



Top Tips Newsletter January 2008

CHANGING CAPITALS to lower case

We've all left the Caps Lock switched on when we're typing Word documents but did you know there was a shortcut which can change the text back for you without having to type it all again? Highlight the text or the word and then hold down the shift button \uparrow whilst pressing '**F3**' the text will change with each subsequent press of '**F3**', going from CAPITALS, to lower case, to Header Capitals and back again.

Moving easily between applications

If you have a number of windows open at the same time, you can switch between them by using the '**Alt**' and '**tab**' \rightarrow keys. Pressing the '**Alt**' and '**tab**' key once will taking you to the next program but if you hold down the '**Alt**' key and keep pressing '**tab**', you can move through all open programs to select the one you want.

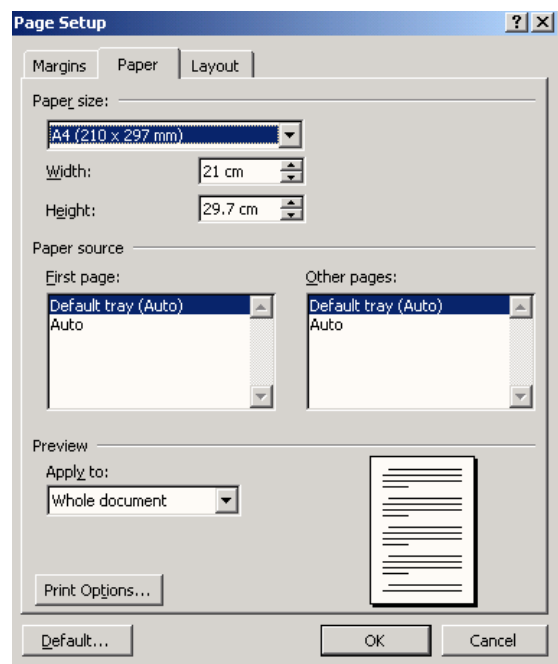
Saving Paper

Windows applications are generally set up with large margins which obviously use more paper. You can reduce the margins for all your documents as follows:

Press '**Alt**' and '**F**' followed by '**Alt**' and '**U**' and this will bring up the **Page Set Up** menu. Try changing your right and left margins to 1" or 2.54 cm and then press '**OK**'.

Clicking the '**default**' button at the bottom of the menu will allow you to keep these settings for all future documents - you will be asked if you want to do this so select '**Yes**' if you do.

You can also use this short cut to set up the right paper size for most printers. A4 is the usual size and if you select the '**Paper**' tab ('**Page**' in Excel) and then the first drop down menu you can choose the right size to ensure your documents print correctly.



Look out for more tips in the March Newsletter.

Please note these tips have been tested out on Windows 2000 and XP.