



Top Tips Newsletter July 2008

Undo and Redo

In word you can use the undo  and redo  buttons or go to **'edit'** and **'undo'** on the toolbar, but a quicker option is to use **'Ctrl z'** to undo and **'Ctrl y'** to redo.

Save ink when you Print

The majority of most people's printing is for internal use so unless you're sending out letters, it makes sense to print your work in draft or economy format to save toner. When you select **'print'**, click on either:

- The **'properties'** button where you can click on the **'fast draft'** button in the **'set up'** tab or;
- The **'options'** button where you can click the **'draft output'** button or;
- The **'economode'** box under **'Paper/Quality'**.

Alternatively, you can select to always print in draft format:

- Click on the **'start'** button and then **'settings and printers'**. Click on your printer name and then click on **'printer'** and **'printing preferences'**. Here you will be able to select **'fast draft'** and then **'apply'** and all your printing will be in draft format.

EXCEL - Locking formulae

If you want a part of your formula to remain constant when copying it down a column or across a row in a spreadsheet, you can anchor part or all of it.

Click on the cell containing the formula, then move your mouse cursor to the tool bar where your formula is displayed **fx =SUM(x + y)**. This is shown at the top left hand side of your screen below the toolbars.

Move your mouse button to the part of the formula you want to lock and press **'F4'**. Depending on the position of the mouse within the formula, you can lock the row, the column or both and the locked part will be bracketed with **'\$'**.

Look out for more tips in the September Newsletter.

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