

Some tips in office informatics

Compose MS Word documents online, Convert text to lowercase and vice versa, Format the exponential index, and many other tips that will help you in office computing applications.

1 . Insert math formulas into text

To insert a mathematical formula into text, Word has its own utility, Microsoft Equation

Running Equation

Each time you need to insert a mathematical formula, press Insert> Object.In the window that appears, click the Create New tab, click on any item in the Object type box and type M repeatedly to go to Microsoft Equation 3.0, click OK.If inserting mathematical formulas is regular, you should permanently place the Microsoft Equation icon on a toolbar by: Right-clicking on any of the tools, select View> Customize.In the window that appears, click the Commands tab, click the Insert item in the Categories frame, find and hold down the left mouse button on the Equation Editor (in the Commands frame) and drag it onto the toolbar (for example, the Standard bar). Microsoft Equation Editor (or Equation Editor) in the above two operations is due to the process of installing the Microsoft Office suite has not installed this utility.You must then install the plugins from the Microsoft Office installation disc.Or insert this disc when prompted.

Insert math formula

Place the cursor at the position to be inserted, perform how to run Microsoft Equation.Move the mouse over the mathematical formula group on the Equation toolbar that appears, to find the formula you want to create, click the formula.Then the edit page will appear the formula input box (in the form of Textbox), use the up and down arrow keys, left and right to move to the positions in the formula and enter the content.Perform other formulas if they are in the same software.Click anywhere in the text editing area to finish entering the mathematical formula.

Edit the formula

Double click on the inserted formula to make the edit.In the formula insertion window, click Style> Other menu to change the default font format of the formula

Format the way the formula is displayed

Because the frame containing the formula looks like a Textbox, the format that displays it is the same as the Textbox display format: Right-click the formula, select Format Object.In the window that appears, click the Layout tab (or another tab to use) and select a display format.After this operation, you can click and hold the formula and move to the position you need.

Permanently delete data files

Many people still think that the Recycle Bin exists in Windows operating system is a good solution but in fact the trash 'consume' a lot of space.If you don't completely delete useless files from your hard drive, you may one day eat them.

Operating systems from Windows Server 2003 and older have two methods to help users delete a file completely without 'sending' to the Recycle Bin.However, be careful because these methods will immediately delete the files that you have deleted.

The easiest way is to hold down the Shift key while deleting a file.In addition, the Group Policy function in the operating system also helps you change the way the system handles deleted data.You just need to follow these steps:

Select Start> Run, then type gpedit.msc and OK. After the Group Policy application dialog box appears, select the User Configuration | Administrative Templates | Windows Components | Windows Explorer. From the list of settings that appear, find and click Do Not Move Deleted Files To The Recycle Bin entry. After that, change the setting from Not Configured or Disabled to Enabled mode.

In addition, you can also edit the way of deleting files by customizing in the registry. Follow these steps:

Log into the registry using the Start | Run and enter Regedit.exe. Immediately Register appears, select HKEY_CURRENT_USER | Software | Microsoft | Windows | CurrentVersion | Policies | Explorer.

Set the value to 1 in the DWORD value (NoRecycleFiles) box. Next, close the Registry Editor and restart the system for the changes in the settings to take effect.

Note: Any changes in the Registry are very dangerous, so you need to back up before making any changes.

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