100 Tips SUMMARY

Using Windows 7 and Microsoft Office 2010

Summary of tips from "*100 Tips using Windows 7 & Office 2010*"

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Windows 7 Tips

Look, Ma! No mouse.

Tip #1   Open (My) Computer instantly
Tip #2   Show the Desktop
Tip #3   Minimize all windows but the current one
Tip #4   View windows side by side
Tip #5   Search your computer for documents or emails
Tip #6   Lock the computer

Get to it, quickly.

Tip #7   Quickly launch a program
Tip #8   Cycle through open windows
Tip #9   Quickly locate recent folders

Make it your own.

Tip #10   Set your default folder view
Tip #11   Pin your favorite programs
Tip #12   Create a shortcut to your favorite documents

Office 2010 Tips

Understand the ribbon.

Tip #13   Use the Interactive Guide to find old commands on the new Ribbon
Tip #14   Minimize the Ribbon
Tip #15   Create your own toolbar
Tip #16   Access shortcut keys to commands on the Ribbon

Manage your file behind the scenes.

Tip #17   Save a file as PDF
Tip #18   Email a document as a PDF
Tip #19   Quickly view recently visited places
Tip #20   Remove personal data
Tip #21   Mark a document as final

Discover timesaving tools.

Tip #22   Copy text and paragraph formats using the format painter
Tip #23   Paste text without formats, tables, links or images using Paste Special
Tip #24   One-click access to look up a word in the thesaurus or dictionary

Word 2010 Tips

Save hours of time when formatting documents.

Tip #25   Discover selecting tricks using the document margin
Tip #26   Use Styles to format your document
Tip #27   Use F4 to repeat last action
Tip #28   Select all text with similar formatting
Tip #29   Modify a style
Tip #30   Completely reformat your document in seconds
Tip #31   Format a table in seconds
Tip #32   Delete a table
Tip #33   Change the color palette for text and tables
Tip #34   Brand your documents using Themes

Navigate quickly through your document.

Tip #35   Use your headings to navigate your document
Tip #36   Use the Navigation Pane to move content
Tip #37   Use keyboard shortcuts to navigate your document

Work like a pro without being one.

Tip #38   Create a table of contents in seconds
Tip #39   Add a watermark
Tip #40   Add foreign letters
Tip #41   Find & highlight text
Tip #42   Find and replace special characters

Excel 2010 Tips

Save time in Excel.

Tip #43   Autofill values such as Quarters, Months or Days of Week
Tip #44   Use Autofill to create a schedule of 30 minute increments
Tip #45   Use Autofill to copy calculations
Tip #46   Instantly Autofill down a column
Tip #47   Quickly select a table in Excel
Tip #48   Use Excel's AutoFit to resize columns and rows
Tip #49   Open another instance of Excel

Manage your data with minimal effort.

Tip #50   Format a list as a Table
Tip #51   Expand the table as you type
Tip #52   Create a calculated column with minimal effort
Tip #53   Instantly add a total row to your table
Tip #54   Use Autofilter to find data
Tip #55   Add style to your table
Tip #56   Select all cells in a column with ease
Tip #57   Remove duplicate records

Perform magic.

Tip #58   Separate Full Name column into First and Last Name using "Text to Columns"
Tip #59   Use Autocalculate to show off your math skills
Tip #60   Flag duplicates values in your column

Reduce errors.

Tip #61   Paste values instead of formulas
Tip #62   Flip your data using transpose text

Listen to your data.

Tip #63   Find anomalies using a heat map
Tip #64   See the trend in each row using Sparklines
Tip #65   Create a chart at the press of a button

Share nicely with others.

Tip #66   Make your worksheets stand out
Tip #67   Print to fit on one page
Tip #68   Send a worksheet – not the entire workbook – to a colleague

PowerPoint 2010 Tips

Look, Ma! No mouse.

Tip #69   Run your slide show from the beginning
Tip #70   Run your slide show from the current slide

Organize your presentation.

Tip #71   Create sections in PowerPoint
Tip #72   Create one slide show for multiple audiences using Custom Slide Show
Tip #73   Add compelling transitions to your key point slides

Make your point.

Tip #74   Convert text to SmartArt
Tip #75   Create a new slide layout
Tip #76   Insert an Excel chart into presentation
Tip #77   Create a chart from within PowerPoint
Tip #78   Use the Snipping Tool to capture your screen

Become an instant graphic artist.

Tip #79   Style your pictures effortlessly
Tip #80   Add artistic effects to your images
Tip #81   Change shape of your image
Tip #82   Add artistic effects to your text
Tip #83   Draw straight lines, perfect squares and perfect circles
Tip #84   Connecting shapes using lines and arrows

Create easy-to-use navigation

Tip #85   Create a hyperlink
Tip #86   Create action buttons

Don't reinvent the wheel

Tip #87   Reuse slides from other presentations
Tip #88   Start with a template
Tip #89   Use a design theme

Outlook 2010 Tips

Manage your inbox quickly.

Tip #90   View messages by conversation
Tip #91   Quickly find an attachment
Tip #92   Ignore conversations without hurting anyone's feelings
Tip #93   Reply with a meeting

Be kind to others.

Tip #94   Set a reminder for your email
Tip #95   Set your mail to expire
Tip #96   Schedule your email to send at an appropriate time

Automate your work.

Tip #97   Use Quick Steps to quickly email your project team
Tip #98   Resend a message to a different person

Manage your time.

Tip #99   Overlay multiple calendars
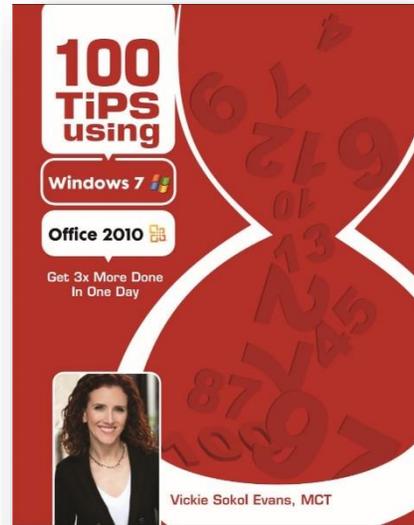Tip #100 Create shortcuts to your favorite Outlook location

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Timesaving (and jaw-dropping) productivity tips using Microsoft Office

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