

## Office Tips and Tricks

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I use Microsoft Word and Excel a lot and wanted to share some tips.

### 1. Word: Exploring Tabs

You can press the Tab key to move text 1/2 inch to the right, or you can use the Ruler to place tabs exactly where you want them.

Did you know there are five different types of tabs?

Left Tab, Center Tab, Right Tab, Decimal Tab, and Bar Tab

How and when do you use these different tabs? I put together a primer on tabs. [Click here to read it.](#)

### 2. Word: How Many Spaces Between Sentences?

Back in the day, the guideline was to type two spaces between sentences. That is no longer true. [Read this article](#) for the reasons.

But how do you easily remove extra spaces from your document?

[Click to read how to use Replace to remove these extra spaces.](#)

### 3. Excel: Create a Series of Numbers or Dates

Have you ever wanted a column of numbers from 1 to 100 in a spreadsheet, or some other range? Do you want to know how to easily create a series of dates in order?

You don't have to type in all the numbers or dates yourself. You can do it automatically. [Click to read how!](#)