

PDI 2024 TIPS & TRICKS Q&A

DOES @ IN AN EMAIL WORK FOR PEOPLE OUTSIDE YOUR ORGANIZATION?

YES, USING THE '@' SYMBOL FUNCTIONS THE SAME REGARDLESS OF WHETHER THE RECIPIENT IS WITHIN YOUR ORGANIZATION OR EXTERNAL TO IT.

CAN YOU COPY TEXT WITH WINDOWS CLIPBOARD HISTORY?

YES. TEXT AND IMAGES CAN BE COPIED TO THIS CLOUD-BASED CLIPBOARD.

CAN YOU CROP CLIPBOARD HISTORY?

WE THINK THIS QUESTION WAS REFERRING TO CROPPING THE IMAGES THAT ARE SAVED TO CLIPBOARD HISTORY. THERE ARE TWO WAYS TO DO IT.

1. USE THE WIN + SHIFT + S KEYBOARD SHORTCUT TO ACTIVATE A SCREENSHOT AND CAPTURE IT TO THE EXACT CROPPED DIMENSIONS YOU WANT.

2. AFTER PASTING THE IMAGE FROM THE CLIPBOARD HISTORY, RIGHT CLICK ON THE IMAGE AND CHOOSE CROP TO FURTHER OPTIMIZE IT.

PLEASE NOTE! ONENOTE DOES NOT ALLOW CROPPING OF PICTURES AFTER A PASTE. YOU CAN RESIZE, BUT CROP IS NOT AN OPTION.

WHEN VIEWING MULTIPLE INSTANCES OF AN EXCEL SPREADSHEET SIDE BY SIDE, WHAT HAPPENS WHEN YOU CLOSE ONE OF THE WORKBOOKS?

NOTHING! ACTIVATING SIDE BY SIDE VIEW GIVES YOU A DUPLICATE IMAGE OF THE WORKBOOK YOU ARE ALREADY IN. CHANGES TO EITHER SIDE ARE WRITTEN SIMULTANEOUSLY AND EXIST EVEN IF YOU CLOSE ONE OF THE WORKBOOKS.

WHEN YOU CLOSE BOTH WORKBOOKS, YOU'LL BE ASKED TO SAVE AS YOU NORMALLY WOULD.

CAN YOU ARRANGE EXCEL TABS IN ORDER BY PRIORITY?

THIS QUESTION WAS IN REGARDS TO THE CONTEXTUAL LIST OF EXCEL WORKBOOK TABS THAT APPEARS WHEN YOU RIGHT-CLICK IN THE BOTTOM LEFT OF AN EXCEL WORKBOOK.

THE ORDER OF THE TABS IS DRIVEN BY THEIR EXISTING ORDER IN THE WORKBOOK. YOU CANNOT AFFECT

THE ORDER OF THE TABS IN THE LIST DIRECTLY. IF YOU WANT TO CHANGE THE ORDER, REARRANGE THE EXISTING TABS ACROSS THE BOTTOM OF THE WORKBOOK.

DOES COPYING FROM THE QUICK CALCULATOR COPY THE FORMULA OR THE SUM OF THE NUMBERS?

IN REFERENCE TO THE QUICK CALCULATOR OPTIONS IN THE BOTTOM RIGHT OF THE EXCEL APP.

IN OFFICE365, YOU CAN NOW **LEFT-CLICK** ON THE QUICK CALCULATE NUMBERS AND INSTANTLY COPY THEM TO THE CLIPBOARD.

THE COPY IS OF THE RAW VALUE OF THE NUMBERS, NOT ANY FORMULA THAT WAS USED TO GENERATE THEM.

WHERE ON THE RIBBON IS FLASH FILL?

FLASH FILL CAN BE FOUND IN THE DATA TAB > DATA TOOLS GROUP > FLASH FILL

CAN YOU VIEW THE TIMESTAMP OF WHEN THE CONVERSION RATE IS CURRENT AS OF? FOR EXAMPLE, CAN WE SEE THAT THE PRICE OF EUROS IS AS OF 3/12/23 AT 4:00 PM?

AFTER ACTIVATING THE CURRENCY DATA TYPE, YOU'LL FIND LAST TRADE TIME AS AN OPTION IN THE DROPDOWN,

JUST LIKE PRICE AND 52 WEEK HIGH. LAST TRADE TIME WILL GIVE YOU A TIMESTAMP OF WHEN THE CURRENT PRICE WAS PULLED FOR THE CURRENCY.

FOR THE CONVERSION RATE ON CURRENCY DATA TYPES, WILL EXCEL ADJUST THE VALUE SYMBOL?

WHILE THE CURRENCY DATA TYPE DOES NOT AUTOMATICALLY APPLY THE DESIRED CURRENCY SYMBOL BASED ON THE TO/FROM CONVERSION, A LITTLE CONDITIONAL FORMATTING CAN TAKE CARE OF THIS.

SET UP A CONDITIONAL FORMAT RULE VIA THE HOME TAB

> STYLES GROUP > CONDITIONAL FORMATTING > NEW RULE > FORMONLY CELLS THAT CONTAIN > "USD/EUR"

AND SET THE FORMAT OPTION ON THE RULE TO THE APPROPRIATE CURRENCY SYMBOL.

YOU CAN DUPLICATE THIS CONDITIONAL FORMATTING OPTION FOR ALL THE CURRENCY TYPES YOU ARE WORKING WITH TO DYNAMICALLY ASSIGN THE CORRECT CURRENCY SYMBOL.

DOES THE SNOOZE FUNCTION IN OUTLOOK RESEND THE ACTUAL EMAIL?

SNOOZE DOES NOT RESEND THE EMAIL FOR THE ORIGINAL SENDER, IT IS A FEATURE FOR THE RECIPIENT TO USE. WHEN THE RECIPIENT SNOOZES AN EMAIL, OUTLOOK TEMPORARILY MOVES THE EMAIL TO ANOTHER FOLDER IN THEIR OUTLOOK INBOX, TITLED "SNOOZED".

WHEN THE SNOOZE TIME LIMIT IS REACHED, THE EMAIL IS "REDELIVERED" TO THEIR INBOX AS IF IT IS AN EMAIL THEY ARE RECEIVING FOR THE FIRST TIME AND TRIGGERS THE TYPICAL TOAST NOTIFICATION IN THE BOTTOM RIGHT OF THEIR SCREEN.

DOES THE SNOOZE FUNCTION IN OUTLOOK CHANGE THE DATE STAMP?

IT DOES NOT CHANGE THE TIME STAMP ON THE ORIGINAL EMAIL. WE TESTED IT AGAIN TO BE SURE! SNOOZING ONLY CAUSES THE EMAIL TO BE TEMPORARILY REMOVED FROM YOUR INBOX. THE ORIGINAL DATE/TIMESTAMP OF WHEN IT WAS SENT REMAINS UNCHANGED.

IN ONENOTE, CAN YOU COLLAPSE MORE THAN ONE OUTLINE AT A TIME?

WE ARE NOT AWARE OF A WAY TO COLLAPSE MULTIPLE OUTLINES AT ONCE.

WILL A COLLAPSED ONENOTE OUTLINE STILL BE SEARCHABLE?

YES. WHEN YOU SEARCH, IF A RESULT IS FOUND IN THE COLLAPSED OUTLINE IT WILL AUTOMATICALLY BE EXPANDED AND SHOW YOU THE RESULTS.

IS SEARCHING TEXT IN A PICTURE UNIQUE TO ONENOTE?

GENERALLY, YES, THIS IS UNIQUE TO ONENOTE. YOU CANNOT SEARCH TEXT IN A PICTURE IN MOST OTHER MICROSOFT APPS, INCLUDING POWERPOINT, WORD, OR EXCEL. HOWEVER, THAT COULD CHANGE! WE'LL KEEP AN EYE OUT.

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AUDIENCE MEMBER TIP

IN OUTLOOK - CREATE AN EMAIL TEMPLATE THAT YOU MIGHT HAVE TO SENT MOST OF TO 40+ FOLKS- ONCE YOU HAVE ALL THE NON-PERSONALIZED' STUFF - THE PUT YOUR CURSOR IN THE SUBJ OR ADDRESS AREA AND HIT 'CONTROL F' AND IT DUPLICATES THE ENTIRE EMAIL. MAKES LIFE FANTASTIC!

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DO YOU HAVE A TEAMS CHANNEL TO ASK QUESTIONS?

WE DO NOT, BUT WE INVITE YOU TO OUR FREE MONTHLY TIPS & TRICKS EVENT! WE HAVE A SERIES OF SPEAKERS WHO COVER A TOPIC EVERY MONTH, TYPICALLY SPECIFIC TO THE NEEDS OF FINANCIAL MANAGERS. FEEL FREE TO JOIN VIA THE TIPS & TRICKS LINK IN THE MENU OF THIS WEBSITE OR BY CONTACTING MILAN.BALLARD@TEKSOUTH.COM.

HOW CAN I HELP A COWORKER USE EXCEL WITH ENHANCED ACCESSABILITY? THEY ARE LOOKING FOR ASSISTANCE WITH DICTATION OF EXCEL FORMULAS.

THERE ARE SEVERAL OPTIONS. TO START, LET'S GIVE YOU THE "HOW-TO" ON DICTATION, BUT ON FOR ALL THE OPTIONS

1. FIRST, ACTIVATE SPEECH RECOGNITION BY SELECTING THE WINDOWS KEY AND THE LETTER H AT THE SAME TIME (WIN + H). THIS WILL LAUNCH THE ONLINE SPEECH RECOGNITION AND DICTATION SETTINGS ON YOUR PC, WHICH ACTUALLY WORKS EVERYWHERE, NOT JUST EXCEL.

IF YOU HAVE NEVER TURNED THIS ON BEFORE, YOU'LL NEED TO FOLLOW THE POPUP LINK AND ACTIVATE IT ON YOUR PC ACCORDINGLY.

2. ONCE YOU HAVE ACTIVATED THE SPEECH RECOGNITION SETTING, CLICK ON A CELL IN EXCEL AND THEN WIN + H ON YOUR KEYBOARD TO TRIGGER THE SPEECH RECOGNITION

(ADDITIONAL SETTINGS IN WINDOWS ALLOW YOU TO TRIGGER THIS STRICTLY BY VOICE CONTROLS IF YOU PREFER).

3. WHEN THE MICROPHONE APPEARS AT THE TOP OF THE SCREEN, YOU CAN BEGIN SPEAKING YOUR FORMULA INTO THE CELL. BE SURE TO SAY "EQUAL SIGN" TO KICK OFF THE FORMULA WITH THE CORRECT SYMBOL.

CONTINUED

WE TESTED THIS OURSELVES AND IT CAN TAKE SOME TRIAL AND ERROR TO GET RIGHT! A HIGH-QUALITY MICROPHONE WILL MAKE A VERY BIG DIFFERENCE.

YOU CAN SAY "ENTER" OR "STOP DICTATING" TO CLOSE OUT OF EDIT MODE. AGAIN, THIS TAKE SOME PRACTICE.

NOW SOME ADDITIONAL NOTES--THERE ARE 3RD PARTY TOOLS AVAILABLE AS ADD-INS TO WINDOWS THAT PROVIDE ENHANCED ASSISTIVE TECHNOLOGIES FOR A VARIETY OF NEEDS.

WE HIGHLY RECOMMEND REACHING OUT TO THE MICROSOFT DOD DISABILITY HELP DESK REPRESENTATIVE AT

THIS LINK: [HTTPS://SUPPORT.MICROSOFT.COM/EN-US/ACCESSIBILITY/ENTERPRISE-ANSWER-DESK](https://support.microsoft.com/en-us/accessibility/enterprise-answer-desk)

TO BE SURE YOU ARE GETTING ALL THE RESOURCES AVAILABLE ON THE DOD NETWORK.