

Microsoft 2007 for Windows Frequently Asked Questions (FAQs)



Working With Documents:

Q: How do I see the ruler along the top of my document?

A: Click on the View tab, go to “Show/Hide” section
- Put a check in the box next to “ruler”

Q: I'd like to see a line in between my columns so I have a more clear idea of their width?

A: Click on the Page Layout tab, go to “Columns”
- Click “More Columns”
- Put a check in the box next to “Line Between”

If you don't want the line to show up when you print, make sure that you *uncheck* this box before printing.

Working with Tables:

Q: How can you turn off the borders of a table and still see where the cells are?

A: Click on the Insert tab, create a table
- In the Table Tools tab, go to “Table Styles” section
- Click “Borders” and “View Gridlines”

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Working With Outlook:

Q: How do you send e-mail to multiple students from Banner, when Banner uses (,) as name separator?

A: Click on the **Tools** menu option when you are in **Outlook**

- Click on the **Options...** drop down menu option
- Click on the **E-Mail Options...** button located on the **Preference Tab**
- Click on the **Advanced E-mail Options...** button located under the **Message handling option**
- Click in the selection box “**Allow comma as address separator**”