

Pitts Theology Library, Weekly Workshops: MS Office Hacks

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1. Keyboard Shortcuts:

Shortcut Description	Windows	Mac
Select the entire page	Ctrl + A	Cmd + A
Copy selected information	Ctrl + C	Cmd + C
Cut selected information	Ctrl + X	Cmd + X
Paste copied information	Ctrl + V	Cmd + V
Open a file	Ctrl + O	Cmd + O
Save a file	Ctrl + S	Cmd + S
Undo the last operation	Ctrl + Z	Cmd + Z
Redo the last operation	Ctrl + Y	Shift + Cmd + Z
Find text in the current document/page	Ctrl + F	Cmd + F
Task Manager	Ctrl + Shift + Esc	Alt + Cmd + Esc

2. Word

- a. Templates
- b. Notice what is already on your page!
 - i. Top menu:
 1. To show/hide these menus: Use carat (^) symbol or click on the individual tab (Home/Insert/etc.)
 2. Lots of formatting tools at your fingertips
 - ii. Bottom bar: Pages, Word Count, Spellcheck, Screen-View type, Zoom
- c. Formatting Issues?
 - i. Paragraph Symbol ¶ (on the “Home” tab, likely in the “Paragraph” section) will show you all formatting present in your document
 - ii. Pasting Items:
 1. Before you paste: Home tab → drop down arrow → Match formatting OR Keep text only
 2. After pasting: look for the small clipboard to appear at the bottom right of your pasted text. This has the same options as the previous step: Match Formatting/Keep Text
 - iii. Sending the document but want to preserve formatting? Save or Export it as a PDF!
 1. Mac: File → Save as → File Format drop down menu

2. PC: File → Export → Create PDF

d. Selecting sections

- i. Double click to select a *single word*
- ii. Triple click to to select a *whole paragraph*
- iii. Hold down Ctrl/Command and then click to select a *single sentence*

e. The wonders of FINDING

- i. Ctrl/Command + F = Find in your document
- ii. Find and Replace
 1. Mac: Edit → Find → Replace
 2. PC: Home tab → far right, “Replace” button is under the under the “Find” button (designated by binocular or magnifying glass)

f. Spelling

- i. Turn on/off for *whole document*
 1. Mac: Tools → Spelling/Grammar → Hide Errors
 2. PC: File → Options → Proofing → uncheck “Check spelling as you type”
 - ii. Options after right clicking a *single word*:
 1. Ignore/Ignore All: spell check will ignore the word for *that document only*
 2. Add to dictionary: once selected, as long as you are on *your* computer, that word will never be flagged as misspelled again.
 3. “Synonyms” accesses Thesaurus
- g. AutoSave settings (and where to alter lots of settings!):
- i. Mac : Word → Preferences → Save
 - ii. PC : File → Options → Save

3. Outlook

- a. Email.emory.edu → GEAR icon (far right) → Options → Shortcuts (and others!)
- i. Create an email signature
 1. Include: name, title, school/organization, and contact information
 2. Using the desktop Outlook:
 - a. Mac: Outlook → Preferences → Signatures
 - b. PC: File → Options → Mail → Create or Modify Signatures
 - ii. Automatic/Out of Office Reply
 1. Desktop:
 - a. Mac: Tools → Out of Office
 - b. PC: File → Automatic Replies (Out of Office)
 - iii. Rules: dictate what happens to email from certain users or emails with certain key words

4. PowerPoint

- a. Templates:
- i. Create new “From Template”—you can also download templates online
 - ii. Note that each template offers up to ELEVEN slide format options: Home tab → New Slide (to see all pre-formatted slide options)

- b. Visual Effects: Use these judiciously!
 - i. Layers: When you add different items to your slide, they act as layers. To move/edit each layer:
 - 1. Mac: Home tab → Arrange → Reorder Objects
 - 2. Windows: Home tab → Arrange → Bring Forward/Back and Select Pane
 - ii. Transitions: how one slide moves into the next, found on the Transitions tab. A star will appear next to the thumbnail of each slide that has a transition in place.
 - iii. Animations: Select how individual elements of the slide will appear and in what order. Use the “animations” tab to select items, and as you do so, numbers will appear showing the order the items will display. Use the “Animation Pane” to change the order of these entrances.
- c. Notes: Always at the bottom of individual slides, wonderful for use in speaking (will show up on presenter view, but will not be visible for audience).

5. Excel

- a. Templates! Cells are already linked for equations and graphs
- b. Basic formulas:
 - i. Once your data has been entered, go to a new cell and hit the equals sign (=) and the item level box (top left of your screen) will have a list of formulas in the drop down menu (like SUM, and AVERAGE). You can select one of those, or choose “show all functions” for more complicated equations.
 - ii. Once you’ve selected a formula, you need to tell Excel which cells will be included *in* that formula (either by highlighting them or manually entering the cell numbers).
 - iii. Once the cells are linked to a formula, the answer to the formula will change along with any changes made to the data.
- c. Making a graph
 - i. Highlight a section of data, then go to the “insert tab”
 - ii. “Recommended Charts” are designated by Excel as best for your data
 - iii. Once the cells are linked to a chart, any changes to the data will be reflected in the chart

6. When in doubt? GOOGLE it!