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## **STUPID COMPUTER TRICKS** **2014**

### **ALT Key in Office Programs**

For those of us that use Microsoft Word or Excel every day we always want to learn new tips that make our work faster and easier.

Believe it or not, using keyboard shortcuts, keeping your fingers over your keyboard, is faster than reaching for the mouse for repeated tasks. When working in any Microsoft Office program you can now show the shortcut keys to all the menus.

Here's how it works.

In Word or Excel start by pressing the ALT key on your keyboard.

Just press and release ALT. Now look up at the menu items.

You should see that it has brought up a highlighted letter beside each of the menu choices.

Now press the corresponding letter to the menu you want, and it will open further, again showing a highlighted letter for each submenu item.

Press that letter on your keyboard and it will take you to that item.

If you want to go back one menu level just press the escape key.

For example, I use the Word Count feature several times when writing these columns and was forever reaching for the mouse and navigating to the Word Count function. Now I just press ALT, R, W. Try this for YOUR most commonly repeated tasks of your daily computing.

When working in Microsoft Office, just press and release the ALT key to get started.