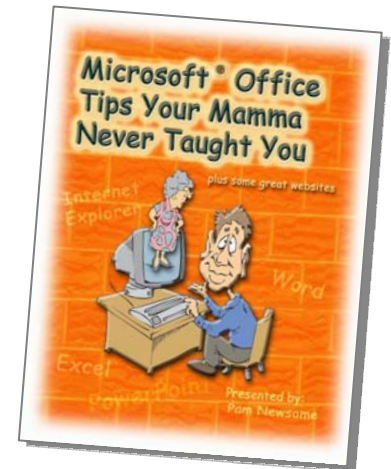


Tips and Tricks Your Mamma Never Taught You (Part I)

Think you know Word, Excel or PowerPoint? Many of us use these programs everyday, but do not know some great tips and tricks that could save us time as well as make our job both easier and more enjoyable.

Do you know there is an easy way to rearrange paragraphs instead of highlighting text and dragging it to a new location? Would you like to create headers or footers in Excel with just the press of button? Do you know how to compress photos in PowerPoint to cut the file size down significantly? Do you know how to change the home page in Internet Explorer by simple dragging the web address to an icon in your toolbar?

In this course we will explore over 50 of these kinds of tips and tricks. You'll walk away wanting to know more. We'll finish by introducing you to some websites that you help you continue to expand your computer knowledge.



Course Length

8 hours

Course Objectives

1. Exploring over 50 tips in Word, Excel, PowerPoint, Internet Explorer and Windows XP
2. Introducing tips and tricks websites that will continue to expand our computer IQ

Course Lessons

Microsoft Word

1. A Quick Way to Go to Page Setup
2. Add a New Menu to Open Favorite Documents
3. A Magical Way to Rearrange Paragraphs
4. Don't Take Those Shoes Off!...Use Word's Tools Calculate Feature
5. A Totally Humorous Tip...Adding Faces
6. Using the Paste Special Command
7. Create Lines with Repeating Keystrokes
8. A Cool Way to Open the Find and Replace Dialog Box
9. Make Life Easy ... Customize AutoText
10. No Magic Needed to Switch between Open Documents
11. Expand Recently Used Documents List
12. A Totally Quick Way to Modify Bullets and Numbers...Double-Click
13. Text Wrap Graphics Automatically upon Insertion
14. Creating Practice or Random Text
15. Presto . . . Change Cases with Key Strokes
16. Edit Pesky Hyperlinks,,Turn Off the Automatic Hyperlink
17. Annoyed,,Turn Off Drawing Canvas
18. Placing Existing Text in a Text Box
19. Making the Task Pane Appear with a Keystroke
20. The Format Painter Isn't Just for Text
21. Go to Where You Last Edited
22. Keeping a Graphic in Its Place
23. Inserting a Line Break without Creating a New Bullet
24. Save or Embed the Font with the Document
25. Changing Hyperlinks to Normal Text
26. Displaying Measurements on Tabs or Margin Markers
27. Insert Symbols from a Toolbar Button
28. A Quick Way to Remove Buttons from the Toolbars
29. Word Commands List
30. Increase Font Size by One Point
31. Accessing Spelling Options
32. Non-Breaking Spaces and Non-Breaking Hyphen
33. Using the Soft Return

Microsoft Excel

34. Create a Footer with a Macro
35. Letting the Speech Program Read the Numbers
36. A Totally Quick Way to Copy a Formula
37. Can't Remember the Date?
38. Quickly Manage Worksheets
39. Pasting Columns and Their Width Values
40. Changing the Default for Number of Worksheets
41. Shortcut for Adding Rows or Columns
42. Shortcut for Removing Rows or Columns

Microsoft PowerPoint

- 43. Run Slide Show Shortcut
- 44. Shortcut to Slide Design Task Pane
- 45. Replace Fonts Globally in PowerPoint
- 46. Create a Picture of a Slide

- 47. Cut PowerPoint Graphics Down to Size
- 48. It's Magic with the Photo Album
- 49. Create Your Own Soft Shadows

Internet Explorer

- 50. Change Internet Explorer's Default Home Page Quickly
- 51. Increase Font Size of Web Page
- 52. Print to Whole Page

- 53. Saving Your Favorites
- 54. Import the Favorites
- 55. Printing the Favorites

Windows XP

- 56. View Pictures as a Filmstrip
- 57. View Photos as a Slide Show without PowerPoint (Windows XP)

- 58. Using the Mouse to Zoom In and Out
- 59. Save or Close All

Tips and Tricks Websites

Course Materials Supplied

Course Booklet

Every participant receives a booklet that contains course notes, a listing of Internet resources and additional tips and tricks websites.

Free CD

Contains Word, Excel and PowerPoint Resources such as templates, sounds and photos.

