**Session 9**

**Tool Time Tuesday**

Discounts, Outlook and Excel Basics Tips

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**DISCOUNTS**

- iDeal offers a list of discounts for MD Anderson employees: [www3.mdanderson.org/empresources/discounts/iDeal/index.cfm?pagename=available-discounts](http://www3.mdanderson.org/empresources/discounts/iDeal/index.cfm?pagename=available-discounts)
  - Sprint, T-Mobile, Verizon
  - BatteriesPlus
  - Todays Business Solutions – office supplies
  - Pet insurance, alarm discounts (ADT), AAA

- Well OnTarget from BCBS – $25 a month for unlimited access to participating gyms: [https://healthselect.bcbstx.com/content/health-and-wellness-incentives/fitness-program](https://healthselect.bcbstx.com/content/health-and-wellness-incentives/fitness-program)

- Blue 365 – discounts on health, wellness, fitness: [https://www.blue365deals.com/BCBSTX/offers?category%5Bnutrition%5D=nutrition](https://www.blue365deals.com/BCBSTX/offers?category%5Bnutrition%5D=nutrition)

**OUTLOOK TIPS**

**HOME TAB – RULES**

Rules allow you to forward emails to a folder. You can forward based on a keyword in the subject line or body of text, sender name, sender.

- Home tab → Rules → Create Rule → Advanced options →
  - Step 1: Select conditions (what are you trying to flag? A person? A keyword?)
  - Step 2: Edit the rule description. Click on the link in the box and add the word or text you wish Outlook to search for.
- Click “Next”
  - Step 1: Select an action like, “move to a specific folder”, “redirect to a specific group”, “flag the message”, “display a desktop alert”
  - Step 2: Edit the rule description. This allows you to select the folder or person you wish to move the item to, etc.
- Click “Next”
  - Step 1: Select your exceptions. Exceptions might include keywords or a specific person on an email.
  - Step 2: Edit the rule description to identify the keyword or person.
- Click “Next”
  - Step 1: Name the rule.
  - Step 2: Run the rule on messages in your inbox or choose to activate the rule for future emails.
- Finish
HOME TAB – CATEGORIZE
Categorize your important emails with a color code.
- Select Categorize → All categories → Name your category and add a color

SEND/RECEIVE TAB
- Show Progress: Shows you where your emails are in the sending process.
- Cancel All: This will allow you to cancel a message that is in the process of sending.

FOLDER
- Add to Favorites: Add a folder to your favorites to see it at the top of your mailbox.

VIEW TAB
- Message Preview: Allows you to select how many lines of the message show in the main message pane.
- Layout section allows you to collapse or expand your folder, reading, and to-do panes.
- Close All Items – this will close all of your open windows in Outlook, except your main mailbox.

SEARCH OUTLOOK
- This pops up when you click in the search bar.
- Use operators like AND, OR, NOT
- Use your search tab
  - From allows you to search emails by sender
  - Search your categories
  - Subject: search the subject lines
  - Search Tools: Advanced search
- OFFICE 365: The search is above your “New Message” button. Click on the little drop-down carrot to get advanced search options.

EXCEL TIPS

HOME TAB – CONDITIONAL FORMATTING
Find duplicate values or unique values in an Excel spreadsheet.
- Quickly highlight all duplicate or unique values
  - For the entire spreadsheet or 1 or more columns/rows
- Choose your spreadsheet or column(s)
- Home tab > Conditional formatting > Highlight cells rules > Duplicate values > choose duplicate or unique > choose the formatting > click OK

HOME TAB – FIND & SELECT
- Find all blanks
  - For the entire spreadsheet or 1 or more cells
- Choose your spreadsheet or column(s)
- Home tab > Find > Go to special > Choose blanks > click OK
- Bonus: Fill those blanks by entering your number (such as 0) and pressing CTRL+Enter
DATA TAB – FILTER
- Filter the entire spreadsheet or 1 or more columns
- Select your spreadsheet or column(s)
- Data tab > Filter
- Now you can apply text filters, search for text in columns, filter on color (based on conditional formatting)

DATA TAB – FREEZE OR SPLIT FRAMES
- Freeze top row or first column
  - For the entire spreadsheet or 1 or more columns
  - View tab > Freeze panes > choose either
- Split
  - For the entire spreadsheet
  - View tab > Split > now adjust where the spreadsheet is split