Microsoft Word Tips

1. What's another word for... ?

Word provides a full thesaurus, so if you're stuck for a synonym, antonym or other related word just click into the word on screen and press Shift+F7. You'll see the research tab appear on the right with the thesaurus open.

2. Nothing compares to you

Click the Review tab in the ribbon, click the Compare tool and then choose Compare. Word shows the Compare Documents dialogue box, where you can select the original document and the new edited document and the sort of mark-up you require. When you have finished click on OK and Word makes the changes and shows the two documents side by side.

3. Adding special symbols

If your keyboard hasn't got a Euro symbol, or you want to type a temperature in degrees, then you're going to need the special symbols dialogue box.
Click Insert in the ribbon then choose Symbol. Select the symbol you want from the list displayed. There are more options available by clicking 'More Symbols'. Just click the symbol you need and close the dialogue box and the symbol will appear in your text.

4. Run that by me again?

If you're looking for a way to apply an action more than once, you'll need the F4 key.
Let's say you want to apply a particular style to a list of subheadings - select the text, apply the style then select the next subheading and hit F4. Word will apply the same style to the current selection. Here's another example. Select an image, apply some effects to it. Choose another image and hit F4. Boom! The effect is applied to your image!

5. Selecting and moving around effortlessly

Keyboard shortcuts are brilliant timesavers, here's an example that makes selecting text much quicker.
i)   Press Shift, Control and the UP (or down) cursor key to select an entire line at a time.
ii) Press Shift, Control and Left or Right to select individual words, one at a time.
iii) Press Control whilst clicking a word to select the entire sentence at once.
iv) Holding ALT whilst moving the mouse allows you to select text in blocks and ignores word breaks.

6. Copying text formatting

Copy one block of text's formatting to another by selecting the formatted text you want to use - then clicking 'Format Painter' on the Home tab in the ribbon - then selecting the text that you want to restyle to apply the new formatting.

7. Printing backwards

By default, you print off documents first page first, which can cause problems when collating. Click the File tab, then choose Options. Select Advanced and then, under Print, check the box marked Print Pages In Reverse Order.

Microsoft Excel Tips

1. Select All data with one click

Did you know that clicking the top left corner button is a quick way to select data in all cells.

2. Add a diagonal line to a cell

To create a diagonal line that runs through a cell: Go to the Home tab, choose Font then Borders. Click the 'More Borders' link and you'll will get more options, including the like a diagonal line.

3. Quickly move and copy data in cells

If you want to move one column of data in a spreadsheet, the fast way is to choose it and move the pointer to the border, after it turns to a crossed arrow icon, drag to move the column freely. What if you want to copy the data? You can press the Control button before you drag to move; the new column will copy all the selected data.

4. Delete blank cells - fast!

Choose the column you want to filter, go to 'Data' then 'Filter', after the downward button shows, undo 'Select All' and then pick up the last option - 'Blanks'. All blank cells will show immediately. Go back to 'Home' and click 'Delete' directly and all of them will be removed.

5. Searching with wild cards

There are two main wild cards you can use with excel's search facility: Question mark and Asterisk. These are used activate a 'vague search' Question Mark stands for one character and Asterisk represents one or more characters.

6. Input values starting with '0'

When an value starts with zero, Excel will delete the zero by default. This causes problems with storing things like telephone numbers. This problem can be easily solved by putting a single quote mark before the first zero.

7. Transpose data from a row to a column

Here's how to use the transpose function: copy the area you want to transpose, move the pointer to another blank location. Go to Home tab, choose Paste then 'Transpose'. Note that this function won't activate until you copy the data first.