Tips And Tricks

December 18, 2017

Remove Empty Rows in Excel

- Move row(s) from one location to another
  - Leaves blank space at from location

- Four solutions
  1. After move highlight empty row(s) and delete
  2. Select row(s) to move, press **ctrl+x**, then click the to location and press **shift+ctrl+=**
  3. Select row(s) to move, press **ctrl+x**, then right click the to location and select insert cut cells
  4. Press shift then click and drag selected row(s), release at the to location

Hyperlinks in Word

- If you want Word to never convert URLs to hypertext links
  - Go to file (office button) and select Word options
  - Select autocorrect > proofing > autocorrect options > autocorrect as you type
  - Deselect internet and network paths as hyperlinks
- If you want to just remove hyperlinks on a case by case basis
  - Position cursor anywhere in link
  - Right click and select remove hyperlink

Shortcuts For Formatting

Document has mixed formatting and you want to use standard formatting

- For text - select text and press ctrl+shft+z or ctrl+spacebar – removes explicit character formatting

- For paragraphs – select paragraphs and press ctrl+q to remove formatting such as tabs, indents, and line spacing

- Return to normal style – select text and press ctrl+shft+n