### **Accelerating Excel:** Copy selected text C Ctrl + Move right to left cell Tab by cell Move up and down cell Enter by cell Erase data in current cell Backspace Return to the beginning Home of the row Enter the date Ctrl + Enter the time + Shift + Start a formula (equal sign) Check the spelling of titles F7 or words within the cells Find out about the style (apostrophe) within the cell Display the Format Cells Ctrl + 1 dialog box Apply the general number Ctrl Shift format Turn numbers into dollars Shift Make numbers a Shift percentage Apply a border Ctrl + Shift

### **Expediting Internet Explorer:**

### Add sites to your Favorites

Go to the site. Hit Ctrl + D to add to your Favorites. Select Favorites and then Add to Favorites to create a separate folder for the site or to add it to a list already formed.

### Select a home page

Go to the Web page that you would like to make your homepage. Open the Tools menu and select Internet Options. Under Homepage, click Use Current.

### Use the History function if you visit a few select sites constantly

Select the History button on your top navigation (a green arrow on a clock face). Select the site that you would like and double-click. If the History button is not visible, go to the View menu, select Explorer Bar, and then click History to access.

## Customize your toolbar to the tools you use most frequently

Right click your top navigation. Select the icons that you use or go to the View menu, select Toolbars, and then click Customize.

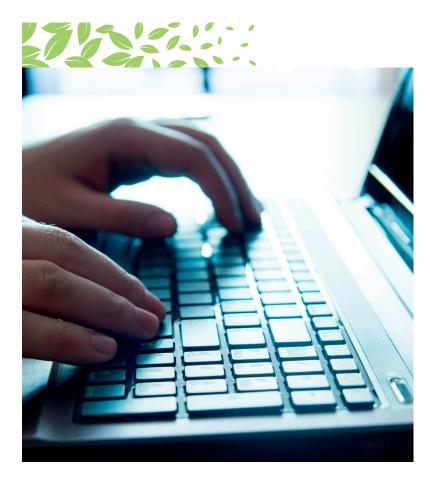
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# Save time with quick computer shortcuts





إدارة معلومات التمريض Nursing Informatics Department

# Save time with quick computer shortcuts

### Driving around your desktop:

#### Select a File / Folder / Icon

Type the first letter of the file. If you have several files starting with the same letter, continue hitting the letter key until your cursor lands on the file or folder you want

Search for a File / Folder



Rename a File / Folder

Select the file or folder, click F2 and then re-type the name



Find out when the file or folder was created, by whom, and how big it is

Select the file, right-click, and then click properties



Display the Start menu



Create a shortcut on your desktop to your favorite file or folder

Drag the file or folder icon to your desktop



then hold down Alt while clicking Tab to reach the desired file or program



### Working with Word:

Select text

text





Copy selected text



Cut selected text



Paste selected text



Undo your last action



Select all the text within your document



**Bold text** 



Italicize text



Underline



Decrease font size



Increase font size



### Working with Word:

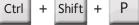
Change font



then use the arrow keys to reach the new font

Change font size





then use the arrow keys to reach the new font size

Ctrl	+	Ente

Create new document

Create page break



Open My Documents window



Close a document



Save a document



Print a document



Preview what you are about to print

Alt + Ctrl +	_1
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