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
    - ○ 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
- ◉ Blue 365 – discounts on health, wellness, fitness: 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