


# AJ's Tip o' the Month!



This information has been created and brought to you by [Angelo Jordan](#) with DAS HRSD.

## Fast Formatting

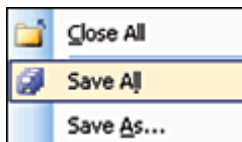
One of our favorite hidden gems is the Format Painter. This Paintbrush icon  should appear by default on the standard toolbar. To add it to the toolbar, go to *Tools | Commands*, navigate to *Format*, and drag the Paintbrush icon to a toolbar.

When you click on this icon, Format Painter copies the text formatting of the area where the cursor is located. If you select an entire paragraph or cell and then click on the icon, Format Painter will also copy the paragraph or cell formatting. You can then "paint" the copied formatting into other parts of the document by simply highlighting text.

By double-clicking on the Format Painter icon, you can apply the copied formatting repeatedly until you press Esc.

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## More File Options



If you hold down the Shift key while selecting the File menu in **Word** (or in **Outlook** when composing a message), the menu options change. You get handy options to Save All and Close All open files. In Excel, you get a Close All—but not a Save All—option.

## Line Breaks without Bullets

- Bullets Over Broad
- Here's A Line Brea
- Another Line Break
- Sweet & Lowdown

When you're creating a bulleted or numbered list in **Word** or **PowerPoint**, you might want an item to appear on the list without a bullet. You can start a new line without a bullet by pressing Shift-Enter. The next time you press the Enter key, the new line will continue the bulleted or numbered list. Another useful trick: In Excel, you can press Alt-Enter to ~~start a new line within a cell~~

## Use Autocorrect to Add Symbols

The AutoCorrect feature in Office can automatically place symbols in your documents. Here are some of our favorites.

(c) will do this: ©

(r) will do this: ®

(tm) will do this: ™

==> will do this: ➡

<== will do this: ⤵

--> will do this: →

<-- will do this: ←

## Understanding Smart Tags

Smart Tags, which were introduced in Microsoft Office XP, are small XML-based icons that dynamically appear above or below data when an action is possible. Some Smart Tags are specific to an application, like Stock Symbol Smart Tags in Excel, or to a specific type of data, like a name or address in Word or Outlook. The most universal is the Paste Options Smart Tag, which appears whenever data is pasted into any Office application.

To ensure that the Smart Tags option is active, select AutoCorrect Options in the Tools menu in any Office application and click on the Smart Tags tab. Make sure the Label text with smart tags box is checked. There you will find numerous recognizers such as address, financial symbol, person name, and others, as well as a choice to remove Smart Tags altogether. Keep in mind that these choices will affect all Office applications where Smart Tags are an option.

Paste options: After pasting data in any Office application, clicking on the Smart Tag (which looks like a clipboard) will open up a menu with numerous formatting choices, including Match Destination Formatting (which will format the data being pasted in the same way as the rest of the document) and Keep Source Formatting (which will keep the text being pasted in the same format it had in the source document).

Address Smart Tags: Certain Smart Tags can perform handy actions. For example, if you type the name of one of your Outlook contacts into a Word document, a Smart Tag will provide options to send e-mail, open the contact information (if it exists), insert the person's address, or schedule a meeting. Smart Tags associated with an address include options to add the address to your contact list and to display either a map or driving directions (which automatically brings you to <http://mappoint.msn.com>).

Excel error-checking: Error-checking Smart Tags in Excel appear when a cell entry violates a set of rules for a function or formula. The choices offered help users spot possible errors in calculations and enable them to correct the errors or change the error-checking options.

Stock symbol: The Stock Symbol Smart Tag in Excel recognizes stock symbols and lets users get information from MSN MoneyCentral.

Other Smart Tags: Microsoft has provided an API for developers to build custom Smart Tags. Others are available on the Web. You can see a list of the ones currently available by clicking on More Smart Tags in the Smart Tags dialog box.

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## General Office Keyboard Shortcuts

**Ctrl-C:** Copy selection.

**Ctrl-X:** Cut selection.

**Ctrl-V:** Paste copied selection.

**Ctrl-Shift->:** Increase font size.

**Ctrl-Shift-<:** Decrease font size.

**Alt-F11:** Open Visual Basic for Applications.

**Alt-Shift-F10:** Display Smart Tag options.

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## Fast Data Entry in Excel

Saving yourself the time and trouble of manually typing info into Excel does more than speed you up—it'll improve accuracy, too.

Anytime you can enter data without having to type it yourself, you improve accuracy and save yourself effort. There are plenty of opportunities in Excel to enter data in a faster and smarter way than via the keyboard.

Probably the simplest example is Excel's Fill list feature, which lets you enter days of the week or months of the year automatically. Simply type one entry, such as January, into a cell and press Enter. Click to select the cell and you'll notice a small square—called a fill handle—in the bottom right-hand corner. When you hold your mouse

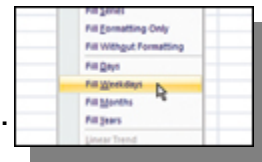
pointer over the fill handle it changes to a plus sign, and you can click and drag to create the rest of the entries in the sequence. Drag down or to the right (or to the left or upward) to create the other months in the series. A tool tip appears by the mouse pointer to tell you the entry that will appear in the cell if you let go of the left mouse button, saving you from having to count cells as you drag.

You can start the year at any point, and the same technique works if you type in a day of the week. You can also use abbreviations for days of the week (Mon, Tue, Wed) and for months of the year (Jan, Feb, Mar). This is one way to speed up data entry, but it's not the only way. Here are some other techniques.

## BASIC NUMBERS

Excel will fill a number series for you if you provide the first two numbers in the series (if you don't provide two numbers, Excel merely copies the value).

For example, if you type 2001 and 2002 in adjacent cells, select both cells, and drag the fill handle, Excel creates the linear series 2001, 2002, 2003, 2004, and so on. Type in 2, 4, and Excel will fill in 6, 8, 10, and so on. Type a date and drag the fill handle and Excel assumes a linear series and increments each cell by one day; type alternating months—say, March, May, July—and Excel will continue the pattern.



If you hold the right mouse button as you drag the fill handle, when you let go a pop-up menu appears and you can choose to fill weekdays, months, or years instead of days.

## CUSTOM LISTS

As with the months of the year and days of the week, you can create your own custom fill lists.

Click the Office button and choose Excel Options | Popular | Edit Custom Lists to display the Custom List dialog. You can copy a list from a range on the worksheet or click New List and type a list of entries in the aptly named List entries box, one per line. Click Add to add the list and OK twice to finish. Now type any entry from your list in a cell and drag the fill handle to create the sequence.

