

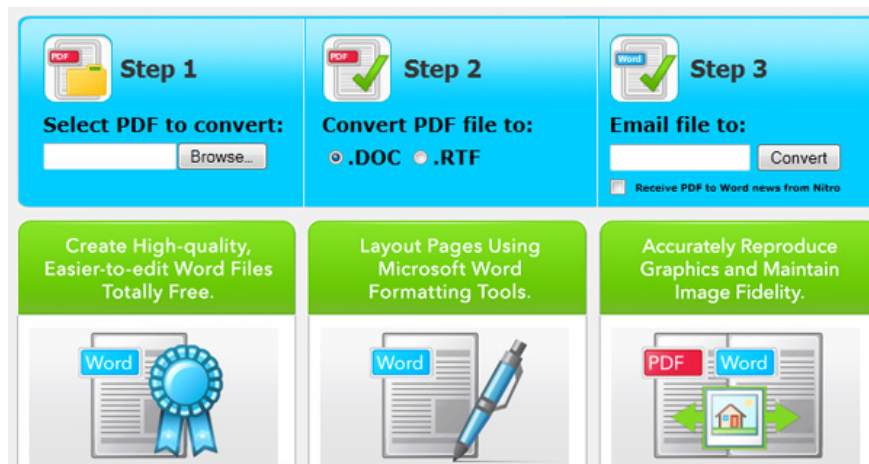
9 tips on Microsoft Office should know

Although your work may be difficult to work with different tasks, working with Office is not complicated at all. Office has a lot of hidden secrets that can help you work more comfortably. Here are some utility tips you can refer to.

TipsMake.com - Although your work may be difficult to work with different tasks, working with Office is not complicated at all. Office has a lot of hidden secrets that can help you work more comfortably. Here are some utility tips you can refer to.

Work with Word

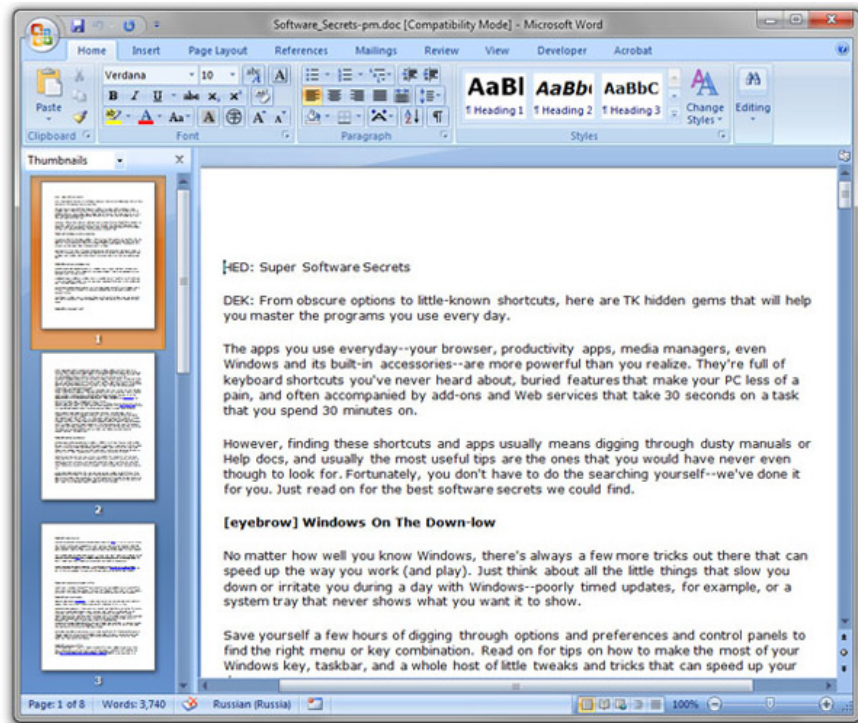
Convert PDF files: PDF to Word is a convenient web service that can convert PDF files to Word format so you can edit them. In addition, users can download Nitro PDF Reader, an application that provides the same functionality.



PDF to Word converts PDF data to Word data.

Maximize Macro: Use the built-in Macro function to record and automatically repeat tasks. First, turn on the *Developer tab* (in Office 2007): Click the Office button in the left corner, select *Word Options*, and check the *Show Developer* tab in the Ribbon. Then, move to the Developer tab in the data and you can record the macros and assign them some keys or buttons on the toolbar.

Navigate with thumbnails: Click on the *View* tab and check the *Thumbnails* dialog to add a bar to the left of the window so you can use it to quickly skip pages to go to the page you need.



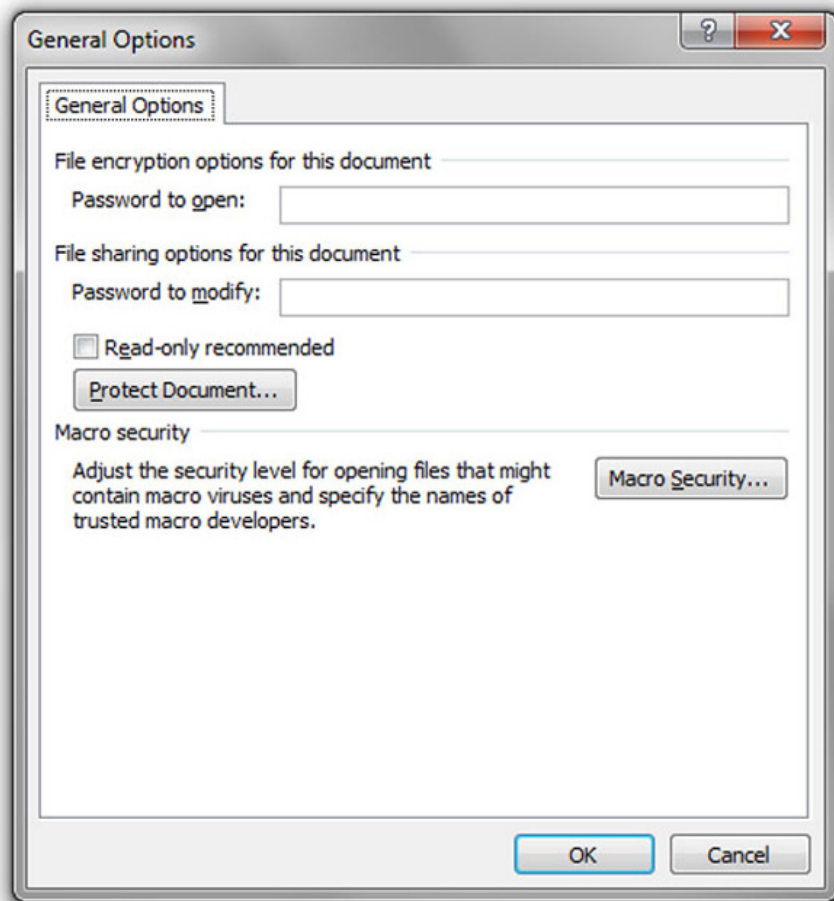
Displaying Thumbnails in Word helps you scroll through the entire data

Remove the text format: First, copy the text you want (press *Ctrl - C* ; then open the *Edit* menu (or click the drop-down menu under the *Paste* icon on the ribbon bar of Word 2007), select *Paste special* , then choose *Unformatted Text*, it will help remove all special formats, such as hyperlinked links from content copied on the web.

Mastering office data files

Bring back menus: If you haven't memorized the Office ribbon system after a while, you may want to remove it. UBitMenu is a 3rd-party Office add-on that can restore old menu settings. In addition, for personal use, this add-on is completely free.

Keeping the data file is your own: Help Word or Excel data file more secure by using the code and save it with a password. Users can even specify different passwords so that some people can edit data while others can only read them. Select *Save As* , click on the *Tools* menu and select *General Options* (in previous versions of Office it is *Security Options*).



Encrypt Word data using the General Options tab in the Tools menu

Search for lost email messages: By default, in All Items search, Outlook 2007 does not include email messages in the Deleted Items folder. If you're looking for a message that you think you've deleted, select *Tools -> Options -> Preferences* , and click *Search Options* . Check the box under the '*Deleted Items*' box to say: *Include messages from the Deleted Items folder in each data file when searching in All Items* . You can then retrieve the email messages that have been lost from the trash.

Ignore notifications: To remove notification sounds from Outlook and messages from the system tray, go to *Tools -> Options -> Preferences -> E-mail Options* , and click the *Advanced E-mail Options* button . Uncheck all options in the section *When new items arrive in My Inbox* .

Adding a new spreadsheet in Excel: To open a new worksheet in an Excel file without having to use any menu, press **Shift - F11** .

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