TIPS AND TRICKS

1. How to remove the “Start” screen in Word 2013, Excel 2013, etc.:

Open Word. You will see the options as in Example 1. Click on “Blank Document”, then “File,” then “Options;” see Example 2. Remove the checkmark on “Show the Start screen when the application starts” as shown on Example 3. This can be done on all applications (Word, Excel, PowerPoint, etc.) Voilà!

Example 1:

Example 2:

Example 3:
2. How to enter more than one line in a cell in Excel.

**Inserting a line break within a cell.** If you want to control exactly where the line breaks (say, you want an address to appear like this):

![Address in Excel](image)

After you type each line, just press **ALT-ENTER** on your keyboard to insert a hard return.

3. Copying items from Word into Excel

To copy a list of items (about 200) from one document (Word) into a tabled list in Excel 2003 *without* copy-pasting each individual line into each individual cell one at a time, here is the process:

To allow each item to go into its own cell, copy the item/info from Word, click into the first cell in Excel, and hit **CTRL-V**. If there are hard returns (a.k.a. paragraph breaks) between each item, each item will appear in its own cell.

If you want all 200 items to appear in the same cell with the hard returns intact, click into the cell in Excel, then click into the Formula Bar up top (that little white area to the right of the “fx” symbol) and paste it (**CTRL-V** there). All 200 items will go into the same cell.

4. Permanently deleting a message in OUTLOOK

Once you turn off any preview features in “View,” (Reading Pane), then you can safely select the message with a single click. Once the message is selected, hold down the **SHIFT** key and press **DELETE**. That’s **Shift-Delete**, simultaneously, to **permanently delete** the message. (You may be asked to confirm that you want to permanently delete the message.)