

Some good tips for Office Informatics users

TipsMake introduces you to some good tips for office computer users, word, excel, powpoint

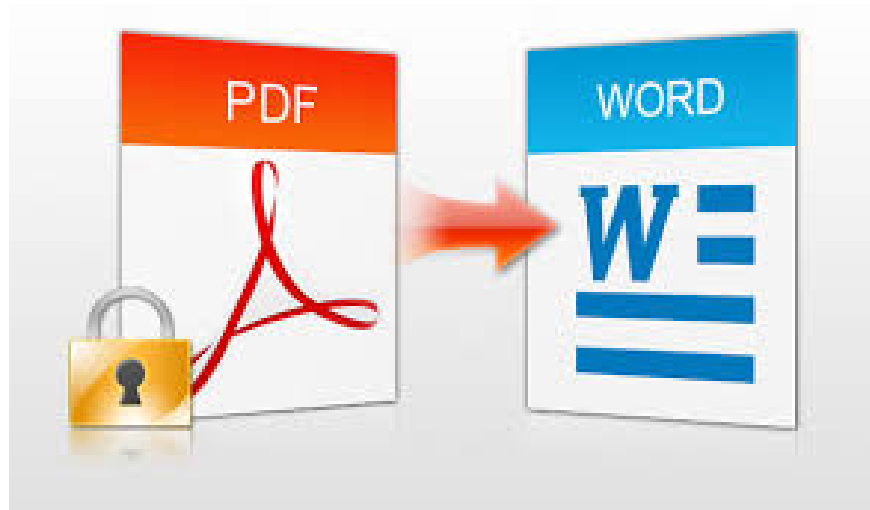
With tips, good tips that will help you work faster and more professionally with the office software word, excel, powpoint, not only that also saves time, and improves efficiency at work. .



Every day, you still interact and work on Microsoft office, but many of you still do not know the good tips when using Microsoft office to improve the efficiency at work.

Here are some common good tips:

How to convert from PDF to Word : Often you use the Nitro PDF Reader application or PDF to Word service to transfer files. This conversion method allows you to easily convert files from PDF to Word quickly, but there are many cases where the font error is incompatible. So this article ' **How to convert PDF to Word without font error** ' will help you a lot.



Automate manipulating macros: In Microsoft Office, the built-in Macro feature helps automate repetitive tasks. To use this feature, activate the Developer tab in Office in the upper left corner -> Word Options -> Show Developer on the Ribbon -> Developer (select the operation record card) -> record (record the operation and assign or key) certain button for the operation you just wrote). This feature is used in Office 2007

Remove all text formats: Ctrl C-> Edit-> Paste special-> Unformatted Text. This will help you eliminate all font formats, links to web pages. Or you can paste directly into notepad.

Set a password for a document: Microsoft Word allows you to set a password for the document to prevent others from viewing and editing the document. File -> Save As -> Tools -> Security Options (if using Office 2007, select General Options).

Remove notifications: To disable Outlook sounds and notification messages, go to Tools-> Options-> Preferences-> E-mail Options-> Advanced E-mail Options. In the When new items arrive in My Inbox section, uncheck all the options.



Automatically insert date and time into text

In your text, if you want to display the current date and time details in a text document, click the cursor to the position you want to insert and then access the menu Insert> Date and Time. Here you select a type of insertion in the Available Formats area and then click the OK button to insert them in the position you have selected.

Inserting captions is quite helpful

Inserting comments is a fairly necessary feature in the process of creating or editing word documents. You just need: Highlight the text you want to insert comments -> Review tab -> New Comment. If you want to create additional notes: Stay on the Review tab -> Track Changes> Track Changes. Then you make corrections to the words you want to correct

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