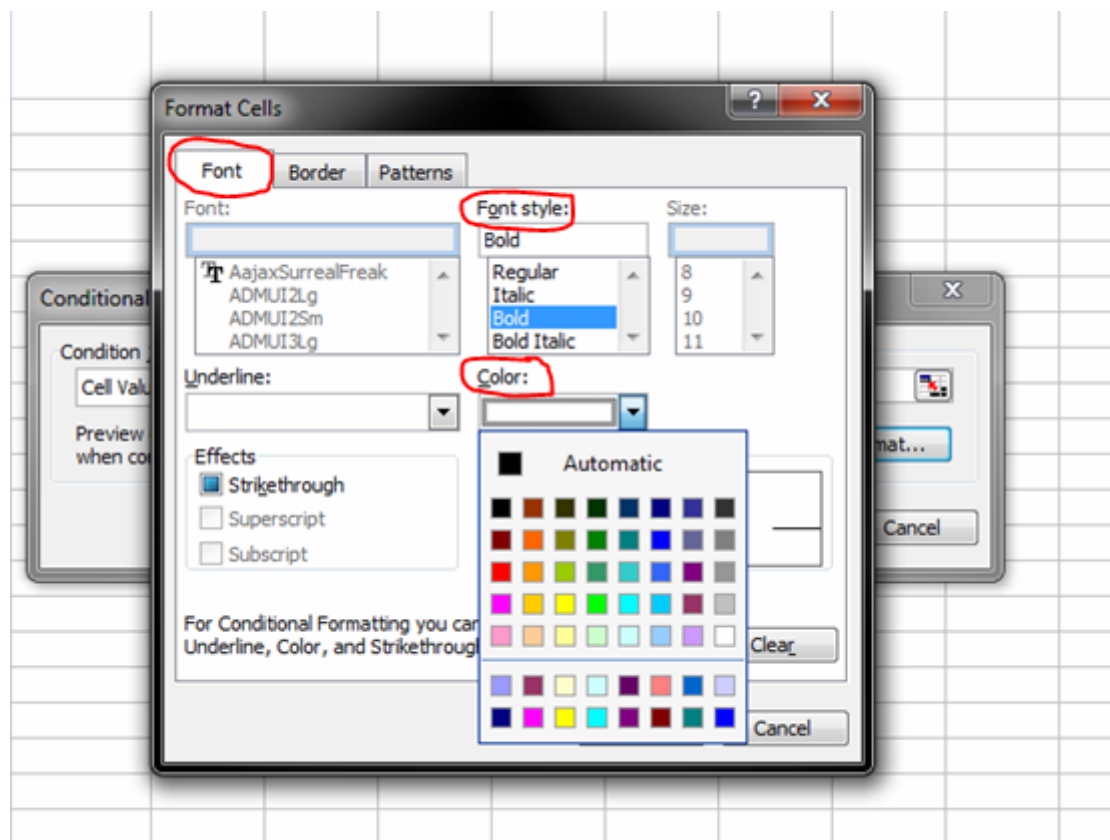
Clicking on the arrows to the right of the text will drop down menus offering different options. The first one gives us the option of choosing either the **cell value is** or the **formula is**. This means we can either set conditions for the values contained in the cells or specific formulas within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

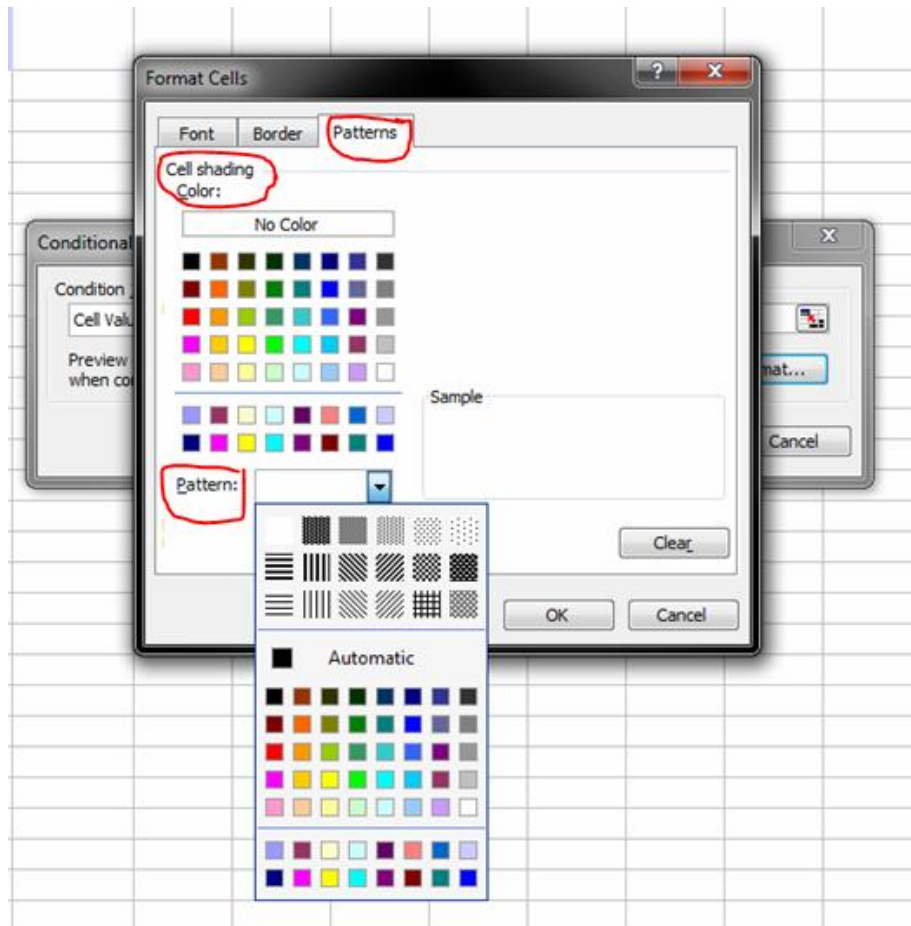
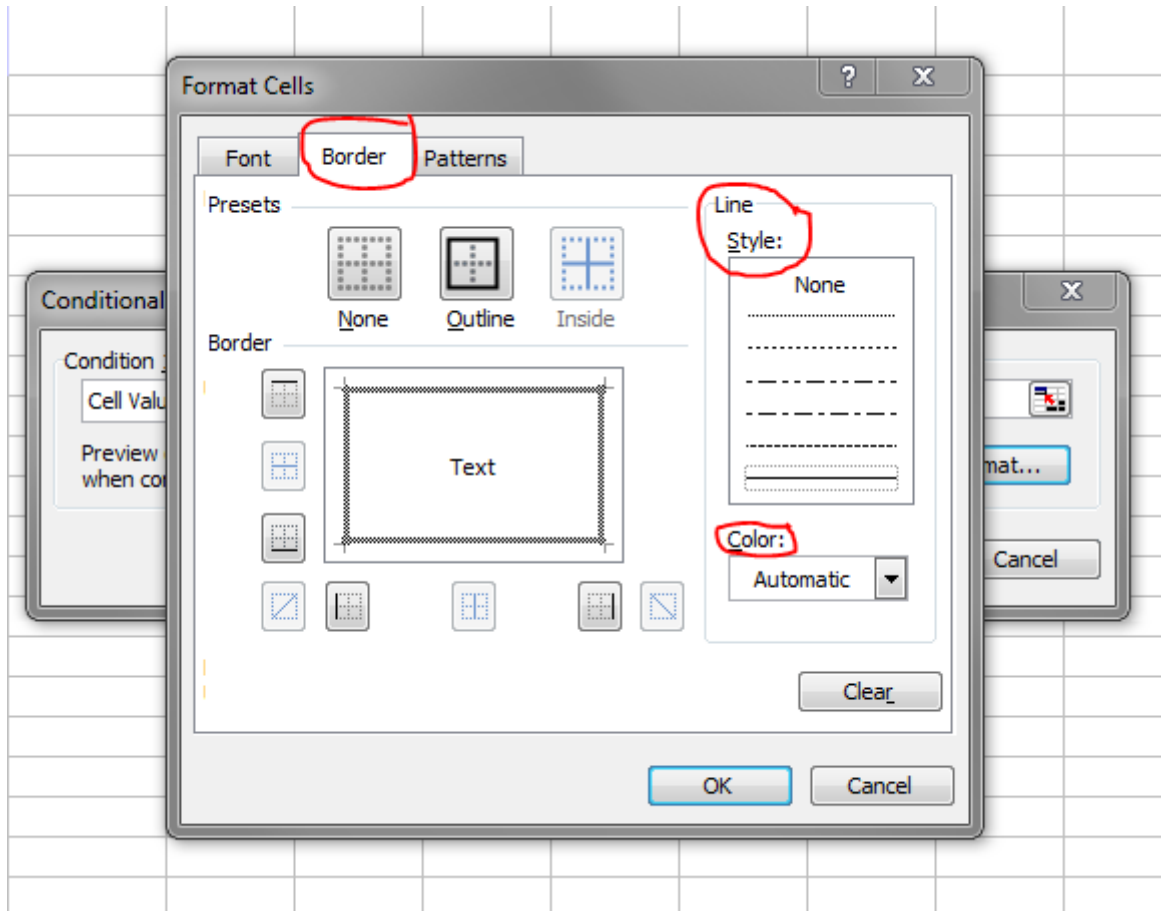


The next drop down arrow gives the selection of the criteria we want the cell to have i.e. greater than, less than, between...



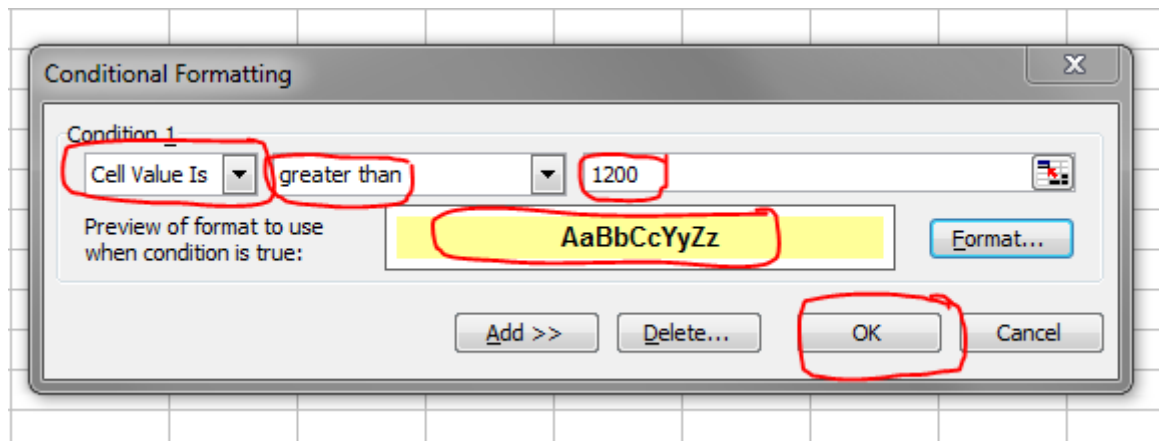
The final selection is the formatting – this takes us to another dialog box where we can format the font, border and pattern.







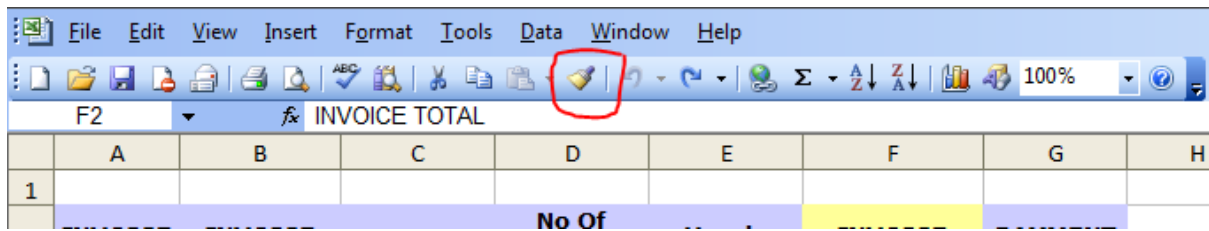
So, we want to select **Cell Value is greater than 1200** and we'll make the cells turn **yellow** and change the font to **bold**.



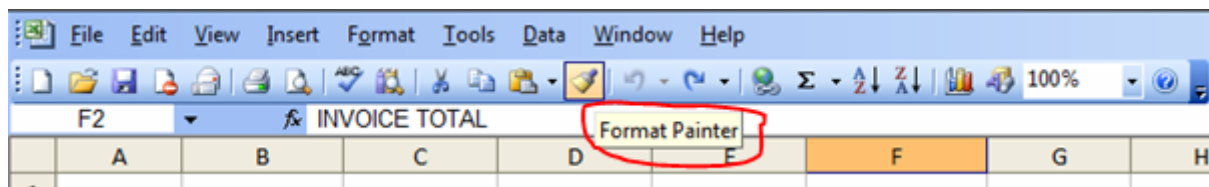
Once we have chosen the colour and clicked okay, all of the cells over €1200 within the Invoice Total column will now be a different colour. And, because the whole column was selected to begin with, it means any future amounts entered on this spreadsheet will automatically have the same formatting.

	A	B	C	D	E	F	G	H
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.



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



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.

	A	B	C	D	E	F	G	H
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	

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...**

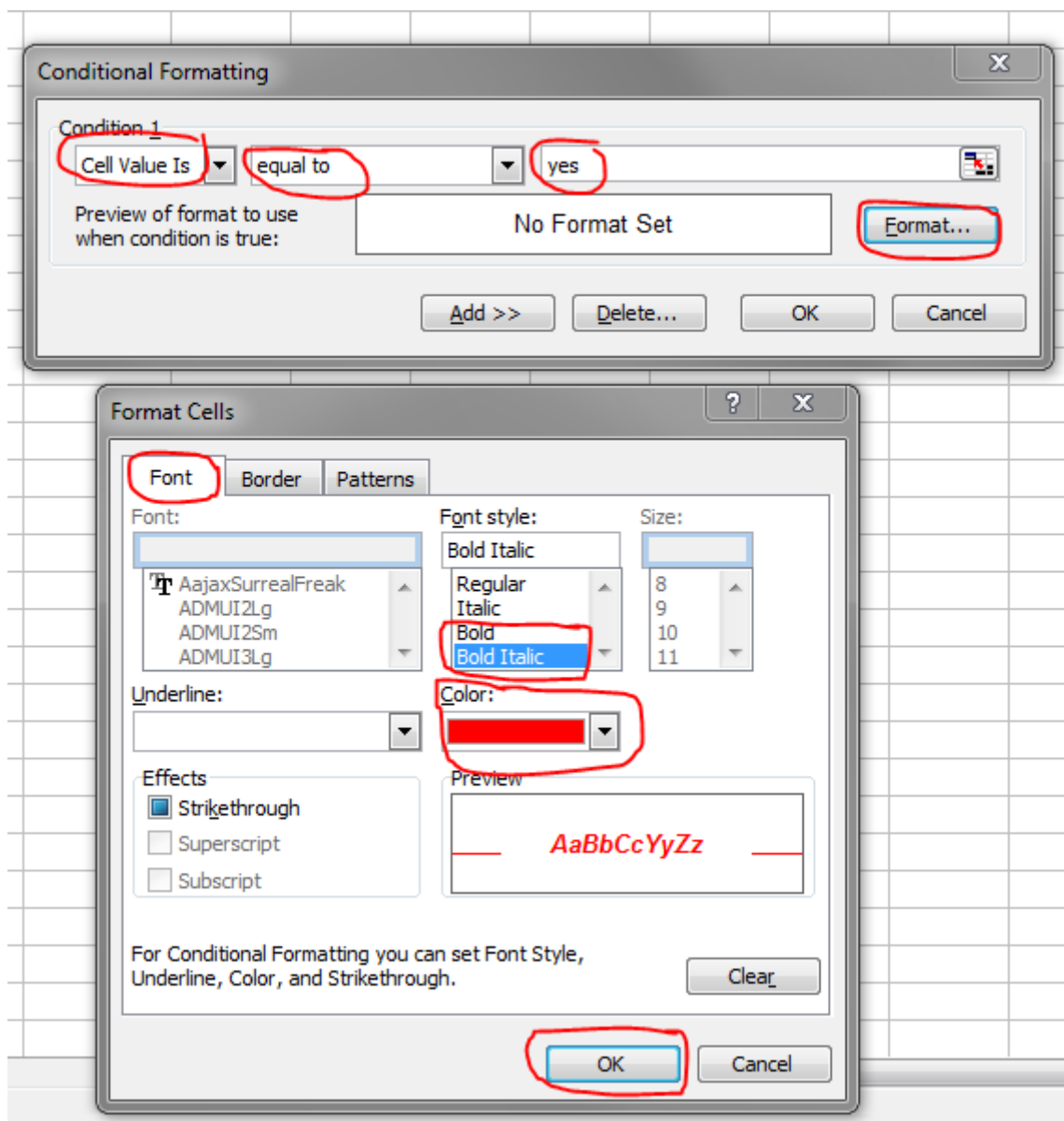


The screenshot shows the Microsoft Excel 2003 interface. The 'Format' menu is open, and 'Conditional Formatting...' is selected. The spreadsheet data is as follows:

	A	B			E	F	G
	INVOICE No	INVOICE DATE			Hourly Rate	INVOICE TOTAL	PAYMENT RECEIVED
3	101	04-Oct-10			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							
26							
27							
28							



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**)



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**).



	A	B	C	D	E	F	G	H
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								
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!



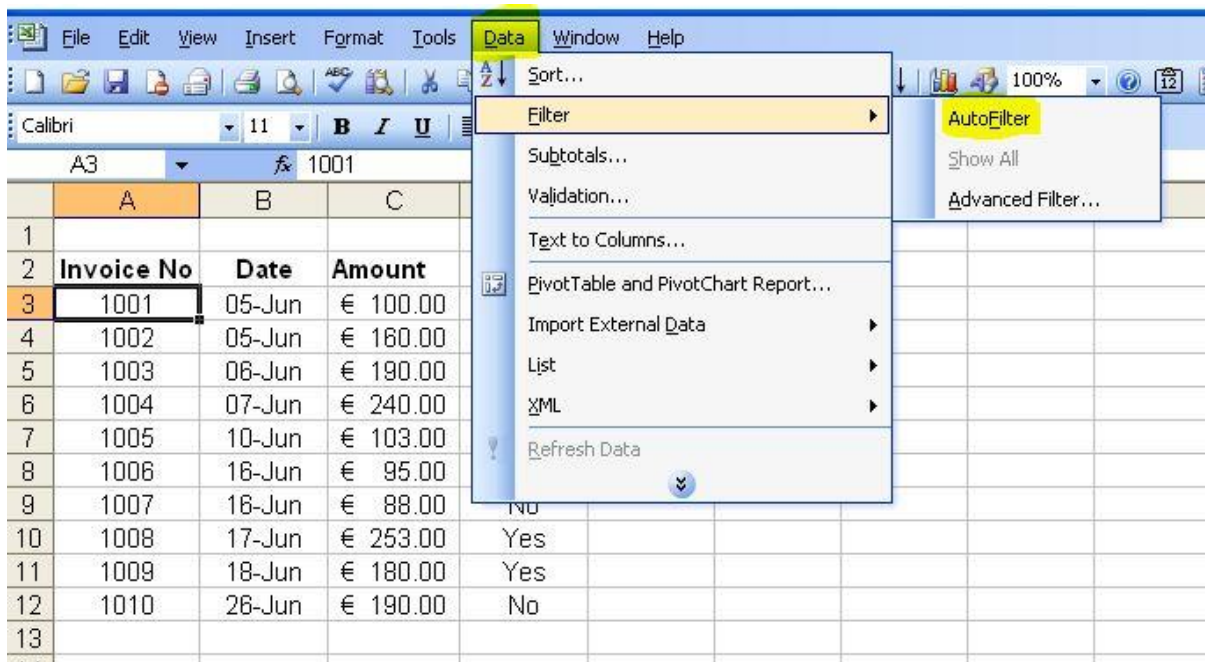
HOW TO INSERT AUTOFILTER

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...

	A	B	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**...



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	B	C	D
1				
2	Invoice N	Date	Amount	Paid
3	1001	05-Jun	€ 10	Sort Ascending
4	1002	05-Jun	€ 18	Sort Descending
5	1003	06-Jun	€ 19	(All)
6	1004	07-Jun	€ 24	(Top 10...)
7	1005	10-Jun	€ 10	(Custom...)
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				

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	C	D
1				
2	Invoice N	Date	Amount	Paid
3	1001	05	Sort Ascending	Yes
4	1002	05	Sort Descending	Yes
5	1003	06	(All)	No
6	1004	07	(Top 10...)	Yes
7	1005	10	(Custom...)	No
8	1006	16	€ 88.00	No
9	1007	16	€ 95.00	No
10	1008	17	€ 100.00	No
11	1009	18	€ 103.00	No
12	1010	26	€ 160.00	Yes
			€ 180.00	Yes
			€ 190.00	Yes
			€ 240.00	No
			€ 253.00	No
13				

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

Custom AutoFilter ✖

Show rows where:

Amount

is less than 200

And Or

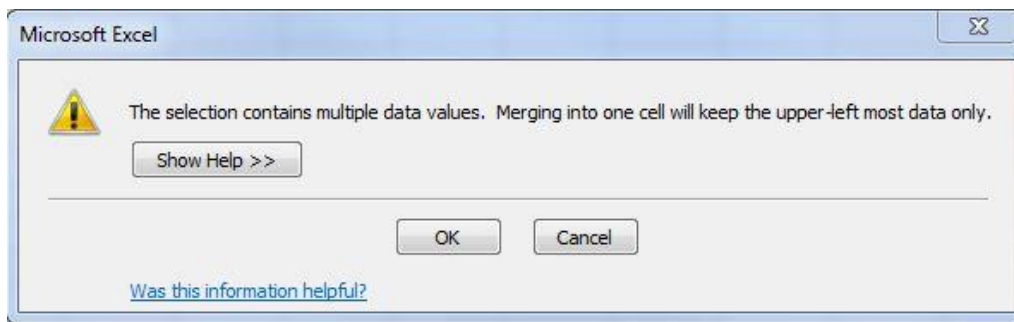
Use ? to represent any single character
Use * to represent any series of characters

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 **(All)**. And that's it, an easy way to apply filtering to your list.



HOW TO MERGE CELLS WITHOUT LOSING DATA

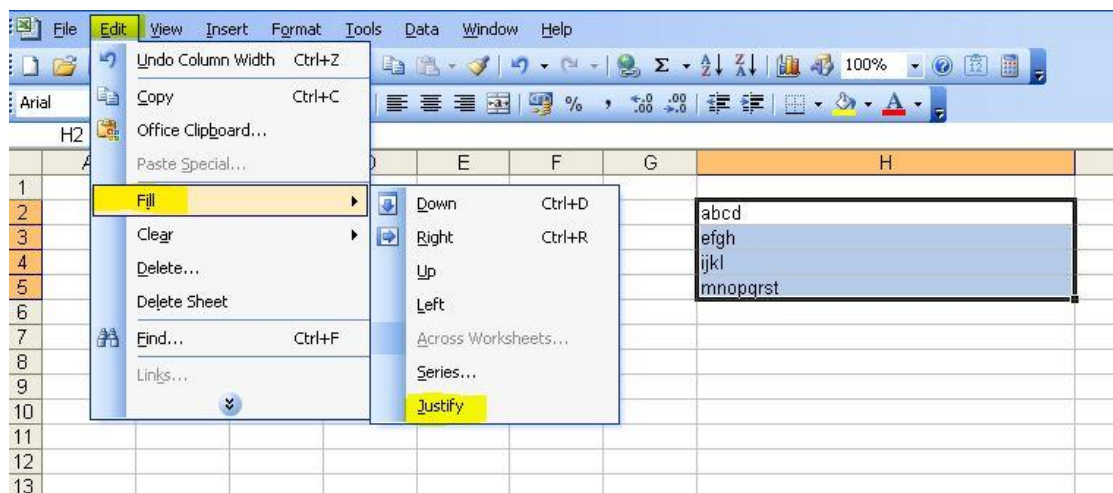
How many times have you tried to merge 2 cells together in Excel only to have this message appear?



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...**



Ninja Note:

Make sure the column is widened first otherwise it won't work!

	A	B	C	D	E	F
1						
2				abcd efghi jklmnop		
3						
4						



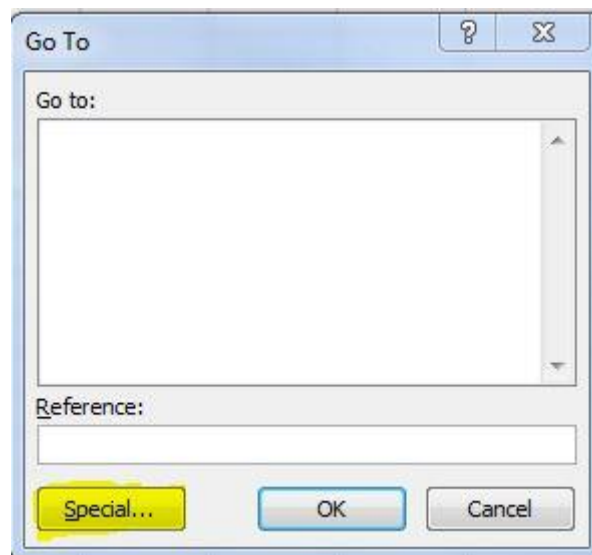
HOW TO DELETE BLANK ROWS QUICKLY

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...

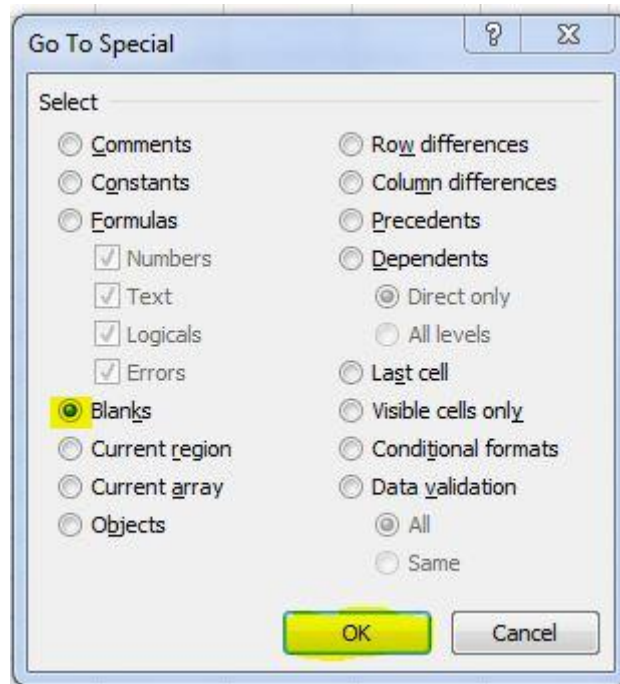
	A	B	C	D	E
1					
2		Service	Hours		
3		Invoicing	1.00		
4		Newsletters	2.50		
5					
6		Proofreading	0.75		
7		Spreadsheet Maintenance	3.00		
8		Mileage	0.75		
9					
10		Formatting Documents	3.00		
11		Presentations	1.25		
12		Social Media Updates	3.00		
13		Research	5.25		
14		Data Entry	1.50		
15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

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





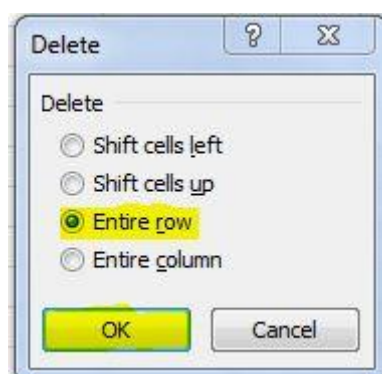
Click on **Blanks**, then **OK...**



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...**





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

	A	B	C	
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.

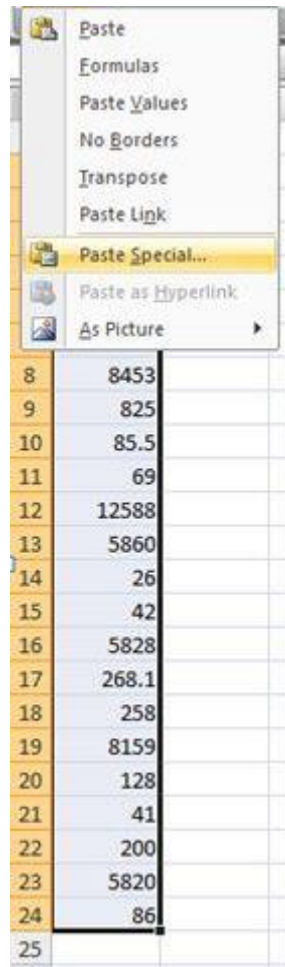
	A	B	
1			
2	5		
3	85		
4	64		
5	488		
6	2585		
7	4		
8	8453		
9	825		
10	85.5		
11	69		
12	12588		
13	5860		
14	26		
15	42		
16	5828		
17	268.1		
18	258		
19	8159		
20	128		
21	41		
22	200		
23	5820		
24	86		
25			

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

	A	B	C	D
1				
2	5		-1	
3	85			
4	64			
5	488			
6	2585			
7	4			
8	8453			
9	825			
10	85.5			



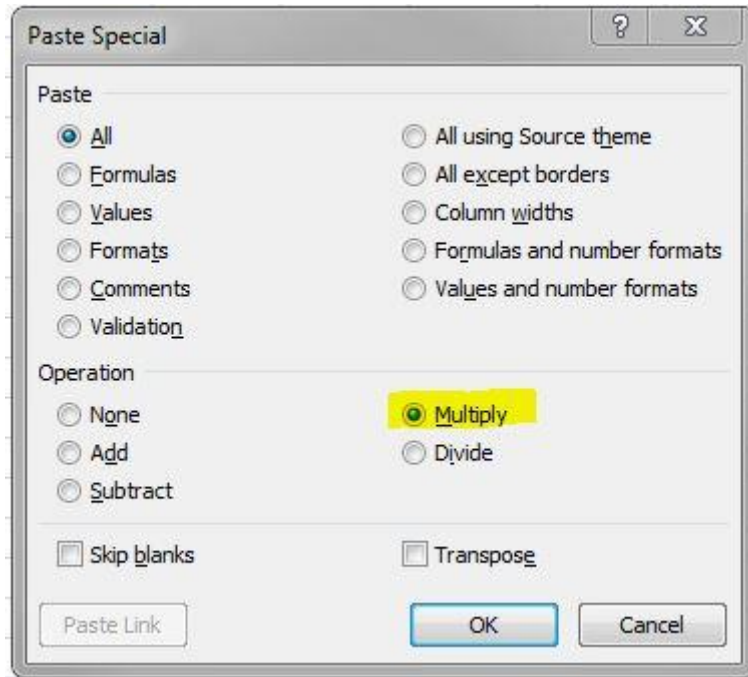
Select that cell and click **copy** (or **Ctrl+c**), then highlight the list of numbers, right click and choose **Paste Special...**



Ninja Note:

Press **Ctrl+Alt+v** after copying to also open the paste special dialog box.

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



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

	A	B	C
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...**



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



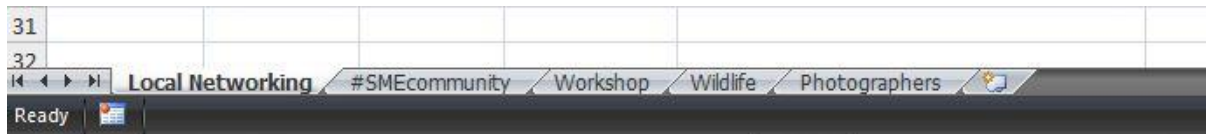
Short and sweet but it saves all that mouse clicking!



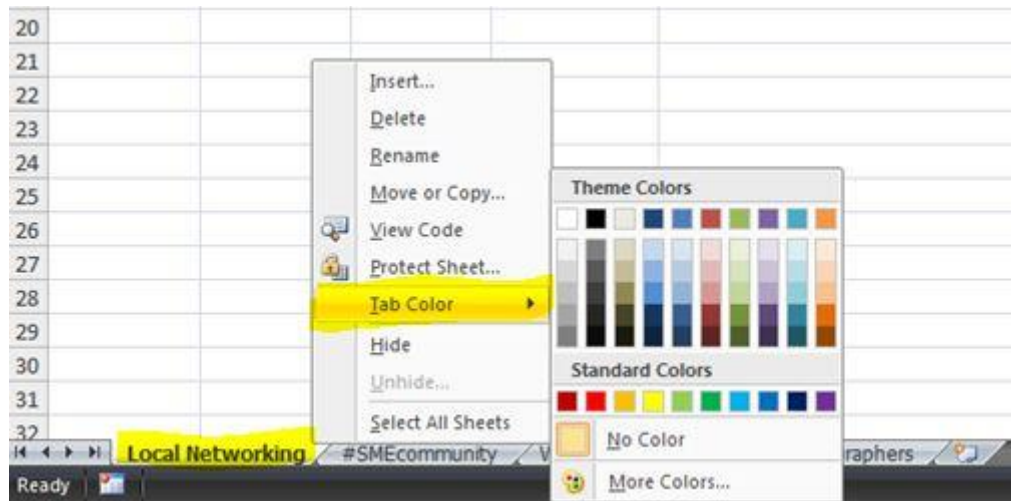
HOW TO CHANGE THE SHEET TAB COLOUR

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...



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



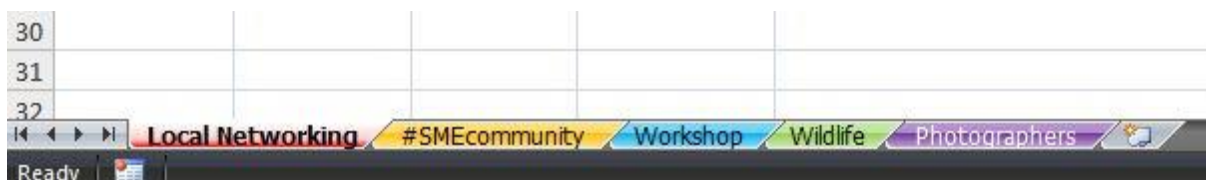
You'll notice that it doesn't actually look like it's coloured the tab very well – this is because when the sheet is active the text appears underlined in that colour.



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

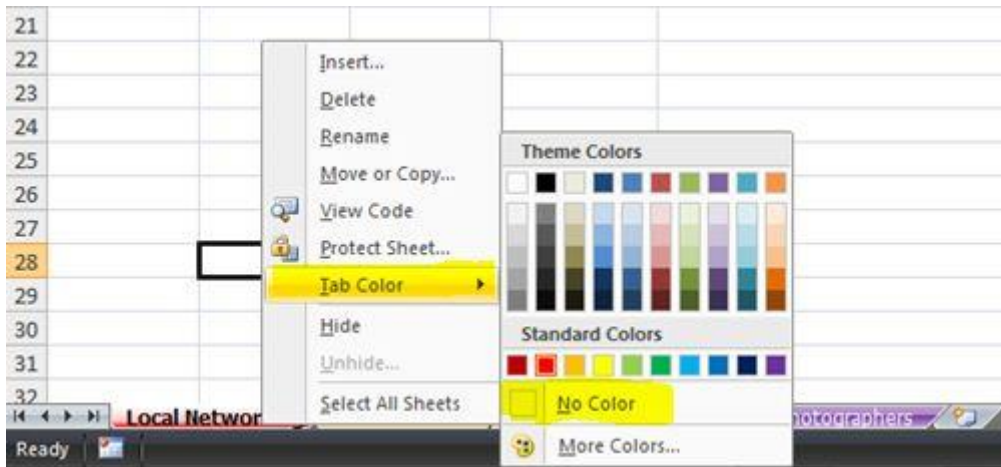


Then just repeat the process for the other tabs...

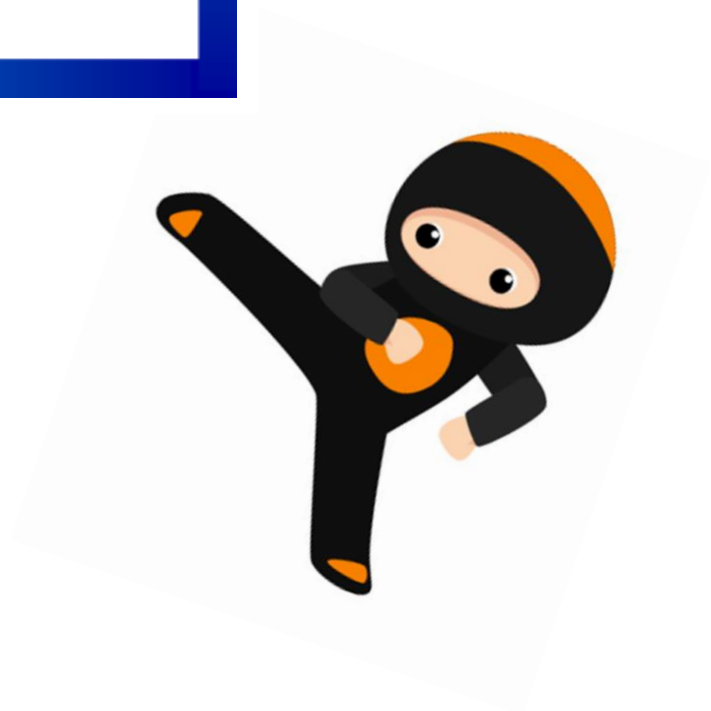




To remove the colours, all you have to do is right click on the sheet tab name, select **Tab Colour** and choose **No Colour**, and the tab will change back to the default colour.



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!





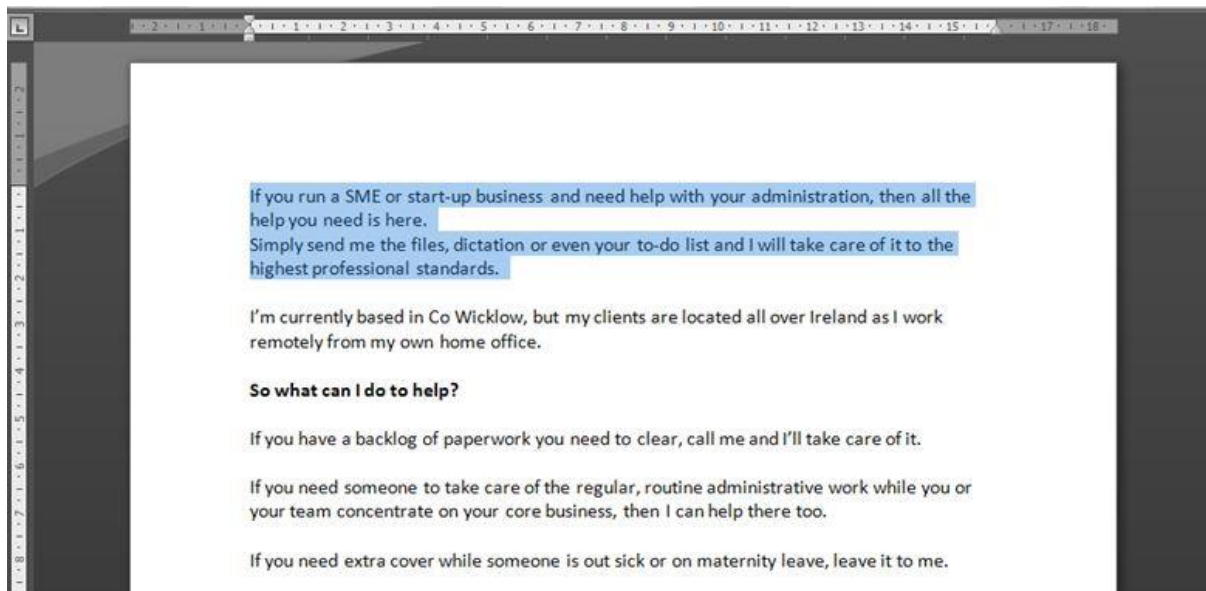
HOW TO MOVE PARAGRAPHS QUICKLY

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...



Click and drag down to highlight the lines of text in one go...



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...



I'm currently based in Co Wicklow, but my clients are located all over Ireland as I work remotely from my own home office.
If you run a SME or start-up business and need help with your administration, then all the help you need is here.
Simply send me the files, dictation or even your to-do list and I will take care of it to the highest professional standards.

So what can I do to help?

If you have a backlog of paperwork you need to clear, call me and I'll take care of it.

If you need someone to take care of the regular, routine administrative work while you or your team concentrate on your core business, then I can help there too.

If you need extra cover while someone is out sick or on maternity leave, leave it to me.

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

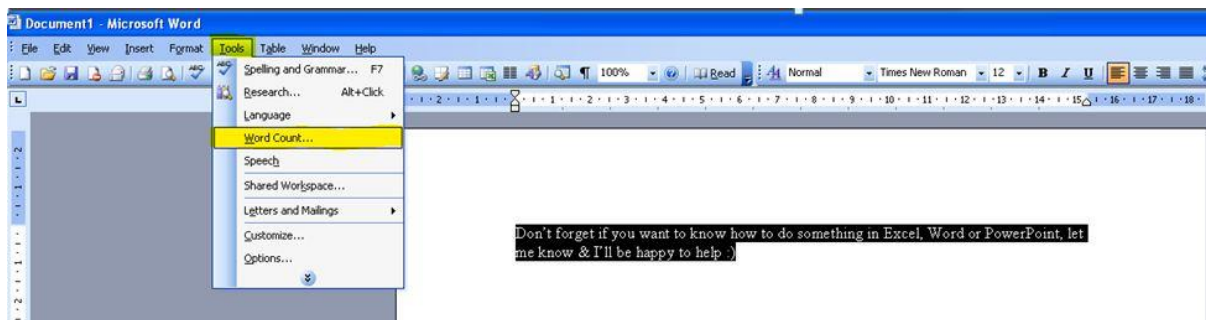


How To COUNT WORDS

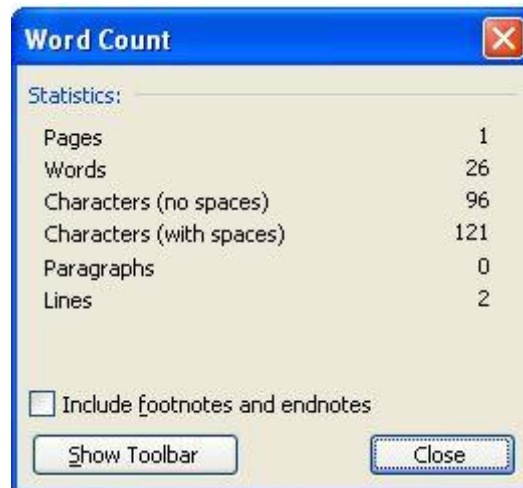
This tutorial takes me back to my school days (a long time ago!), when I had to submit an essay of no more than 500 words etc. Back in those days we had to write essays out (yes with pen & paper!), and I remember spending many an evening manually counting the words contained in the pages... those were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



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



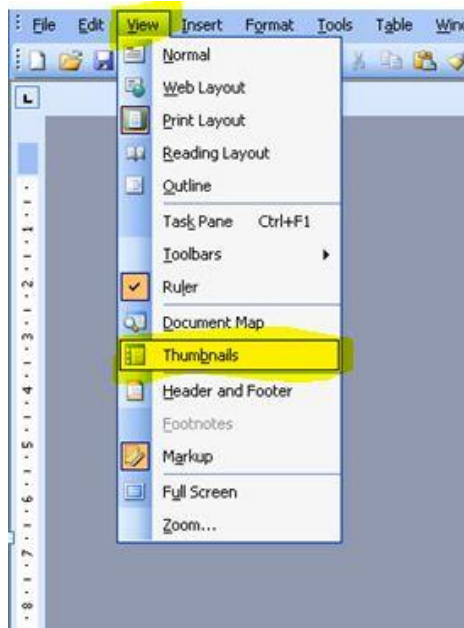
HOW TO VIEW THUMBNAILS

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.

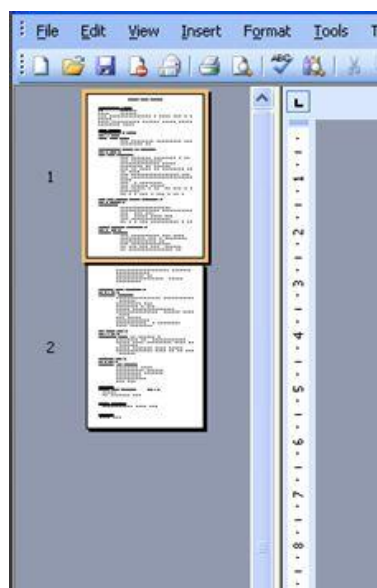
Well, the same applies to Word. If you're working on a document several pages long and the thought of scrolling up & down pages drives you insane... view the thumbnails.

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!

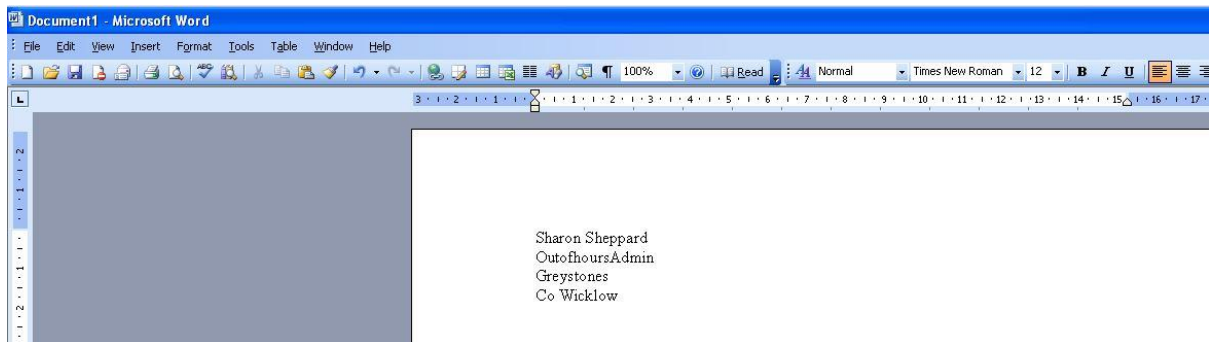


HOW TO PRINT ADDRESSES ONTO ENVELOPES

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)!

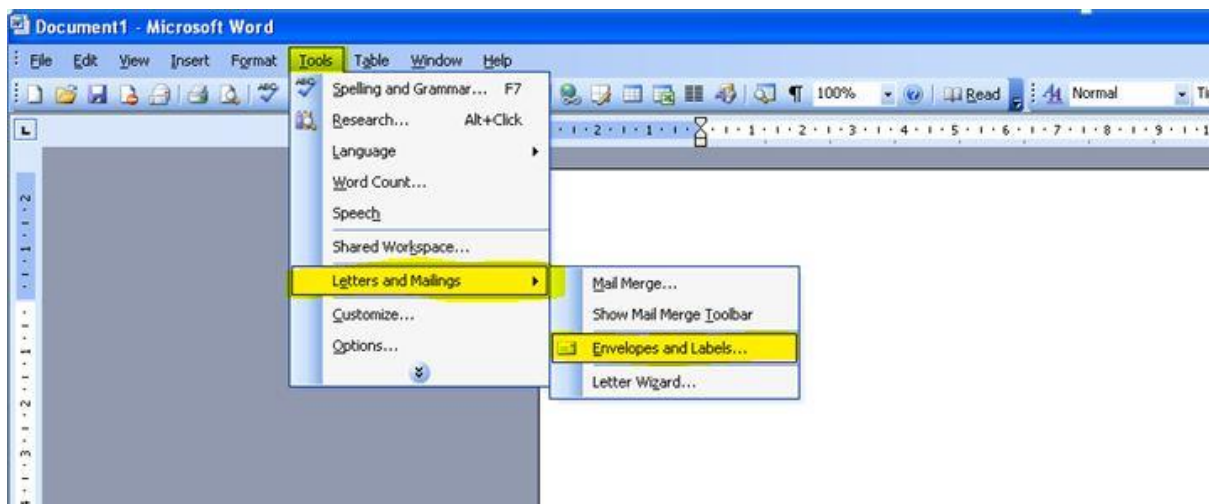
This guide shows you how to print the recipients address on the front of the envelope, and also how to print a return address, to make it look a bit more professional. I'm going to show you from scratch how to do one off envelopes.

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...



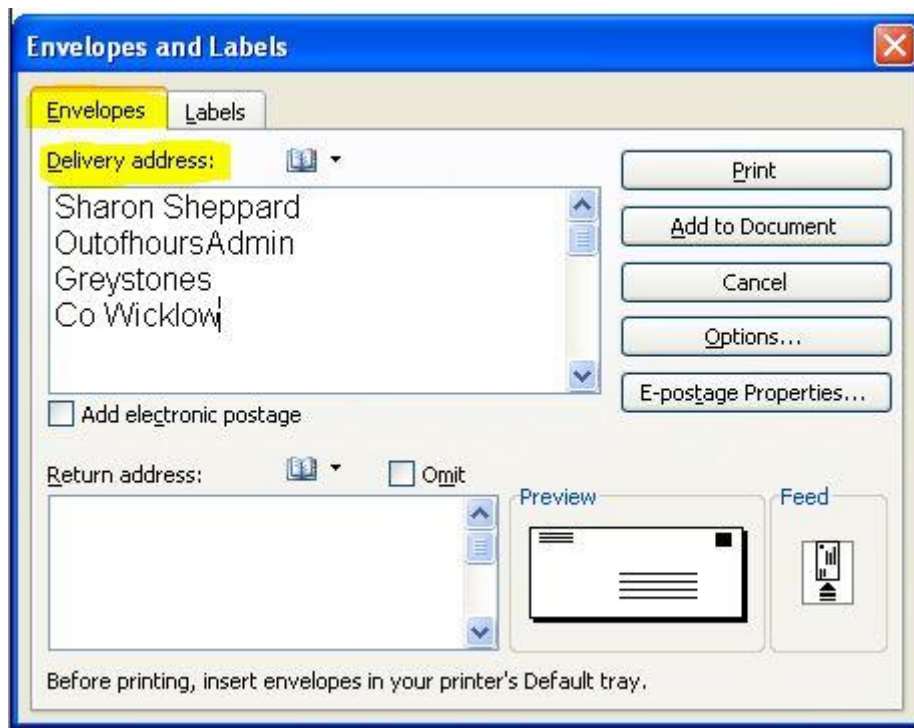
Or, you can enter the address at the next stage – it's entirely up to you.

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

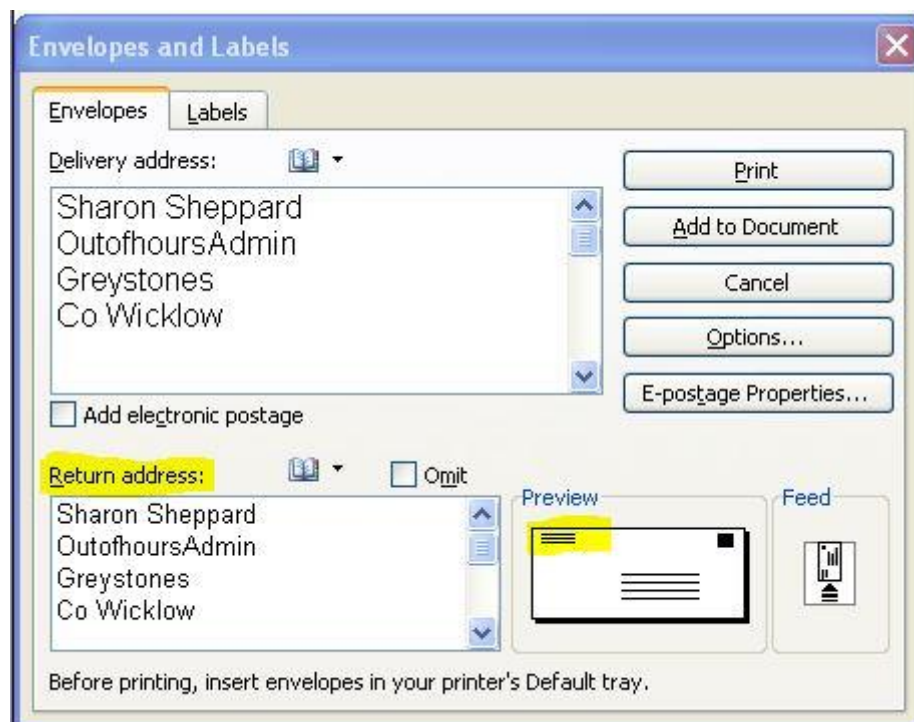




This will bring up the **Envelopes and Labels** dialog box. If you already typed out the address at the beginning, you'll notice that it's automatically added into the **Delivery address** section. If you didn't type the address, you can now type it directly into the **Delivery address** box...

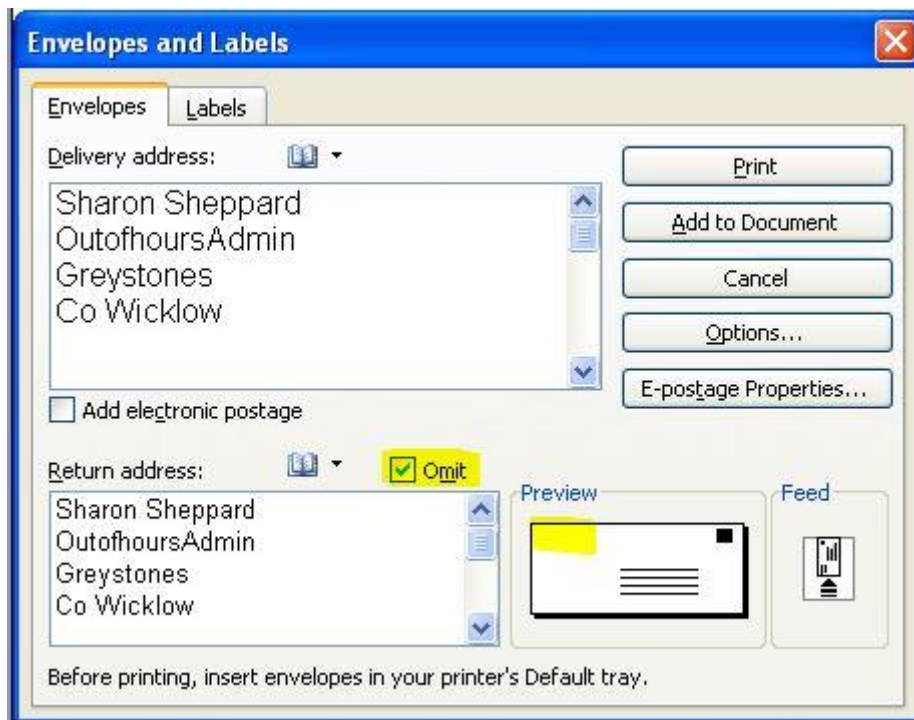


There's a handy preview showing you exactly what the envelope will look like. There's also an option to include a return address. If you want to add this, type out the address in the **Return address** section...

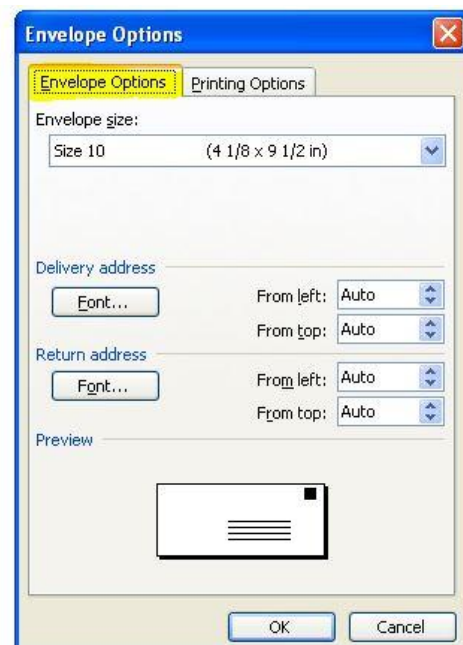
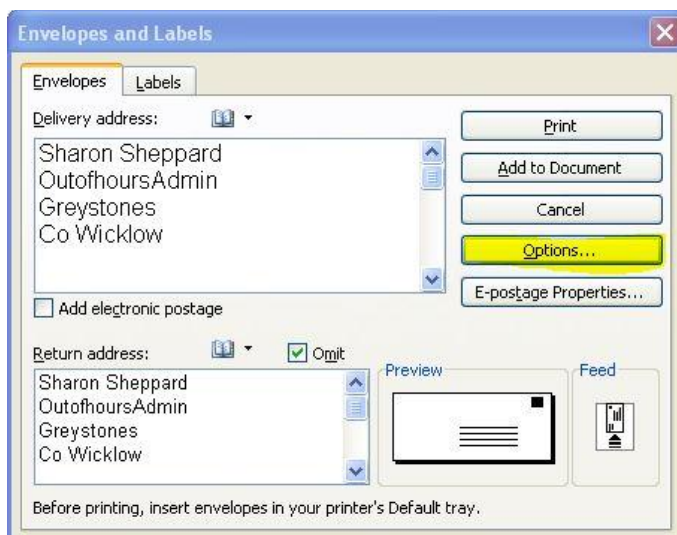




If you don't want to include a return address, tick the **Omit** box, and you'll notice that it disappears from the preview...

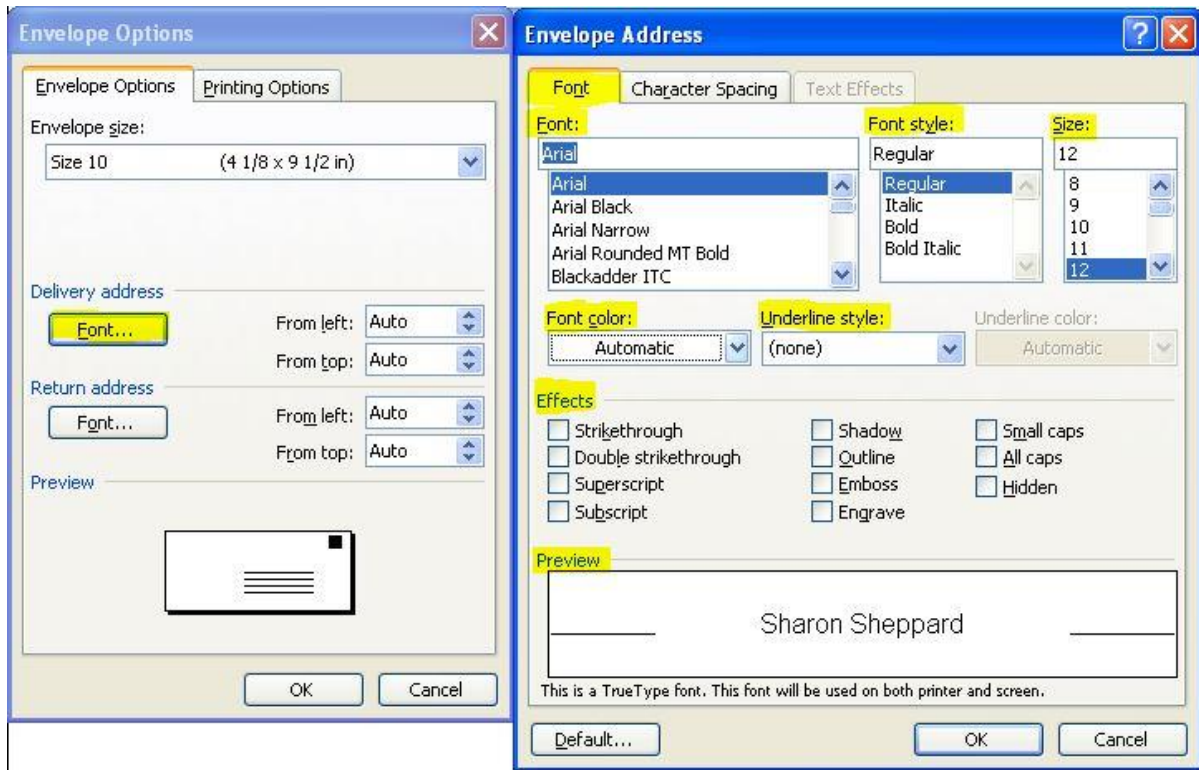


Next, you can change the font and style of the address, if you wish, by clicking on **Options**. This will bring up another dialog box which allows you to select the envelope size, the position of the address, and the font. Again, there is a handy preview for you to see the changes made...

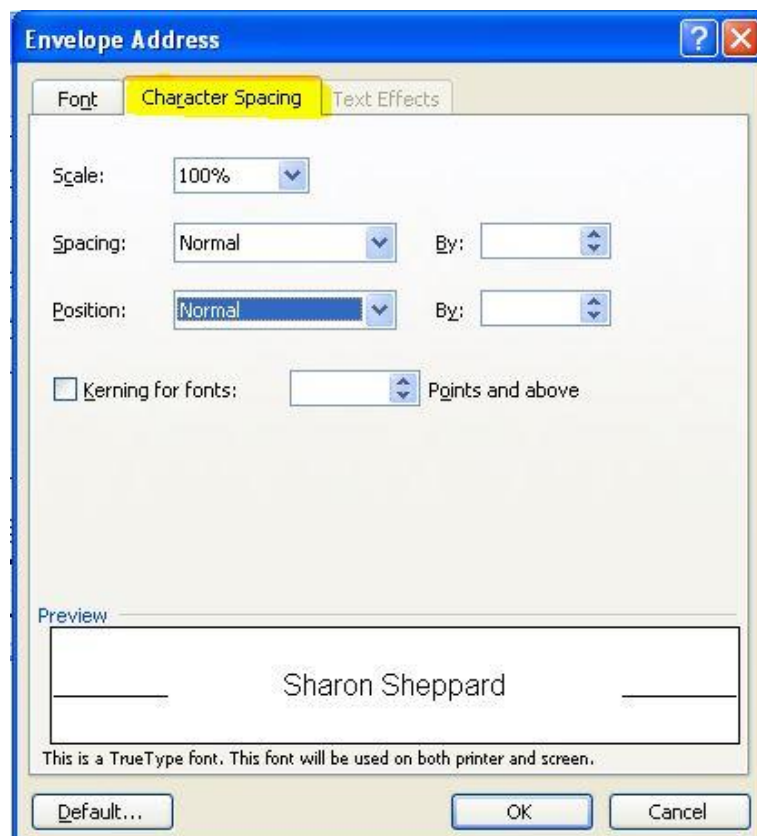




Clicking on **Font** for the delivery address and the return address (if applicable) allows you to change the colour, style, size and even the effect of the wording. A preview is, once again, shown so you can see what it will look like. Once done, click **Okay** and it will go back to the **Envelope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



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...





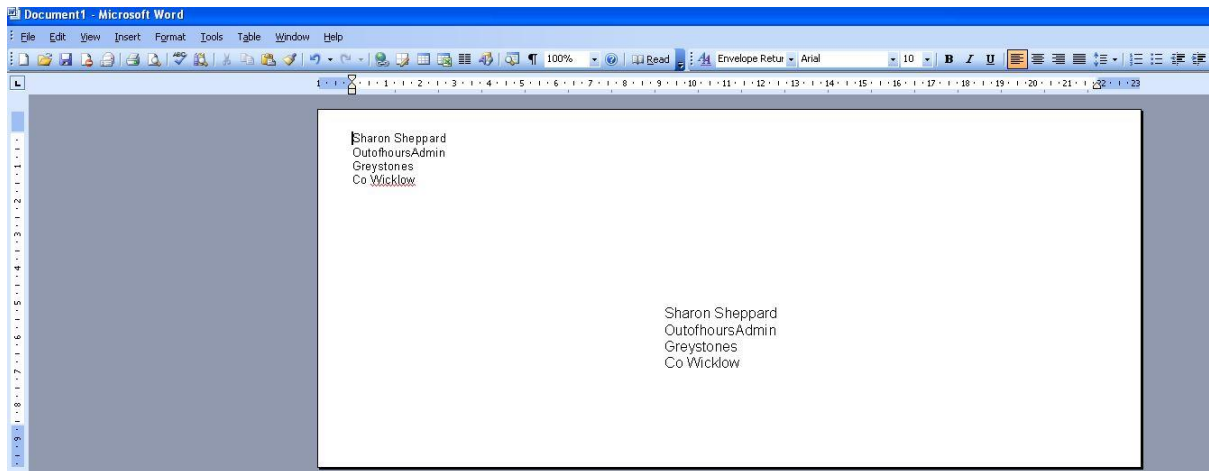
The next option to look at is the **Printing Options**. This will depend entirely on your printer set up as to whether you insert envelopes face up, face down, which tray to use etc...



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...**



...And the envelope appears on the screen



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.



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

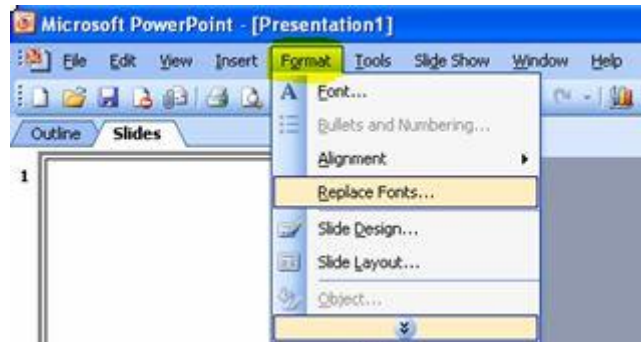




HOW TO QUICKLY REPLACE THE FONT

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.



That's it!



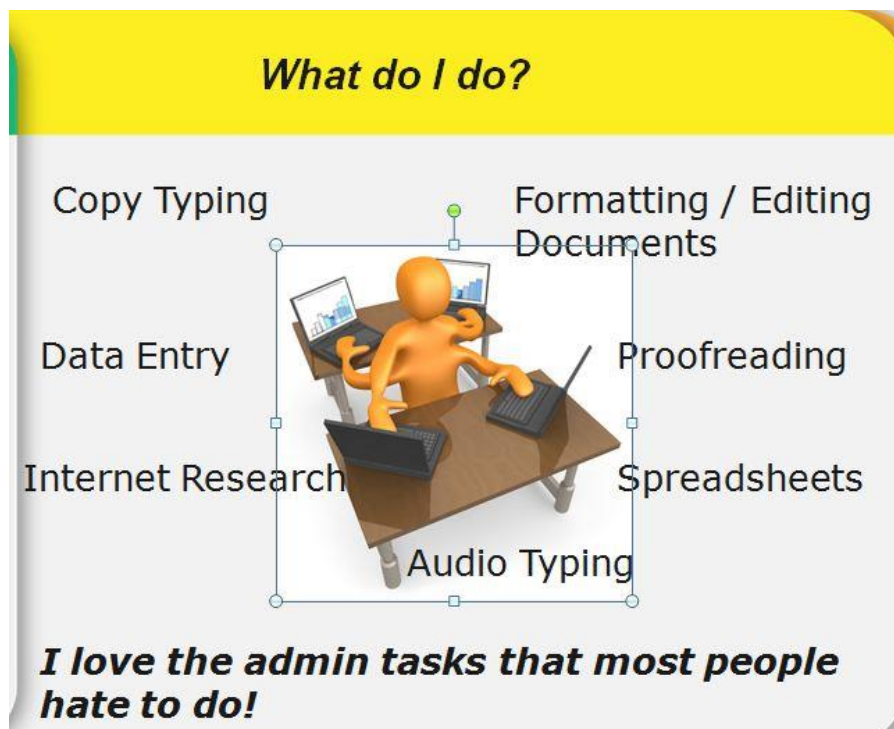
HOW TO SELECT OBJECTS

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.



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...



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 [blog](#) 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,

Sharon

