

# Hints & Tips

Working in an office can be very stressful and hectic. Here's a couple of ways to make your life a little easier. We know that a lot of tech savvy people may already know some of these hints and tips (if not all) but there

might be a few you don't know about.  
What you will need:

**Device – Laptop, Surface, PC**

**Keyboard**

**Mouse/Touch Pad**

**Monitor/Screen**

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## Handy Programs and Tools

**Snipping Tool** – This is another way of capturing screen shots but you can save the screenshot as an image easily. You can use Snipping Tool to capture a certain area, the full window, the full screen and also free form.



**Sticky Notes** – Sticky Notes is a great alternative to having lots of pieces of paper all around your desk that go missing. Sticky Notes, the program, works in the exact same way as the paper version, but they are saved on the program and you can use the search function to easily find the thing you were looking for.



**Adobe Acrobat Reader Fill and Sign** – Anyone who has acrobat reader can fill out a form, write on a PDF and sign PDF's electronically without getting a full subscription. It saves time and money by not having to print, hand write the information, scan it to yourself or ask one of your colleagues to do it for you.



**Converting Word Document to PDF** – Converting a Word Document to a PDF is great when having to send important documents that you don't want someone to edit. To save your document as a PDF:

File – Export – Create a PDF

Or

File – Save As - \*Chose File Location\*- "Save As Type" (under "File Location" - PDF)




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## Keyboard Hacks

### Word:

**Ctrl + B** – Bold  
**Ctrl + U** – Underline  
**Ctrl + I** – Italic  
**Ctrl + N** – New Document

### Outlook:

**Ctrl + B** – Bold  
**Ctrl + U** – Underline  
**Ctrl + I** – Italic  
**Ctrl + N** – New Email

### Excel:

**Ctrl + B** – Bold  
**Ctrl + U** – Underline  
**Ctrl + I** – Italic  
**Alt + Enter** – Second Line in Cell  
**\*Highlight Row or Column\***  
**Alt + =** - Auto Sums

### PowerPoint:

**Ctrl + B** – Bold  
**Ctrl + U** – Underline  
**Ctrl + I** – Italic  
**Ctrl + N** – New Slide  
**F5**–View in Presentation Mode

### Web Browser:

**Ctrl+ N** – New Window  
**Ctrl+H** – Opens History  
**Ctrl + +** - Zooms in  
**Ctrl + -** - Zooms Out  
**Ctrl + Shift + T**– Reopens the last tab you closed (great for when you accidentally close something)

### General:

**Ctrl + C** - Copy  
**Ctrl + V** – Paste  
**Ctrl + X** – Cut  
**Ctrl + Z** – Undo (editing)  
**Ctrl + P** – Print  
**Windows key + D** – Switch between open apps  
**Windows key + X** – Opens shutdown options  
**Windows key + L** – Locks device  
**Windows key + Left/Right Arrow** – Splits Screen  
**Drag open program to the left or right** - Split Screen  
**Alt + Tab** – Switches between Applications  
**Alt + PrtScn** – Print Screen of just the program you have open  
**Alt + F4** – Force close on a program (Great for when your device crashes!)  
**Ctrl + Shift + Esc** – Loads Task Manager  
**Right Click on Taskbar – Open Task Manager** (Great for when your device crashes!)