

Word/Excel/PowerPoint/Acrobat Hints

Useful Key Strokes

Copy command (Windows): Ctrl+C
Cut command (Windows): Ctrl+X
Paste command (Windows): Ctrl+V
Printing office documents: Ctrl+P
Saving office documents: Ctrl+S

Exiting office documents: Alt+F4
Repeat last command (Windows): F4
Tab/Scroll between open applications: Alt+Tab
Tab in table cells: Ctrl+Tab

Printing Multiple Pages per Page

Change the number under File, Print, Properties, Finishing/Output.

Section Breaks

Section breaks can be used to switch from portrait to landscape within the same document. They can also be used before and after sections where smaller margins may be needed.

Spacing hint if a page is 2 lines too long: Select the page (or paragraphs). Be sure that the spacing before and under paragraphs is 0 pt under Format, Paragraph. To save more space, select a blank line between paragraphs by double-clicking. Change line spacing to exactly 12pt (or pick a size) under Format, Paragraph.

Turning Off Automatic Formatting, Numbering, Tabbing, etc.

Go to Format, AutoFormat, Options.

Uncheck Automatic bulleted lists under AutoFormat.

Uncheck Automatic bulleted Lists, Automatic numbered lists, Tables, and Built-in Heading Styles under AutoFormat As You Type.

Automatic sentence capitalization, smart quotes, etc. are also set under AutoFormat.

Automatic formatting in Excel and PowerPoint can be accessed through Tools, AutoCorrect Options.

Adding Icons to Toolbars (also Excel & PowerPoint)

Go to Tools, Customize, Commands. Select the icon in the right column that matches the command wanted in the left and drag it to the toolbar. To add the icons for superscript and subscript select Format in the left column and drag each icon (one at a time) to the toolbar.

Inserting Images from PDF Files (Word or PowerPoint)

Open the PDF file in Acrobat. Use Select Image to select an image, Select Text to select text. If using Select Image, left-click on the image. Copy and paste the image. If using Select Text, hold down the left mouse button and drag over the text to be selected. Copy and paste the text.

Tables in Word

Go to Table, Insert, Table (or use the Insert Table icon). Select the number of columns and rows wanted (these can be added at any time by inserting or deleting rows).

Right-click anywhere in the table and select Table Properties. Select Options and uncheck Automatically resize to fit contents (allows resizing the table to individual preferences). Uncheck Preferred width under Table Properties, Tables.


To resize a column: move the mouse to the top of the column; the cursor will change to a solid down arrow (↓). Right-click and select Table Properties, Column. Change the preferred width.

To select a row: move the mouse to the left end of a row; the cursor will change to an open arrow pointing northeast (↗). Left-click to select the row. To change the row height, right-click and select Table Properties, Row. Change the height under Specify height.

To insert a row in a table: left-click to select the row. Right-click and select Insert Rows. A blank row will be inserted above the selected row. Rows at the end of a table can be inserted by tabbing from the last cell.

To insert a column in a table: select the column (see resizing a column). Right-click and select Insert Columns. A blank column will be inserted to the left of the selected column.

To insert a blank line before a table (if a table was inserted at the beginning of a file): click in the first cell (upper left) and insert a page break (Insert, Break, Page break). Hit enter a couple of times and then delete the page break.

Terry, Anne, Dinah, Peggy – go Biostatistics!	
Two column table, resized row, inserted & resized jpg file.	

Using \pm , \leq , \geq , etc. in a table. Insert a narrow column for the symbols (Insert Symbol). Tabs can then be set for the numbers on either side (the width of columns 1 and 3 is 0.7; the width of column 2 is 0.3). Tabs in columns can be set by selecting the tab icon at the left side of the ruler.

L	Left-aligned tab	Four cells (one column) merged. Blank left column inserted for looks.
└	Centered tab	
┘	Right-aligned tab	
└•	Decimal tab	

Text box inserted left of this table. Text boxes can only be viewed in print layout, not normal layout.

Dotted border.

First row merged.
 Decimal tabs set for numbers. Table is centered. No border.

103.5	\pm	103.6
1000.0	\leq	1005.7
10.4	\geq	5.9

Converting Text to Tables/Tables to Text

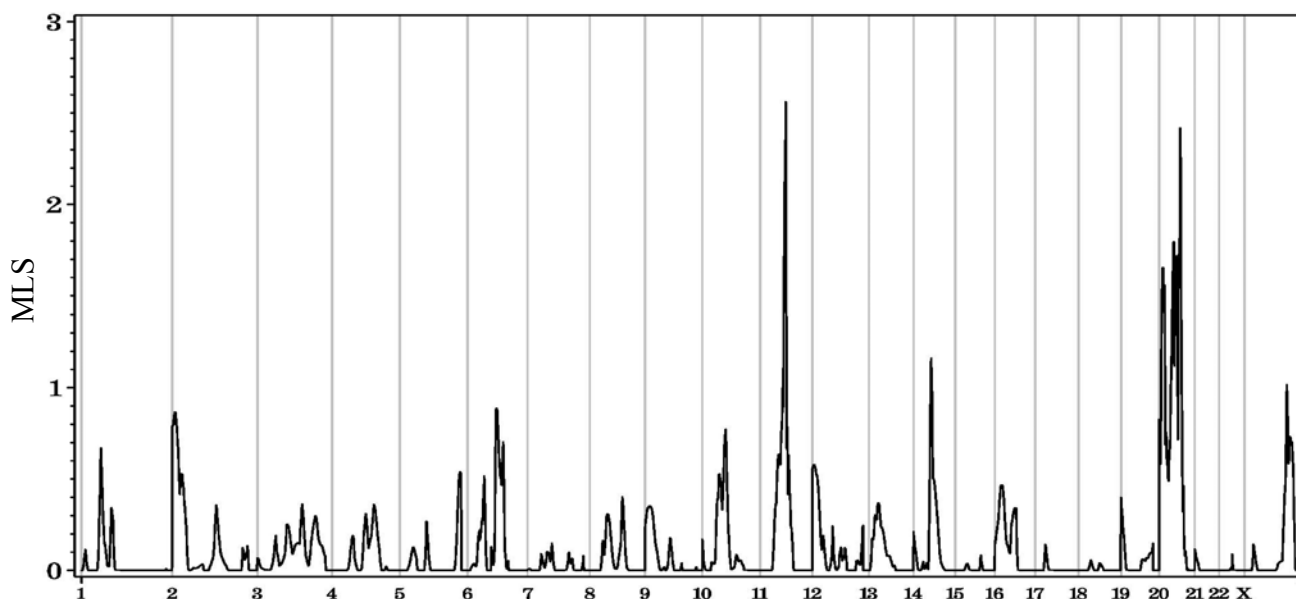
Convert text separated by tabs, spaces, commas, etc. to a table by selecting the text, Table, Convert, Text to Table. Select the # of columns and the column delimiter. Note: this works best if the columns are separated by the same number of tabs, spaces, commas, etc.

Convert a table to text by selecting the table, Tables, Convert, Table to Text. The default text separator is Tabs.

Inserting a Postscript Graph (Word or PowerPoint)

Open Distiller in Acrobat (Advanced, Acrobat Distiller). Open the postscript file. Close Distiller when the "end of job" message appears. Open up the PDF file in Acrobat. Select the crop tool under Tools, Advanced Editing (the advanced editing toolbar can also be added to the main toolbar). Drag the icon to select what is to be imported. Hit Enter. Click ok at the next window (gives the size of what was just cropped). Save the file in jpg format and close it (the original PDF file is unchanged and does not need to be saved). A converted postscript plot is inserted below (Insert, Picture, From File).

FUSION 1 Linkage



Hold the Ctrl key and resize the picture with the left mouse button.

Title and Y axis label (rotated) are done with text boxes (visible only in Print Layout mode).

Inserting Page Numbers in PowerPoint

Go to View, Header and Footer, Slide. Uncheck Date and Time if unneeded. Click Slide number. Footer is checked by default; enter a footer in the footer box if desired. Click on Apply (to apply to individual slide) or Apply to All (apply to entire presentation).

Page numbers and footers can also be put on Notes and Handouts (View, Header and Footer, Notes and Handouts).

To move footers and page numbers, go to View, Master, Slide Master. Click on the box to move/resize (number area or footer area). Move the footer area to the right; it can then be right-aligned and the number area can be left-aligned. Change the font size if necessary.

To add page numbers and footers to handouts go to View, Master, Handout Master. Move/format the footer area and the number area the same as under Slide Maser. The number of slides per handout page (1, 2, 3, 4, 6, 9) can be set here (as well as under the Print menu).

Slide Master can also be used to preset the font size for each slide.

Slide transitions (slide appears from left to right, from top to bottom, from center to outside, etc.) are set under Slide Show, Slide Transition. The transition can be set to Slow, Medium, or Fast. Slides can be set to advance by clicking the mouse or after n seconds.

Creating Excel Plots

FUSION Chromosome 14 linkage is used as an example.

Three files need to be opened in Excel – lod score files for FUSION 1, FUSION 2, and FUSION 1+2. FUSION files need to be modified (delete unused columns, change notation in LOD score column from scientific to numerical with 2 decimal places, etc.). Columns 1 and 4 are kept for FUSION linkage plots (cM and MLS); other columns are deleted.

Open and edit the FUSION 1 file. Save the file as (not save) a new name (Chromosome 14 Linkage). Change the type of file from text format to Excel format.

Hint: when opening multiple files, insert a blank row above row 1 in the first file. Type cM into cell A1, F1 MLS into cell B1, F2 MLS into cell C1, and F1F2MLS into cell D1. This will help when pasting in modified columns.

Open and edit the FUSION 2 file. Copy the LOD score column and paste it into the Excel file just created (column C). Continue with the F1+2 file (column D).

Select all 4 columns (cM, F1 MLS, F2 MLS, F1F2 MLS). Click on the Chart Wizard (or Insert Chart). Select XY (Scatter) and click Next.

Click the Series tab. F1 MLS will be highlighted under Series. Rename this series to FUSION 1 in the right column. Rename the series F2 MLS to FUSION 2. Rename the series F1F2 MLS to FUSION 1+2. Click Next.

Enter a chart title (Chromosome 14 Linkage), the value of the X-axis (cM), and the value of the Y-axis (MLS). Uncheck Major gridlines under the Gridlines tab if gridlines are not needed. The placement of the legend can be changed under the Legend tab (bottom, corner, top, right, left). Click Next.

Save the chart as a new sheet and rename it (Chromosome 14). Click Finish. A worksheet with the chart will appear before the cM/MLS worksheet. The default puts the chart sheet before the

worksheet. Left-click on the name of the chart (bottom of sheet) and drag it to the right of the worksheet to change the order in the workbook.

Modifying Excel Plots

The cM column in the worksheet was formatted with 1 decimal point (map positions of 0.0, 0.5, 1.0, 1.5, etc.). The LOD scores in the worksheet were formatted with 2 decimal points. These decimal points appear in the plot and are usually changed.

To change X-axis values: double-click anywhere in the axis. Excel generally makes the X-axis too long; the last value in the worksheet is 118.3 but the axis length on the plot is 140.0. Change this value to 120. Change the number of decimal places under the Number tab to 0.

To change Y-axis values: double-click anywhere in the axis. The cM values in the worksheet have 1 decimal point; the values in the chart have 2. This can be changed under the Number tab. Change the scale of the axis if necessary.

Axis fonts, font sizes, alignment, etc. can also be changed by double-clicking on the axis.

Excel plots are generated in color. Double-click in the plot area to change the background color if desired. Click None under Area. Click OK.

The FUSION 1 series is plotted with blue diamonds. Double-click anywhere in the series to change the color, style, etc. Click None under Marker to remove the diamond style. Change the color, style, and weight of the line if desired. Repeat for each series.

Move the legend box by selecting it and dragging it to a different location. Resize the plot by dragging a plot area line.

Paste an Excel plot into Word or PowerPoint by selecting the chart and copying it (Ctrl+C). Use Alt+Tab to switch to the open Word (or PowerPoint) document. Paste the chart (Ctrl+V). Resize the chart by selecting it and dragging a handle.

