

SPIKE!!

Word contains a little known feature, called the Spike, that allows you to gather blocks of text and/or images from different locations in a Word document and then paste all of that content to another location in that document or into another Word file or other program.

The Spike is different from the Clipboard, which allows you work with only one copied block of text at a time. The Spike collects multiple, non-contiguous blocks of text as you copy them until you paste all the collected blocks of text somewhere else.

Select the text, image or any other object that you want to put in Spike. Now press shortcut combination **CTRL + F3**. The selected data will get cut from the original location and will be shifted to Spike.

Select another piece of data and again press **CTRL + F3** ... this piece will also be cut and append to Spike. You can go on cutting data pieces like this.

When you're done, put your cursor in the location where you want to paste all the pieces that you've just put in Spike. Now press **CTRL + SHIFT + F3** and like a magic all the cut pieces will get pasted at your cursor location.

You can also click on the Insert tab, then choose Quick Parts, drop down and select Building Block Organizer.

The first item in the organizer will show you the spiked items. You can insert the text by clicking on the insert button!

OneNote

Quick notes on the fly

Ever need to jot something down quickly—a phone number or an idea—and suddenly you don't know if you should go for your word processor, your email client, or a pencil and paper? If you have OneNote on your PC, press **WIN-N** to pop up a little window where you can type anything. You don't even have to be running OneNote when you do this.

And when you're done, just close the little window. You don't have to save it or name it. You can always retrieve it via search as described above.

But you might want to know where the note lives.

Pull down the Notebook menu described in the third tip, and you'll find an option called *Quick Notes* at the bottom of the menu. Select that and you'll find yourself at the Unfiled Notes section in the Personal (Web) notebook (OneNote's default notebook). Your most recent quick note will be the section's last page.

You may, of course, move it elsewhere. Drag-and-drop will work. You can also move a page via the Move or Copy Pages dialog box, which you can access by right-clicking and selecting *Move or Copy*, or by pressing **Ctrl-Alt-M**.

Create custom shapes in power point!

When you create a shape, right click and press "Edit Points." By editing points, you can create custom shapes that fit your specific need. For instance, you can reshape arrows to fit the dimensions you like.

Another option is to combine two shapes together. When selecting two shapes, right-click and go to the "Grouping" sub-menu to see a variety of options.

- Combine** creates a custom shape that has overlapping portions of the two previous shapes cut out.

- Union** makes one completely merged shape.

- Intersect** builds a shape of only the overlapping sections of the two previous shapes.

- Subtract** cuts out the overlapping portion of one shape from the other.

By using these tools rather than trying to edit points precisely, you can create accurately measured custom shapes.

How to Edit a Received Email in Outlook

These steps work for Outlook versions up through 2016, as well as the Mac version of Outlook. Watch out for the differences called out in each version.

Double-click the message you want to edit so that it opens in its own window.

In Outlook 2016 and 2013, choose **Actions > Edit Message** from the **Move** section of the email's **Message** ribbon.

Make any changes to the message **body and subject line**.

Note: Outlook may warn you that it needs to download images (or other content) in the message before you can edit it; click **OK** and proceed.

Press **Ctrl+S** (Windows) or **Command+S** (Mac) to save the message.

Note: You can not edit the recipient fields (To, Cc and Bcc) with this method, only the subject line, and body text.