

Cry for Help

Computer Tips & Tricks for
the novice to the advanced.

Microsoft Office

Just the other day I came across some neat shortcuts in the MS Office suite that are not well publicised, but are very useful none the less. Give these a try.

1. to change the font size without using the mouse, simply press Ctrl + Shift + > all together.
2. while you are reading a document and scrolling down with the mouse wheel, you can also zoom in and out by pressing the Ctrl key while using the mouse wheel.
3. to insert the current date into a document (at the current cursor position) Press the Alt+Shift+D keys together.
4. to print a document, without using the mouse, press Ctrl + P then tab through the options you want to change (for one copy of the full document on the default printer, you don't need to change anything) then press enter.
5. similarly Ctrl + S will save the current document.

To learn what other shortcuts are possible you should activate the following; On the Tools menu click Customise then click the Options tab. Select the checkboxes labelled "Show ScreenTips on Toolbars" and "Show shortcut keys in ScreenTips". Then, when you hover the mouse over a "Button" you will see the shortcut that will activate the button (if one exists).



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