



Top Tips Newsletter March 2008

WORD

When you want to highlight all the text in a document do you use your mouse or the keyboard? Using the mouse is fine but it could be quicker using this tip.

Hold down the **'Ctrl'** key and press **'A'** and this will 'select all' of your page.

This tip is particularly useful if you want to make your text fill the page but don't know what size font you need. Select all, as shown above and then hold down the **'Ctrl'** key and press either the left square bracket **'['** to reduce the font size by one point or the right square bracket **']'** to increase the font size. Repeated pressing of the square bracket key whilst holding down the **'Ctrl'** key will increase or decrease the font size accordingly.

You can also use this tip when highlighting small amounts of text or single words.

EXCEL

Unless you're an accountant or a book keeper, you might not use Excel every day. There are a lot of useful shortcuts available and here are just a few:

Inserting a number of blank rows

On the left hand side of your spreadsheet, highlight the number of rows you want to insert by clicking on one of the numbers, holding down your mouse button and moving your mouse down the rows. Then hold down the **'Alt'** key and press **'i'** followed by **'return'** for **'rows'**. You can also insert columns the same way by highlighting the columns at the top of your spreadsheet, again hold down the **'Alt'** key and press **'i'** followed by **'columns'** then press **'return'**. Your blank columns will be inserted.

Adding a carriage return within a cell can be done by holding down the **'Alt'** button whilst pressing **'return'**.

Look out for more tips in the May Newsletter.

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