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June 27, 2013

Volume 80

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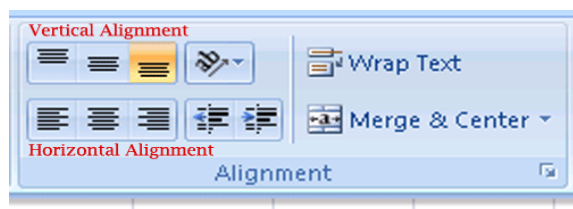
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Excel - Positioning Cell Content

Do you struggle to align content in Excel? Do you need know how to center cell contents both horizontally and vertically? Do you want your cells to show text that is right aligned? Then read on for help.

First, let's review some basics – horizontal alignment relates to how the content is placed to the left, center and right in a cell. Vertical alignment specifies if the content will float in the middle of the cell or appear at the top/bottom of the cell.

To change the horizontal alignment highlight the cell or cells and choose the icons for left, right, center from the menu bar in 2003 and 2007 (on the Home Tab in the Alignment area).



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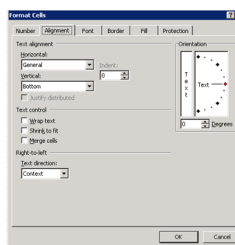
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To change the vertical alignment differs slightly from 2003 to 2007. In 2007 you can simply choose the alignment from the Home tab in the alignment area. In version 2003 you need to use Format, Cell and the Alignment tab
So next time you receive an excel sheet with content that is not lined up you now know how to fix it!
Happy cell formatting.

.Bonus find in version 2007



If you click on the down arrow at the corner of a box on a option (such as Alignment) it brings up a popup window with the tabs that allow you to make changes - like you might be used to from 2003.



If you need help with an Excel project contact us at info@aapk.com we have a lot of experience with Excel and other MS Office products.

Google Search Tricks

The other day I learned some neat tricks to refine Google searches. By using certain characters and words you can find specific file types, ignore words, search within a specific site, find related pages to a web site and lots more!

I have to admit, I am not a big Google search user, but after a colleague showed me how to use these to do a very refined patent search, I am now a bigger fan!

Quotations (“ “)

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Put quotation marks around words "[any word]" to search for an exact phrase in the order you are searching for. Note – using the quotes might exclude relevant results. For instance, a search for "Alexander Bell" will miss pages that refer to Alexander G. Bell.

Colon (:)

- **By Site Type** - precede your query with **site:** when you know exactly what site or kind of site (.edu, .gov) you are interested in. For example: site:edu or site:cnn.com.
- **By File Type** - Search for specific types of files, such as PDFs, PPTs, or XLS, by adding **filetype:** and the 3-letter file abbreviation. For example: sales marketing filetype:ppt.
- **By related site:** type **related:** and a web address to find pages that have similar content. For instance, if I am trying to find a competitor, I would use **related:aapk.com** to locate similar websites.
- **Definitions** - put **define:** in front of any word to get its definition.

Minus Sign (-)

You can also use the minus (-) sign to specify particular items you don't want in your results, like ingredients in a recipe. For example: spaghetti sauce -sugar

String ..

Looking for a product within a certain price range? Use **String ..** to search for items within a number range. For example: Whirlpool Dishwasher \$400...\$800.

Tilde ~

To find synonyms when you are searching use the ~ sign immediately in front of your search term. For example: Fourth of July ~decorations would return results for decorations as well as décor, party supplies, crafts, etc.

There are so many other neat ways to search that Google offers. Here's the full list <http://www.google.com/insidesearch/tipstricks/all.html>.

Enjoy your future searches while you try out these hints.

If you need help with navigating the web for your business contact me at info@aapk.com. We have over 16 years of experience working on the web.

You Have To Laugh

Funny Video: This cat does not like his thundershirt! - <http://www.cnn.com/video/data/2.0/video/living/2013/05/31/orig-jtb-distraction-thundershirt-on-cat.youtube.html>

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