



## K2's Technology Tips

### Controlling the Number of Days Visible in your Outlook Calendar

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When viewing a Calendar in Outlook, users are provided with views for Day, Week, Work-Week, and Month. Fortunately, for those who want to see only a certain number of days – three, for instance – there is an easy solution. While viewing the Calendar, press the ALT key and the number of days that you would like to view and Outlook will display a Calendar for just that number of days.

### Selecting Lines, Paragraphs, and an Entire Document in Word

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When working in Word, try these shortcuts to select portions of a document:

- Perform a single mouse click in the left margin of a document to select just that line,
- Perform a double mouse click in the left margin of a document to select a paragraph, and
- Perform a triple mouse click in the left margin of a document to select the entire document.

### Ease the Transition to Office 2007

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Office 2007 offers users many new outstanding features for improved productivity. However, without adequate training, users may struggle with the transition to Office 2007. To ease the transition, download and install the "Get Started Tabs" for Word 2007, Excel 2007, and PowerPoint 2007. Available from [www.microsoft.com/downloads](http://www.microsoft.com/downloads), the Get Started Tabs provide access to resources to get Office 2007 users up to speed as quickly as possible.

# Display all Formulas in an Excel Worksheet

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Need to see all of the formulas in an Excel worksheet? Turn the worksheet into Formula View. To do so, press CTRL+`. This displays all formulas in the worksheet; to restore the worksheet to its normal view, press CTRL+` again. Note that this functionality can also be enabled under the Advanced section of Excel Options.

# Change the Appearance of an Entire PowerPoint Presentation

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Looking for a quick and easy way to change the appearance of an entire PowerPoint presentation, perhaps by adding your company's logo to every slide? If so, you likely want to ensure that the logo (or other customized effect) is added in the exact same location on every slide. To accomplish this, paste the logo (or other customized effect) to the Slide Master and it will be added consistently to all slides in the presentation.

# Finding the General Ledger Distribution of a QuickBooks Transaction

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QuickBooks users often need the ability of examining the general ledger distribution of a transaction. Perhaps the easiest way of accomplishing this task is to open the transaction and then use the CTRL + Y keyboard shortcut. Pressing CTRL + Y simultaneously causes a Transaction Journal report to open for that transaction. The Transaction Journal report displays the transaction in a journal entry format, clearly showing the debits and credits for that transaction.

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