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

# Windows 7

Recycle Bin			Gadget	88° Clear 92* - 70* Freehold, NJ
Pinned programs	Recently opened			93° 70° 88° 70° 67°
Misc Links				© iMap
Microsoft Word 2010	2			
Microsoft Excel 2010 Robert L	.aForge			EHS
Remote Desktop Connection	ents Arrow	opens Jump List		
Getting Started				Desktop icon
Connect to a Projector	ter			H Drive
Sticky Notes	Panel	Custom menu item		_
Adobe Reader 9	and Printers			
Magnifier Default	Programs			UltraVNC Viewer
UltraVNC Viewer Help an	d Support			
Microsoft Access 2010				
Data Profile Viewer	Shut	down		System Tray
SQL Server Configuration Manager				<u> </u>
All Programs		Stac	ked icon	
Search programs and files	wn 🕨			
🚳 🚹 🙆 🚞 🐗 📊	🗐 条 🍢 🌄			▲ 🎼 🛱 🔐 🔶 12:28 PM 8/31/2010
Search Box T	askbar Unor	pened icon		Show Desktop
Opened icon				

# 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.

					Search	Preview button
	nents 🕨 EHS 🕨 MediaDent				👻 🍫 Search M	ediaDent 🔎
Organize 🔻 🔀 Open 💌 Share with 💌 Pri	int E-mail New folder					iii <b>▼ □</b> 0
✓ ★ Favorites ■ Desktop	Documents library MediaDent	Address Bar		viewi	oution	Arrange by: Folder 🔻
Downloads IVIENU Bar	Name	Date modified	Туре	Size		
Recent Places		7/13/2010 12:19 PM	Microsoft Word 9	29 KB		
a 😁 Liberaire	CHCabbro Library Dane	7/13/2010 12:19 PM	Microsoft Word 9	31 KB		Arrange by
	Dental_Pr	7/13/2010 12:19 PM	Microsoft Word 9	33 KB		All dige by
4 My Documents	Implementation Data Check List - Dr Bro	7/14/2010 8:59 AM	Microsoft Word 9	23 KB		
BO	Implementation Data Check List.doc	7/13/2010 12:19 PM	Microsoft Word 9	27 KB		
Downloads	Integration Setup - OHLxls	7/16/2010 10:26 AM	Microsoft Excel 97	46 KB		
A B EHS	ppp dental list.xls	7/14/2010 10:04 AM	Microsoft Excel 97	26 KB		
Documents	🔁 quick_fills.pdf	7/13/2010 12:19 PM	Adobe Acrobat D	54 KB		
EHS Customer Conference 2010	🖂 RE MediaDent forms.msg	7/27/2010 3:16 PM	Outlook Item	56 KB		
Errors	treatment templates.doc	7/27/2010 3:13 PM	Microsoft Word 9	21 KB		
Forms						
🔰 LabCorp 📃 🛌						
🐌 Meaningful Use	Navigation Pano					
🐌 Med Records	Navigation Faile					
📕 Medcin Net						
🍌 MediaDent						
Reports						
Super Users						
Tips and Tricks						
Description: Natural Descri		Dotoile Dono				
D Mine		Details Parie				
My Google Gadgets	-					
▲ UHI ←						
Integration Setup - OHLxIs Date mod Microsoft Excel 97-2003 Worksheet Aut	lified: 7/16/2010 10:26 AM Tags: Add a tag thors: rlaforge Size: 46.0 KB	Title Comments	e: Add a title s: Add comments	Categor	ies: Add a category	

#### 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" 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	Сору	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	e all results; can click on a	a result to go there
Click Previous and Next arrows	÷.,	to go to other search r	esults
Click dropdown arrow on Searcl graphics, tables, etc	ר Box	Find: Graphics	to search for specific objects such as
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 <sup>st</sup> )	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	Сору	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