











BRIEF NOTES ON WORD/EXCEL

- OPEN AN EXISTING FILE - File Menu, Open or Click on Open Icon ()
- CLOSE A FILE - Click on the  (Close Window Button - usually on the same horizontal level as the Menus). To close all open files, hold down the SHIFT key, select the File menu, and select Close All.
- CREATE A NEW FILE - File Menu, New, or Click on New Icon ()
- SAVE A FILE - File Menu, Save or Click on Save Icon ()
- HELP - F1, or Help Menu, and select preferred option.
- 'STUCK PHILOSOPHY' - Think about the end result and how you can achieve this, then try out a few options from the menus or use the help facility. Remember that first instincts are usually right!
- APPLY FORMATS, ie. bold, italics, centred text - Use Toolbuttons on Formatting Toolbar, eg. , , or IN WORD - Format Menu, Font or Paragraph (generally, Font Formatting changes the appearance of text, Paragraph formatting changes the positioning of text), or IN EXCEL - Format Menu, Cells.
- SET MARGINS - File Menu, Page Setup.
- SPELL CHECK - Tools Menu, Spelling & Grammar (IN EXCEL just Spelling) or Click on the Spelling Icon ()
- PREVIEWING DOCUMENT - File Menu, Print Preview, or click on the Print Preview icon ()
- PRINTING - File Menu, Print, or click on the Print Icon ( - prints all the document).

“IMPORTANT” LIST

(Can be applied to many situations in Office/Windows)

- SHORT-CUT MENU - Right Mouse Click.
- SELECTS A RANGE OF TEXT, CELLS OR FILES - Click on starting point or file in a list, hold down SHIFT key, click on end point or file in a list.
- SELECTS A NON-CONCURRENT FILE LIST - Click on first file, hold down CTRL key, click on the next file, etc.
- SELECTS NON-ADJACENT CELL RANGES (Excel) - select cell range, hold down CTRL Key, select another cell range, etc.
- SELECTS DIFFERENT TEXT AREAS (Recent versions of Word) – select one area of text, hold down CTRL Key, select another area of text, etc.
- MOVES QUICKLY TO A NAME IN A LIST - Click within the list (if necessary), press the first letter of the name of the required file/font, etc.
- UNDO - CTRL + Z or Click on the UNDO button ()
- MOVES TO THE BEGINNING OF THE DOCUMENT / WORKSHEET - CTRL + HOME.
- MOVES TO THE END OF THE DOCUMENT/WORKSHEET - CTRL + END.
- REMOVES MANUAL FONT FORMATS (Word only) - CTRL + SPACEBAR.
- REMOVES MANUAL PARAGRAPH FORMATS (Word only) - CTRL + Q.