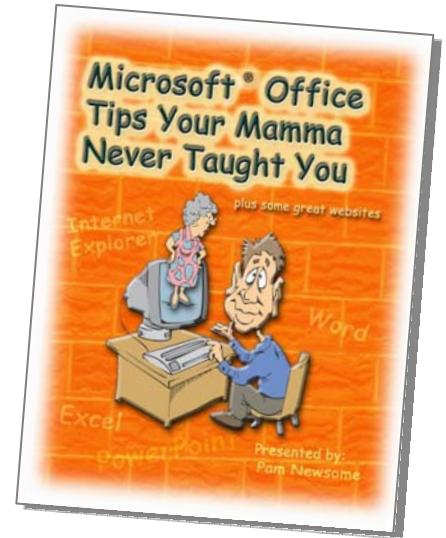


Tips and Tricks Your Mamma Never Taught You (Part II)

This course is a continuation of Part I of Tips and Tricks. We'll explore more obscure tips of Word, Excel, PowerPoint and Windows XP.

This course will have a heavy emphasis on graphics and how to quickly align, duplicate and change their attributes. Topics include bullet formatting, creating a business card that duplicates in all the cells by using AutoText, using headers and footers as a third layer, turning off the annoying overtyping key and more!!

We'll finish by investigating more 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. Opening Several Files at Once
2. Shortcuts for Opening a File and Creating a New Document
3. Insert Date or Time
4. Save All and Close All
5. Need More Spacing?
6. Those Menus Can Become Tear-Off Menus
7. Add a Disassemble Picture Button to a Toolbar
8. Removing Formatting
9. Restoring a Graphic
10. Preventing a Table Break-Up
11. Shortcut to Font Dialog Box
12. Creating an Automated Customized Business Card with AutoText and F3
13. Making Those Bullets Look Better
14. Behind Text and Can't Get to It
15. Header and Footers with Picture
16. Turn that Annoying Overtyping Key OFF!
17. Changing the User Information
18. Inserting Two Tables beside Each Other
19. Duplicating Graphics
20. Duplicating Graphics and Keeping Them Aligned
21. Aligning a Graphic on a Page
22. Enlarging a Graphic for the Center
23. Drawing a Perfect Circle, Square, Line or Arrow
24. Changing an AutoShape
25. Applying a Color from the Graphic to the Text
26. Changing the Colors in a Clip Art Image
27. Aligning Graphics to Each Other

Microsoft Excel

28. Moving Columns
29. Graph Shortcut
30. The Format Cells Dialog Box Shortcut.
31. Making Fractions
32. Make the Switch
33. Enter the Same Data Item into Many Cells
34. Need Some Random Text?

Microsoft PowerPoint

35. Selecting Small Objects
36. Preview Slide Show Effects
37. Make a Quick Copy with the CTRL Key
38. Make Files Smaller...Turn off "Fast Saves"
39. Applying a Different Background
40. Shortcuts for Adding and Duplicating Slides
41. Shortcuts for Running the Presentation
42. Creating Your Own Template

Internet Explorer

- 43. Save a Web Page with Graphics
- 44. Saving Favorites

- 45. Printing Favorites
- 46. Importing Favorites

Windows XP

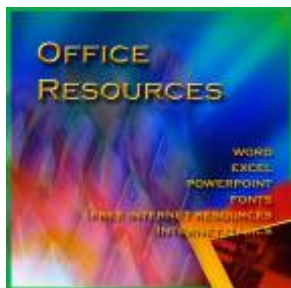
- 47. Launching Programs Minimized
- 48. Using StickyKeys
- 49. Taskbar Simplicity
- 50. Windows Logo Key Shortcuts (next to Alt key on Keyboard)

- 51. Shortcut for Showing Task Pane
- 52. Shortcut for Checking Folder Size and More

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.



58) Applying a Color from the Graphic to the Text

If you are using clipart in a document, you can break the graphic into pieces and select those pieces to find specific color values (red, green blue). **THIS DOES NOT WORK WITH PHOTOS—ONLY CLIPART.** If you want add only Clip Art to your document from the Clip Art Gallery, display the **Clip Art Task Pane** and **uncheck Photographs** in the Results should be area.

After inserting the Clip Art, **select the graphic and right click** on it. Next, select **Edit Picture**.

You will get a message that says, **This is an imported picture, not a group. Do you want to covert it to a Microsoft Office drawing object? Click on Yes.**

You will notice little handles around the various pieces of the image. Click in a blank area of the image to **deselect all the pieces of the clip art.**

52) Duplicating Graphics
This article for a drawing graphic with a shadow, color, AutoShape, circles, squares and lines. Simply select the graphic, hold down the Ctrl key, type in the number 100%, let go of the Ctrl key and click drag the selected graphic away from the original graphic.

53) Duplicating Graphics and Keeping Them Aligned
You will learn use the Ctrl key to duplicate a graphic, but what to do down the Ctrl key as you drag the duplicate graphic back to below the original, the Ctrl key keeps the duplicate aligned with the original.

54) Aligning a Graphic on a Page
You may have a graphic that you would like to place on a page and a space to place on the page. You may want to align it horizontally or vertically with the page. Select the graphic and click on the Drawing toolbar. Next, click on the **Align Center** or **Align Middle** button. You may also use the **Align Left** or **Align Right** buttons. The graphic is precisely aligned on the page from the right and left.

55) Enlarging a Graphic for the Center
Maybe you have the graphic already centered on the page but vertically and horizontally, and you would like to enlarge it. Hold down the Ctrl key and drag the graphic and hold down the Ctrl key and drag the graphic down. Click on a corner handle of the graphic, and move inward to decrease or pull outward to enlarge the graphic.

56) Drawing a Perfect Circle, Square, Line or Arrow
Click on the **Rectangle, Circle, Lines or Arrow** tool in the Drawing toolbar. Hold down the Shift key and drag to create a Circle or Rectangle that is perfectly square and perfectly circular.

57) Changing an AutoShape
Perhaps you have drawn an AutoShape and made some changes to it, but you would like to have changed that you would like to change it to a different AutoShape. Select the AutoShape and change **Change AutoShape**. You may have the choice of AutoShapes from which to change the AutoShape.