Outline

Introduction ........................................................................................................................................................................................................ 1
Excel ................................................................................................................................................................................................................... 1
Outlook ............................................................................................................................................................................................................... 2
  Message text appears in yellow (or hard to read) font color .......................................................................................................................... 2
  Recalling a message ....................................................................................................................................................................................... 2
  Replying to messages in junk email folder .................................................................................................................................................... 3
PowerPoint ......................................................................................................................................................................................................... 3
  PowerPoint Photo Album ............................................................................................................................................................................... 3
Word................................................................................................................................................................................................................... 3
  Double line spacing within body of document ............................................................................................................................................... 3
  Layout for landscaped document .............................................................................................................................................................. 3
  Change Margins .................................................................................................................................................................................................... 4
  Change Word default for margins .............................................................................................................................................................. 4
  Envelope font .................................................................................................................................................................................................. 5
  Labels – Changing default to show a specific type of label ........................................................................................................................... 6
  Save documents with .doc extension and customize save location ................................................................................................................ 6
  Edit text when using Print Preview Mode .................................................................................................................................................. 6
  Add a word to the AutoCorrect feature .................................................................................................................................................... 7
  Add AutoCorrect to the Quick Access Bar ................................................................................................................................................ 8
Mail Merge ..................................................................................................................................................................................................... 8

Introduction

The Office of Technology has compiled this document showing Frequently Asked Questions. Most questions involved Word and Outlook software. For the other software, we have provided links to tutorials which we feel are excellent and easy to follow. We hope this information will be helpful!

Excel

Tutorials available here http://www.uwec.edu/help/excel07.htm
**Outlook**

**Message text appears in yellow (or hard to read) font color**
In the main Outlook window, click on Tools > Options > Mail Format
Click the button “Stationery and Fonts” – the following window will appear.
You probably will see one section that shows yellow font. Correct that by clicking on the Font button and choosing new font/color. You may customize these to your choosing, but pick a font that will show up appropriately for reading and replying!

![](image)

**Recalling a message**
Click on the Sent items folder to view messages you have sent.
Find the message you wish to recall and double click on it to open.
Click on Actions in the ribbon bar.
Choose Other Actions.
Choose Recall This Message.

**Note:** The same recall stipulations apply as with the previous version of Outlook:
- Can only be recalled if recipient(s) did not open or move it.
- Can only be recalled if the person you are sending it to uses Outlook also.
- Recalling messages can take the server anywhere from a few minutes to a few hours. Please be aware that this may not occur immediately!

**Replying to messages in junk email folder**
If you receive a message in your junk email folder that you wish to reply to, you will not be able to with it sitting in your junk email folder. Move it to your inbox, by dragging it into the Inbox. You may then open it and reply or forward as normal.

**PowerPoint**
Excellent tutorials available here [http://www.uwec.edu/help/ppoint07.htm](http://www.uwec.edu/help/ppoint07.htm)

**PowerPoint Photo Album**
PowerPoint's photo album feature has been greatly enhanced in the 2007 version of PowerPoint. Visit this easy tutorial created by Microsoft to see tips for creating a professional looking photo album! [http://office.microsoft.com/en-us/powerpoint/HA102176471033.aspx](http://office.microsoft.com/en-us/powerpoint/HA102176471033.aspx)

**Word**

**Double line spacing within body of document**
On the home tab, click on the down arrow in the lower right corner of the paragraph group
Change the before and after spacing to 0 pt.
Change the line spacing to single.
Click on button called Default…
Click on Yes to affect all new documents based on Normal template.
Click on OK to exit out to the main Word window.
**Layout for landscaped document**
Click on the Page Layout feature on the Ribbon bar. Under Page Setup you will see an item called Orientation. That’s where you choose portrait or landscape.

**Change Margins**
Click on the Page Layout feature on the Ribbon bar. Under Page Setup you will see an item called Margins. Click on that feature to choose different margins.

**Change Word default for margins**
Should you need to change margins for all future documents, click on Page Layout on the ribbon bar. Under the Page Setup area, click on the little arrow pointing to the right. Make changes as necessary.

Click the button near bottom of that window. You will receive a message asking if you wish to change the default setting for all new documents. Click YES.
Envelope font

If envelope fonts are not looking the way you wish, you may need to customize them. Click on the mailings tab on the Word ribbon tab, then envelopes. Click on Options in the lower right hand area of the envelopes and labels box. The following window will appear:

Click on the Font button under delivery address. The following window appears:

- Change font (use Calibri to stay with the normal Word default font).

**Note:** If you use something other than Calibri, make sure it says True Type font; otherwise it may not work correctly.

- Click on default in the lower right corner of that window and then yes to accept as the Normal template font. That will change the setting for all future envelope delivery address fonts.

- Click on ok to get back out of this area.
Labels – Changing default to show a specific type of label
The first time you create labels in Word, it will show the default label type. Labels are on the Mailings tab on the ribbon bar. Then click Labels in the Create section. Once you click on that, you will see a little label graphic, click on that. Choose the labels you routinely use. That setting will stay that way until you change it again.

Save documents with .doc extension and customize save location
- Click the Office button and choose Save As. Under the Save as Type choose Word 97-2003 document (*.doc) – you will also need to browse the folder where you want the document saved.
- If you want to save all documents as a .doc, click on the Office button and choose Word Options button. Choose Save along the left side of the screen. Choose save files in this format as Word 97-2003 Document (*.doc).
- You may also choose a default file location so your files will be saved in that directory.

Edit text when using Print Preview Mode
When you are in print preview mode, take the checkmark out of the checkbox called “Magnify” in order to edit text.
Add a word to the AutoCorrect feature

This feature provides a great shortcut for customizing keystrokes with full text. Example, if you wished to customize so every time you typed “bu” it would expand to a full “Bloomsburg University” this is how you would go about doing it.

Click on the Office button and choose Word Options

On the tab Proofing, click AutoCorrect Options. The following screen will appear. Add bu in the “Replace as you Type” area and Bloomsburg University in the “With” area. Now every time you type bu and press space or enter, Bloomsburg University will appear as text.

Note: This is case sensitive, so be sure to enter your terms the way you want them.
Add AutoCorrect to the Quick Access Bar

If you really like the AutoCorrect feature, you might wish to add it to the Quick Access Bar so you can get to it quickly. (Quick Access Bar is next to the Office button).

If so, click on the drop down arrow next to the Quick Access Bar
Choose "More Commands"

In the Word Options window, choose All Commands.
Find AutoCorrect Options underneath that.
Highlight it and click Add.
It will show up in the screen to the right, which means it is now listed in your quick access bar to get to quickly.

Mail Merge

Need assistance with doing mail merges in Word? Use this helpful tutorial!
http://www.uwec.edu/help/Word07/MM-wizard.htm