

Cry for Help

Computer Tips & Tricks for the novice to the advanced.

Word Tips

For all the Word users, here are some neat shortcuts that will save you time and impress your friends.

You will already be using the mouse wheel to scroll up and down a document page. Now hold the Ctrl key down as you scroll to quickly adjust the zoom of your document. (This changes the text you see, not the font size). To change the font size use Ctrl + Shift + >

If you want to insert today's date into the document, press Alt + Shift + D together.

To draw a horizontal line in your document, start on a fresh line and type in three minus signs and press Enter to get;

Or three equals and Enter for;

Have a try to see what you get using other characters like;

or _ or * or ~.

Next is the most powerful of all, create your own shortcuts. On the Tools menu click on AutoCorrect Options. Then click on the Autocorrect Tab. Here you can enter standard replacements eg I have set up "jjj" to be auto replaced with "JNH Software Pty Ltd". One tip however, don't use a real word for the one being replaced, because you will never be able to use that word again. Have a go and you will see what I mean. While you are in this section have a look around, there are loads of other neat tricks that will save you time.

Good Luck...

Jonathan Harris
5259 2304

