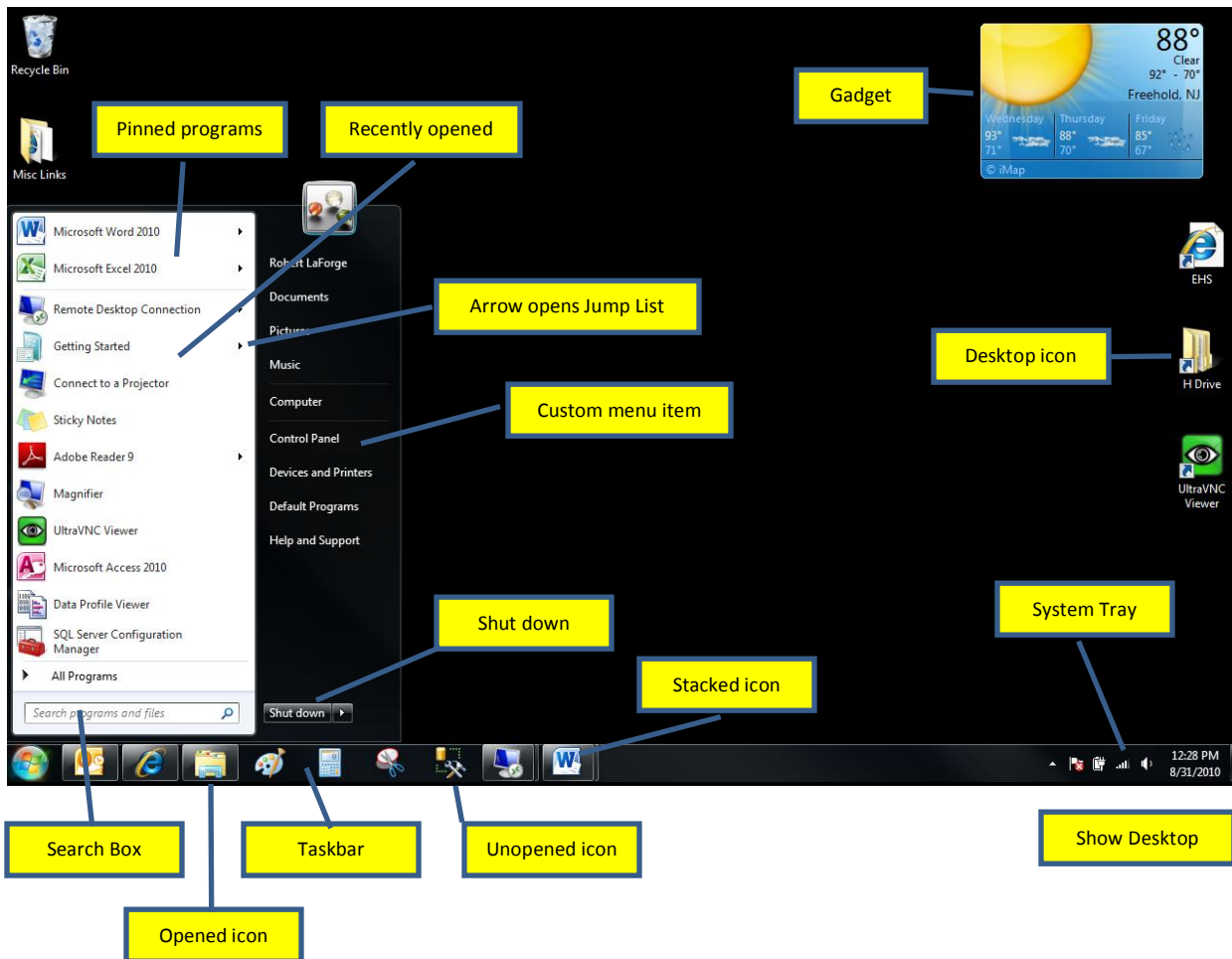


Windows 7/Office 2010 Outlook/Word/Excel Quick Reference Guides

Windows 7



Aero Snap

Click and hold on top of window and drag to an edge. When cursor touches edge then window will snap to fill one half of the screen.

Aero Shake

Click and hold on top of window and shake window, all other windows will minimize. Shake again and the other windows will restore.

Aero Flip

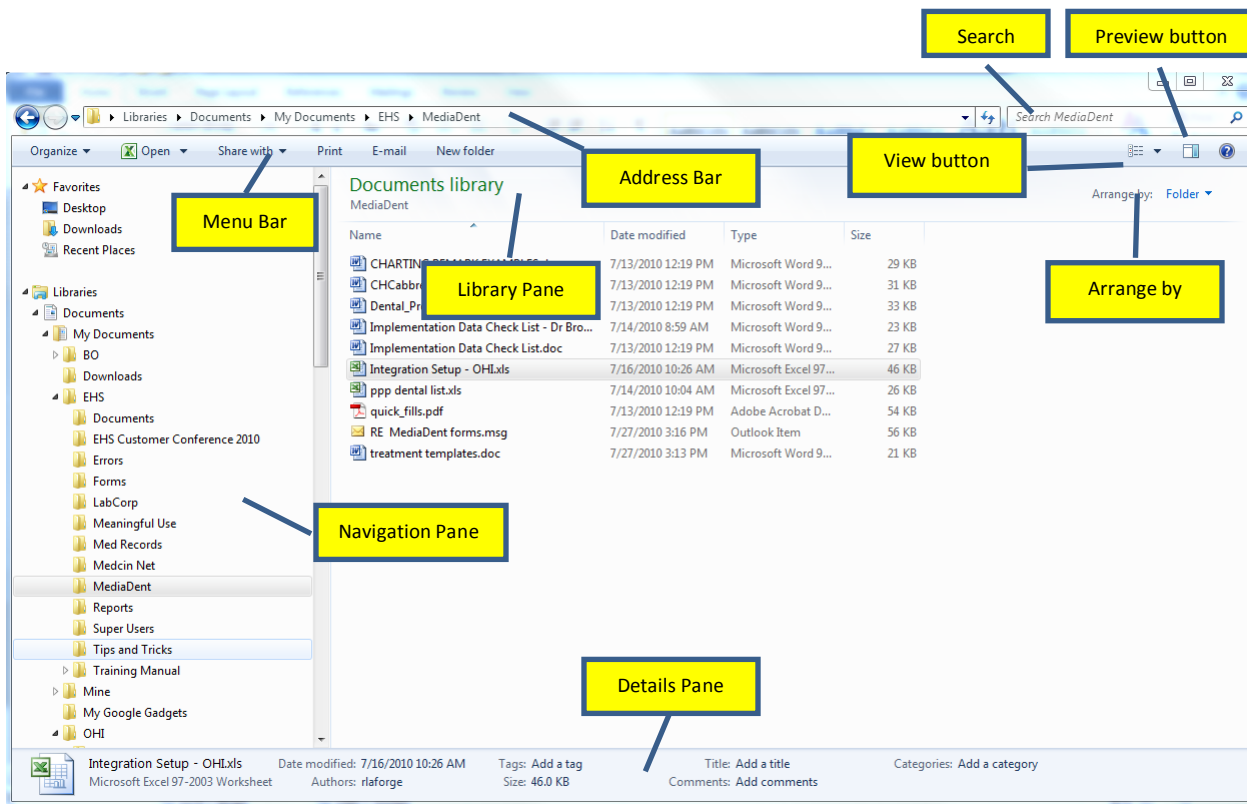
Alt+Tab and then tab through open windows to select top one. Use Windows key+Tab for 3D flip.

Pin programs

Pin programs to Start Menu or Taskbar by right clicking. Can drag a program to the desktop to create a shortcut.

Jump List

On Start Menu (use arrow) or Taskbar (right-click) shows most recent documents.



Start Menu

Press Windows key to bring up the Start Menu

View Files in Folder

To change the size and details of files in a folder click the down arrow of the View button

Preview files

Click the Preview button so that the preview opens on the right side of the screen then when you click on a file you will see a preview

Address Bar

Can click on any folder to navigate back or click on right-most arrow (if available) to see immediate sub-folders

Quick E-mail document

Click on the file then click E-mail on the menu bar at the top

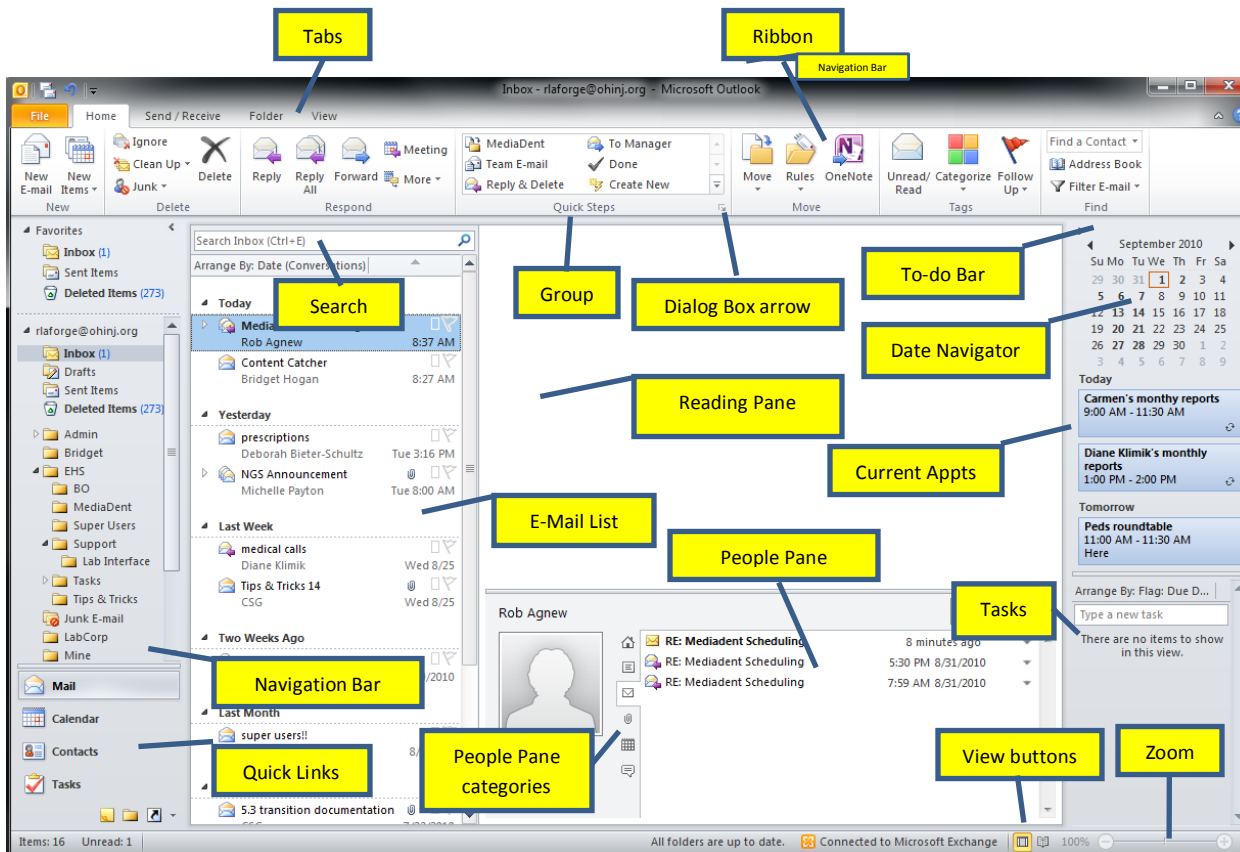
Search

What you type in the Search box will search filenames, tags, and contents. You can filter by clicking on the Search box and clicking one of the filters in blue

Add/Remove Panes

Can add or remove panes by opening the Organize menu (far left on the Menu Bar), opening Layout, and checking or unchecking a pane

Outlook 2010



Print

File (Backstage View)/Print or Ctrl-P

Meetings

- 1) On To-do bar click on a date on the calendar (Date Navigator)
- 2) On an e-mail click Home/Meeting
- 3) On Quick Links click on Calendar/Home/New

New E-mail

Home/New

Reply, Reply All, Forward

Home/Respond

Delete

Home/Delete

Create new contact group

Contacts, Home/New/New Contact Group

People Pane

To set to Normal, Minimized, or Off go to View/People Pane

Preview Attachments in Reading Pane

Click on the attachment and then click the “Preview file” button. To get back to the message, click the “Message” button on the top left of the Reading Pane.

Key Tips

Click the Alt key on your keyboard

Signature

Create a new message and then go to Home/Include/Signatures. Click "Add" button

BCC

While in a new message, Options/Show Fields (will then appear in all subsequent messages unless you choose to not show it again)

Ignore

While on an e-mail where you want to have all subsequent messages automatically deleted: Home/Delete

Conversations

To turn on: View/Conversations -> Check the "Show as Conversations" box

Clean Up

Home/Delete/Clean Up -> Will delete all redundant messages

Out of Office Message

File/Info/Automatic Replies

New Contact

Contacts (Quick Link)/New/New Contact

New Contact Group

Contacts (Quick Link)/New/New Contact Group

Creating a contact based on a received message

Right-click on a name or e-mail address in the From, To, or CC fields and choose "Add to Outlook Contacts"

Quick Access Toolbar

To Add: On the ribbon, right-click the icon and choose "Add to Quick Access Toolbar"

To Remove: On the Quick Access Toolbar, right-click the icon to remove and choose "Remove from Quick Access Toolbar"

Share Calendar

Calendar (Quick Links)/Share/Share Calendar

Quick Steps

Located at Home/Quick Steps are one-click ways to preform common tasks. Can customize by clicking the dropdown arrow and choosing "Manage Quick Steps..."

Address Book

Home/Find (far right side of Ribbon)

Tasks

To add a task to your To-do Bar open Tasks (Quick Links) and type in your task, then hit <Enter>. To change the date, use Home/Current View and choose "Next 7 Days" and change Due Date. To complete a task, click on the flag.

Filter E-mail

Home/Find/Filter E-mail and use the dropdown box

Word 2010

Selected Shortcuts

CTRL + A	Select All	CTRL + S	Save
CTRL + B	Bold selected text	CTRL + U	Underline
CTRL + C	Copy	CTRL + V	Paste
CTRL + E	Center text	CTRL + X	Cut
CTRL + F	Find	CTRL + Z	Undo last action
CTRL + H	Replace	CTRL + ENTER	Insert page break
CTRL + I	Italic	F1	Get help
CTRL + N	New document	F7	Spell check
CTRL + O	Open file	Shift + F7	Thesaurus
CTRL + P	Print	F12	Save as

Esc

Use Escape key to back out from any place


Print

File (Backstage View)/Print

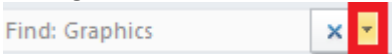
Navigation Pane


View/Show -> Check "Navigation Pane" or CTRL+F

Search: Type search phrase in "Search Document" box and click <ENTER>

Click Search Results button  to see all results; can click on a result to go there

Click Previous and Next arrows  to go to other search results

Click dropdown arrow on Search Box  to search for specific objects such as graphics, tables, etc

Navigate using headings 

Navigate using pages 

Page Layout

Margins (Normal, Narrow, Wide, etc.)

Orientation (Portrait, Landscape)

Columns

Track Changes

Review/Tracking

Clipboard

Home/Clipboard dialog arrow

Quick Parts

To Copy: Insert/Quick Parts/Save Selection to Quick Part Gallery...

To Insert: Insert/Quick Parts -> May show up in box -or- Insert/Quick Parts/Building Blocks Organizer...

To Manage: Insert/Quick Parts/Building Blocks Organizer...

Table

Insert/Tables

Excel 2010

F1	Help	CTRL + V	Paste
F2	Edit the current cell	CTRL + Z	Undo
F7	Spell checker	CTRL + Page up	Move to previous worksheet
F11 (select data 1 st)	Launch Chart Tools	CTRL + Page down	Move to next worksheet
F12	Save As	CTRL + P	Print
CTRL + A	Select all	CTRL + 9	Hide current active row
CTRL + C	Copy	CTRL + 0	Hide current active column
CTRL + X	Cut	CTRL + spacebar	Select entire column
Shift + spacebar	Select entire row	CTRL + Shift + ;	Current time into cell
CTRL + ;	Current date into cell	Alt + =	Inserts SUM and adds up all numeric cells above
CTRL + B	Boldface	CTRL + i	Italics
CTRL + U	Underline	CTRL + 5	Strikethrough
CTRL + Shift + !	Comma format	CTRL + Shift + \$	Currency format
CTRL + Shift + %	Percentage format	CTRL + Shift + ^	Scientific format
CTRL + Shift + @	Time format	CTRL + T	Insert table

Print

File/Print

Recent Files

File/Recent (can pin)

Merge Cells

Home/Alignment/Merge & Center

Font, Colors, Alignment, Column/Row Formatting, Text Orientation

All on Home tab

Mini-Toolbar

Select cells then right-click

Tables, Charts, Pictures

All on Insert tab

AutoSum

Select cells, Formulas/AutoSum

Sorting and Filtering

Select all cells (click top-left box-left of "A" and above "1"), Data tab, Sort & Filter

Format as Table

Select Cells, Home/Styles/Format as Table

Improved Paste Options

Home/Paste

Pivot Table

Select cells, Insert/Tables/Pivot Table, choose where to paste, OK, design table