This email contains instructions for the following tips –

·   Creating auto-fill for frequently typed sentences, such as "I love attending long meetings"

·   Having paragraphs of info stored and ready to use when composing emails you can write in your sleep.

·   Storing template emails in "Signatures" so you can send default emails at lightning speed.

·   How to look at two screens side-by-side. (Hello, SEVIS screen and CUNYfirst record together!)

·   Have bits and pieces of text that need to look all the same? Format painter!

·   Using CTRL + F to search for names/words in documents/webpages.

Below are the step by step instructions of the shortcuts I demonstrated in the meeting last Friday. Get excited! Your work is about to get a little bit easier..

(I have attached a visual accompaniment, in case anyone out there is a visual learner like me).

1)   Using AutoCorrect to automate frequently typed sentences:

a)   Create a 3 or 4 letter abbreviation for the sentence. Ex: Thm for "Thank you for your email"

b)   Right click in Thm, choose AutoCorrect, then AutoCorrect Options.

c)   Type "Thm" in Replace, and "Thank you for your email." in With. Then hit Add.

d)   Write down your list as it grows so you don't have to remember it, and post it on your corkboard for quick reference.

2)   Using QuickParts to enter paragraphs of info

a)   In a new email message containing the text you want to save for the future: Highlight the text you want to save - click the "Insert" tab, then the "Quickparts" button. (See attached for visual)

b)   Click the bottom line "Save Selection to Quick Part Gallery…."

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c)   Repeat and build your library. Say farewell to your diminishing Copy/Paste habit.

d)   type name of trick and hit F3 – it will populate

3)   Using Signatures for a complete email format instead of piecemeal text in QuickParts:

a)   In a new email message. Click Signature, then Signatures.

b)   Click New, then title the signature…i.e., ”I-20 process”, “Directions to office and hours”…etc

c)   Enter text in text box

d)   To use, in a new message, click Signature, then select the one you are looking for.

More quick time saving tips not demonstrated:

4)   To look at two screens side by side:

With cursor in first screen, press the windows button and the left arrow together, on your keyboard.

5)   Formatting text to all look the same.   Format Painter is your friend!

    a) Highlight the text you want the rest of the text to look like.
    b) Click format painter (the paintbrush shortcut).
    c) “Paint” the unformatted text. Voila! Uniformity. I use this the most in Excel documents where info is copied/pasted from other places.

6)   Looking for a word or name in a document or webpage? CTRL + F to the rescue!

In the document, hit the CTRL and F key together.

Type what you are looking for, hit Next.

In Excel, if you are working in a multi-tabbed document, you must hit “Options”, then click “Workbook” under Within. Otherwise, you will only find what is on the current tab.

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