

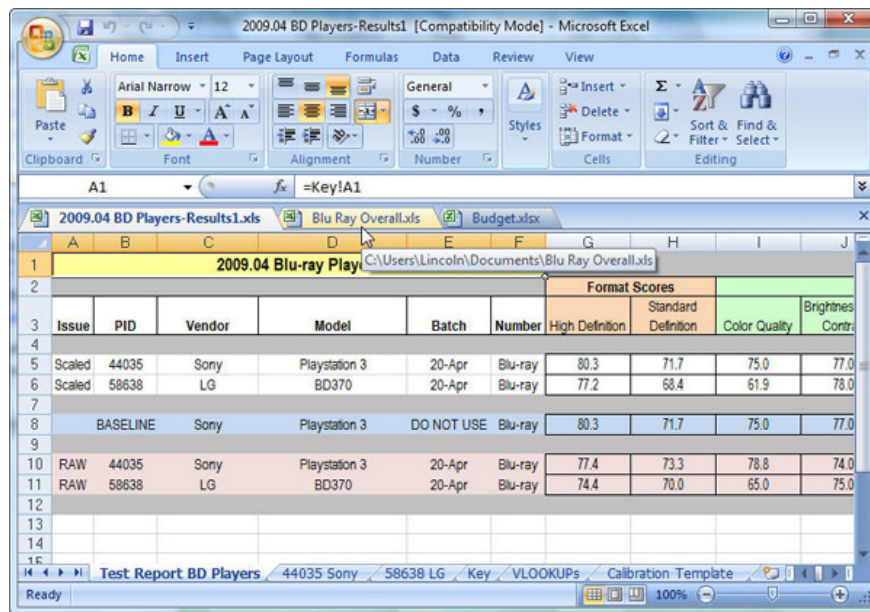
# 6 utilities needed to improve Microsoft Office performance

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Anyone who has ever used Microsoft's Office suite agrees with two things: these applications have changed the way everyone works - especially office workers, second It is necessary to make changes to improve Office features. Here, TipsMake.com will introduce to you 6 programs that need to further improve the quality of this product.

## About interface:

### 1. Office Tab :

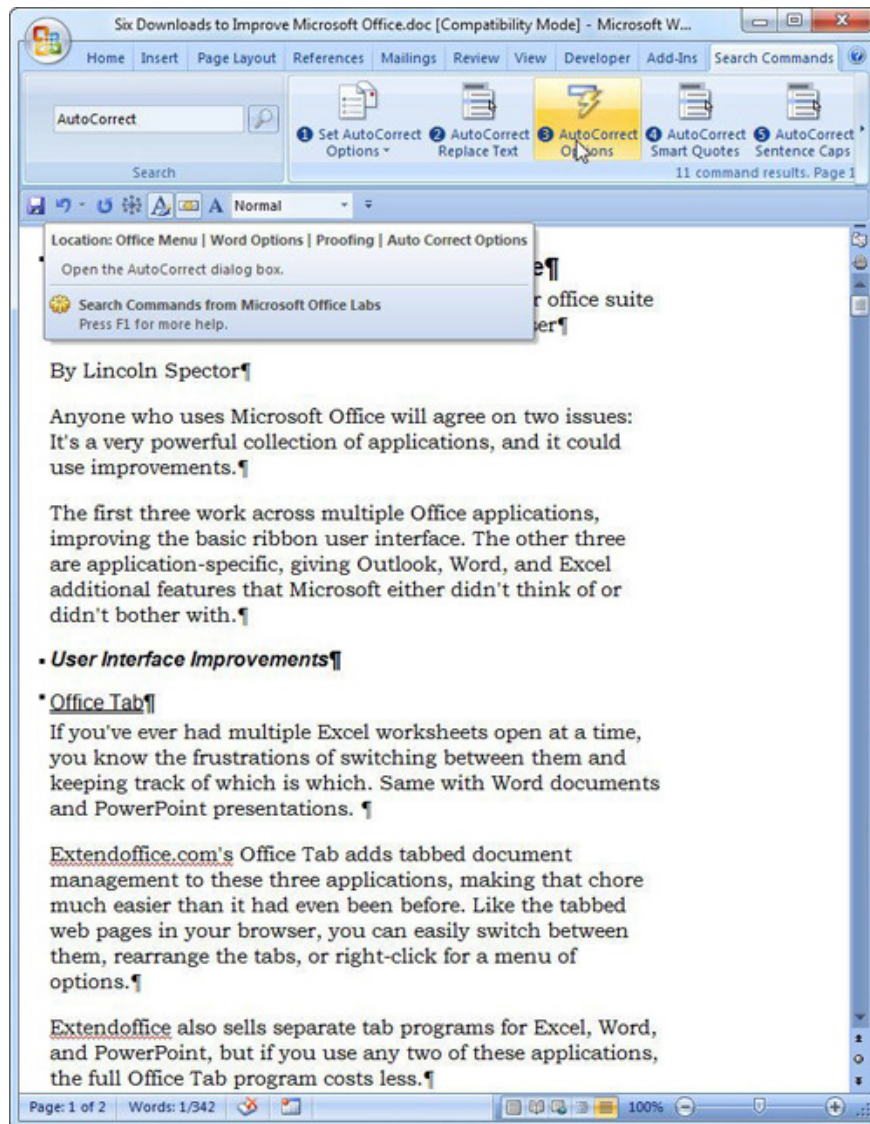


If you have to work with multiple Excel documents at the same time, it is very annoying, time-consuming, confusing . and affecting work. Similarly with Word and Power Point documents. Extendoffice.com's Office Tab tool helps users a lot in this case, just like when you open multiple tabs - tabs on a web browser, all you need to do is click to select, easily sort, sort and right-click to display the options menu.

This application of Extendoffice is sold separately by products such as Word, Excel, and PowerPoint. But if you buy any of these 3 apps, the full Office Tab will get a discount. You can download Office Tab here, for \$ 25, 30-

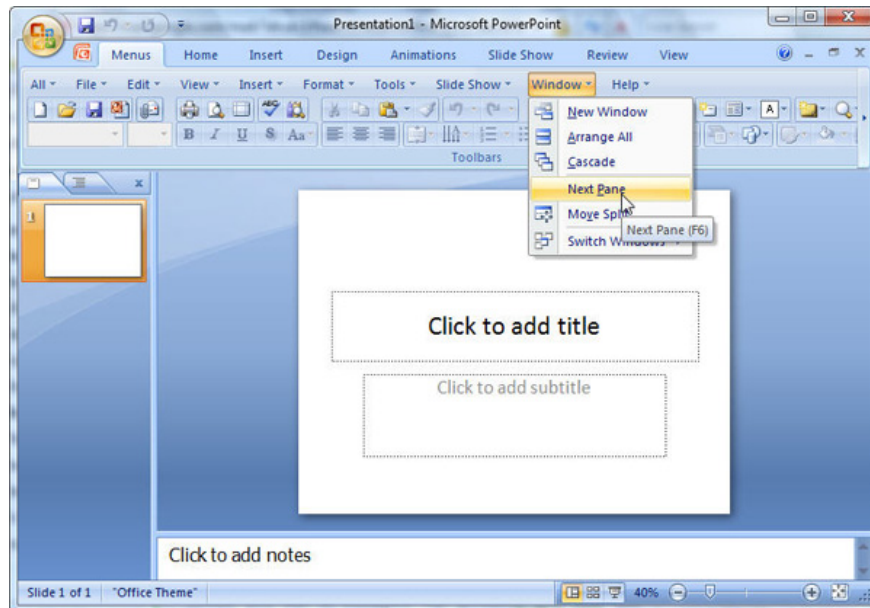
day trial period, support **Office 2003, 2007, and 2010** (not compatible with PowerPoint 2010).

## 2. Search Commands :



For many people, referencing and using Help or other parts of Office seems too strange because they don't notice or those components are hard to find. This free tool from Microsoft Office Labs will help you find the answer to any problem. Quite simply, simply select the Search Command icon and type the appropriate search keyword. Download the Search Command here, it's free and compatible with **Office 2007**.

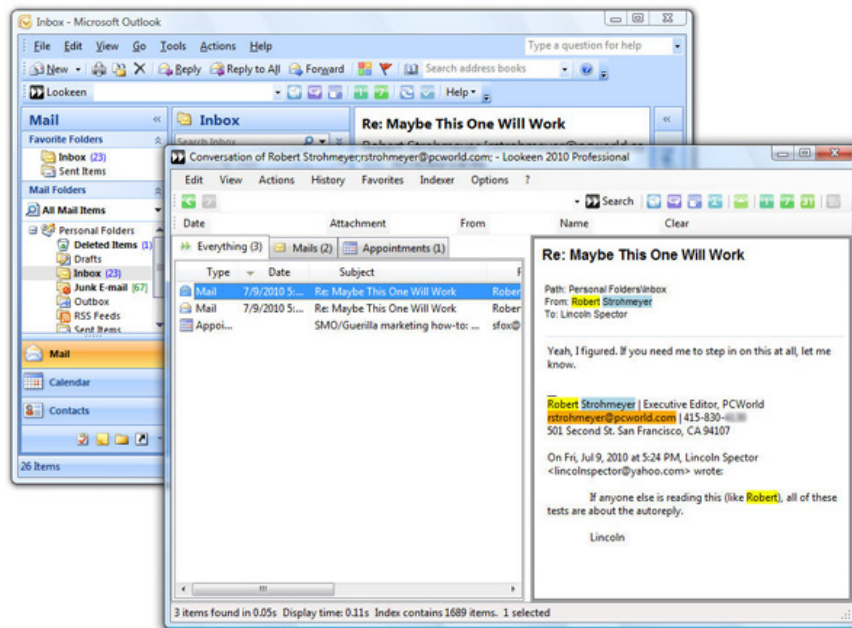
## 3. Classic Menu for Office 2007:



If you feel 'miss' the old Microsoft Office interface from the old times with simple menus and buttons, now that has become a reality with the Classic Menu utility. The program is currently only compatible with **Office 2007** , and is priced at \$ 30, a 30-day trial period. In the near future, Addintools - developer of this tool will provide a version for Office 2010 to users.

**Other specific functions:**

#### 4. Lookeen :

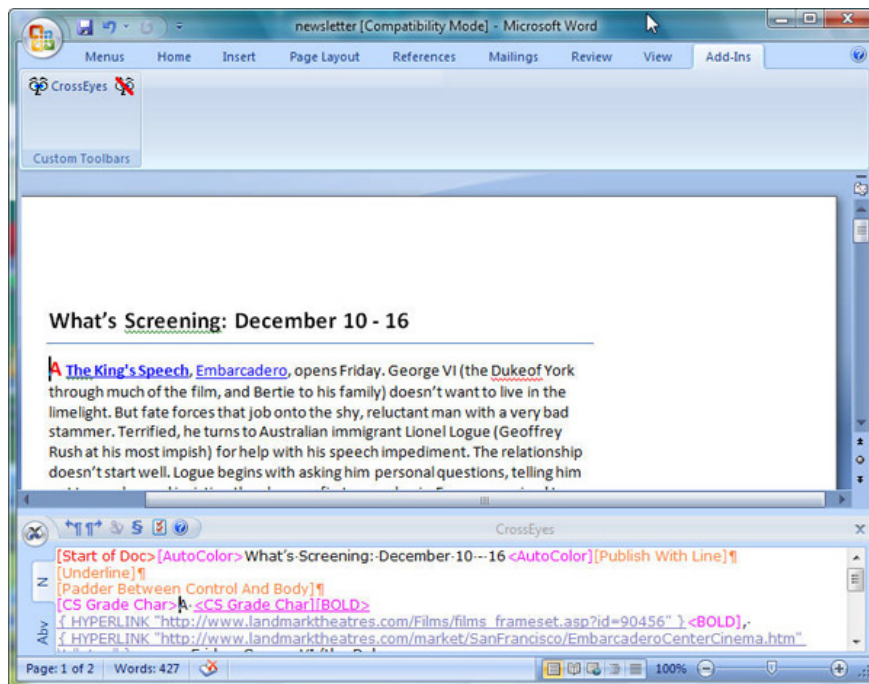


You have a lot of information stored in Outlook - the entire list of customers, important partners, appointments . And every time you need a certain data, the task is to search and wait. .

If you do not want to spend time waiting, you only need to spend \$ 40 and the utility tool Lookeen is yours, can sort, sort and search process will be much simpler. For example, selecting an email and clicking the Conversations icon, Lookeen will bring all relevant information to that email address. Besides, the application can also search content outside Outlook, or on the Desktop.

Download Lookeen here, 14-day trial period, support **Outlook 2003, 2007, and 2010.**

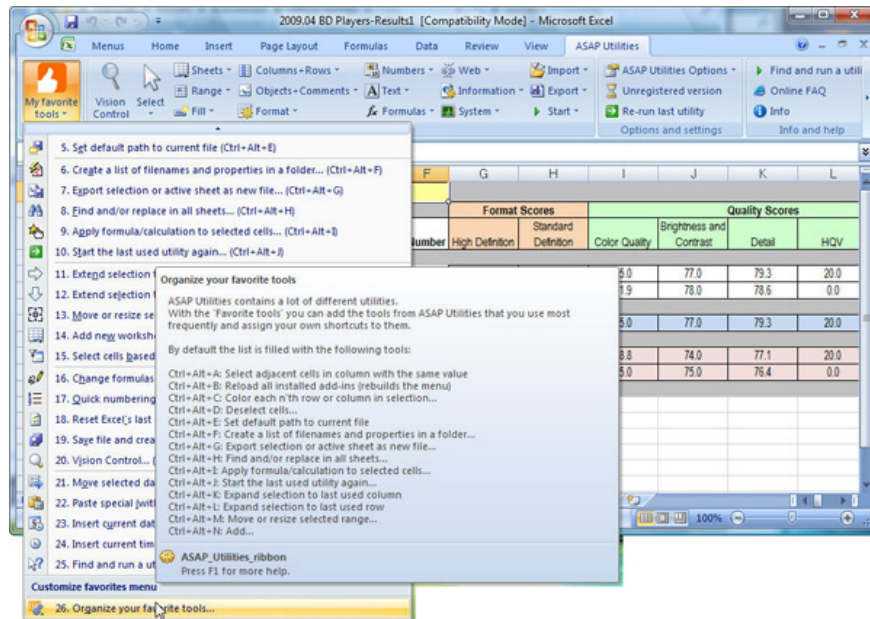
## 5. CrossEyes :



Do you want to know what's going on inside Word documents? With Levit & James's CrossEyes, your idea is completely possible. Some characters are bold and red because the editor assigns special or simple characters, they formatted bold and filled in red? Maybe not everyone uses CrossEyes, but if you reformat it to make it easier for others to use, it's a quiet good thing.

The current version of CrossEyes is 4, at the time of this article, the beta version 5 has been released, adding Word 2010 support. You can download CrossEyes here, 15-day trial period, Full price \$ 30, good compatibility with **Word 2003 and 2007.**

## 6. ASAP utility :



This Excel add-in allows you to organize all the tools into the ribbon button of the program. With this utility, you can reformat the display (hide rows, columns, empty value functions .), select the cell with the smallest or largest number, all the cells shown Error display, fixed .

The above is a small example of how you manage and organize the information and data included in the Excel table. If everything is too messy, reduce the number of these components by dragging the Start menu down and selecting items: *Funny (error) messages* . The example here is: *Error saving file! format drive now?*

You can download this utility here, for a price of \$ 49 to purchase the license for use after 90 days of trial and free for non-commercial use. This utility supports **Excel 2000, 2002 / XP, 2003, 2007, and 2010 (32-bit)**.

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