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Volume 95

**MS Office Clipboard**[Are You More Left or Right Brained?](#)[You Have To Laugh](#)
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## MS Office Clipboard

### How to use cut and copy to your advantage

Every Microsoft Office product uses a clipboard to store any data you cut or copy while working. Generally, we forget that this exists and just rely on the system clipboard to paste the last thing copied or cut.

But did you know that you can use the Office Clipboard to paste more than just the last cut/copy item? This is especially helpful if you cut/copy multiple items and then need to paste them into another MS Office document or form.

#### Office Clipboard vs System Clipboard

The Office Clipboard can hold up to 24 collected items while the System Clipboard only holds the last item copied or cut. The Office Clipboard will keep these items until you have exited all Office programs or you delete them from the Clipboard.

#### Access and Use the Clipboard

To access the Clipboard task pane in Office 2007 and above, go to the Home tab and where you see the Paste icon, click on Clipboard. In 2003 – go to Edit and choose Clipboard. Note – if you are working across multiple Office products (eg Excel to Powerpoint, Word to Excel) you will need to turn on the task pane in each program.

The Clipboard task pane shows the items collected. To use an item listed – put your cursor where you want the item placed in your document or spreadsheet and then click on that item in the task pane.



You can turn on this task pane automatically or choose other ways to access it by clicking the Options button below the task pane.

Let me know how you use the Clipboard – I would love some different examples of how are use this to their advantage.

If you need help with a MS Office project contact me at [info@aapk.com](mailto:info@aapk.com) I have a lot of experience with PowerPoint, Word, Excel and other MS Office products.

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## Are You More Left or Right Brained?

The common belief that “right brained” people are artistic while “left brained” folks are more logical is said to be a bit of a myth but is a great way to describe your type of career personality (e.g. programmer vs graphic artist).

Interested in knowing which you are? Then try the quizzes below and then share your scores with me. It would be fun to see how others scored.

- <http://www.web-us.com/BRAIN/braindominance.htm>
- [http://www.whererecreativitygoestoschool.com/vancouver/left\\_right/rb\\_test.htm](http://www.whererecreativitygoestoschool.com/vancouver/left_right/rb_test.htm)
- <http://www.dailysteph.com.au/news/weird/the-right-brain-vs-left-brain/story-e6fre20-111114577583> - try to change her direction of rotation
- A quiz for teens to help them understand their study habits - [http://homeworktips.about.com/library/brainquiz/bl\\_leftrightbrain\\_quiz.htm](http://homeworktips.about.com/library/brainquiz/bl_leftrightbrain_quiz.htm)

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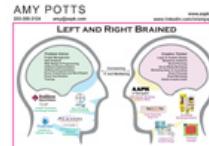
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If you take more than one quiz you will begin to see a pattern in the questions - there are four common questions:

- Ability to do geometry vs algebra (I had to take geometry twice and breezed through algebra)
- Use of hand gestures (ok, I am half Italian – it comes with the territory)
- Joking around (and I am half Irish – again, it comes naturally)
- Absent mindedness (this is tricky, because your answer could also be attributed to age!)

My test results proved what I have always known and that is that I am almost evenly left and right brained. It's an unusual combination that doesn't show (or looks confusing) on my text based resume. So, to visualize my balanced "brains" I created a visual resume - check it out here -

[http://www.aapk.com/Amy\\_POTTS\\_Visual\\_Resume\\_and\\_Text\\_Resume.pdf](http://www.aapk.com/Amy_POTTS_Visual_Resume_and_Text_Resume.pdf)



If you know of any one that is looking to hire a multi-talented person, please let me know at [info@aapk.com](mailto:info@aapk.com). Thanks.

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## You Have To Laugh

Funny Video: Horse nibbling cameraman's ears -

<http://www.cnn.com/video/data/2.0/video/bestoftv/2013/10/04/newday-vo-horsing-around-with-cameraman.cnn.html>

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