



NEWSLETTER

August 2009

Dear Debbie ,

I hope you have been enjoying Go Ask Debbie and been learning a lot!

Below you will find August Tips and Tricks. Please feel free to share this information with friends, family, and co-workers. Also, as a reminder, please remember to send your ideas for training so that we truly can make this a spectacular site for our members, you!

I hope you enjoy learning with Go Ask Debbie!

Sincerely,

Debbie McCusker
Go Ask Debbie

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Change the Way New Messages are Highlighted

By default, Outlook highlights unread (new) messages in your Inbox with a **BOLD** font. You can change this to use a color, a bigger font, or even a completely different font.

To change the way unread (new) mail is highlighted in Outlook, follow these steps:

On the Menu, select **View | Arrange By | Current View | Customize Current View**. Click on the **Automatic Formatting** button and the window below will open.



Select **Unread Messages**.
 Click on the **Font....** button.
 Specify your desired settings.
 Click **OK**.

How to Hide the Find & Replace box in Excel

Using the **Find and Replace** tool (press **Ctrl+F**) helps you search for just about anything in your worksheet.

However, sometimes it can get in your way while finding the information.
 To avoid this, you can do the following:

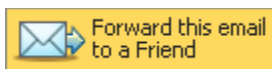
Press **Ctrl+F** as normal, specify what you want to search for and then look for the first occurrence.

When the first occurrence is displayed, press the **ESC** key (or click on Cancel).

The **Find and Replace** dialog box disappears.

To find the next occurrence, press **Shift+F4**.

This procedure works the same as clicking **Find Next** repeatedly, and it is just as fast, but it gets rid of the annoying Find dialog box.



Go Ask Debbie is committed to improving your computer skills and helping you become more proficient. In today's technology age, you cannot afford to be "uncomfortable" with computers.

Go Ask Debbie is here for you!

So What Are You Waiting For?

Go Ask Debbie !

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