



Session 9

Tool Time Tuesday

Discounts, Outlook and Excel Basics Tips





Hello!



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Discounts



iDeal Discounts

- iDeal offers a list of discounts for MD Anderson employees
 - Sprint, T-Mobile, Verizon
 - BatteriesPlus
 - Todays Business Solutions – office supplies
 - Pet insurance, alarm discounts (ADT), AAA

www3.mdanderson.org/empresources/discounts/iDeal/index.cfm?pagename=available-discounts



Health and Wellness Discounts

- 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>



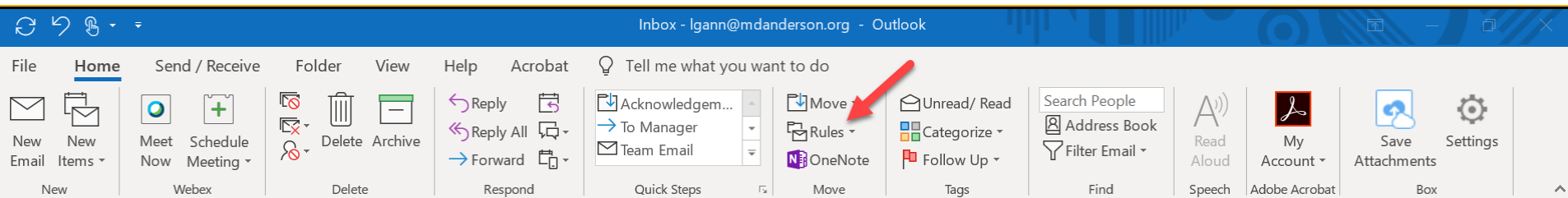
Outlook Tips





Home Tab in Outlook - Rules

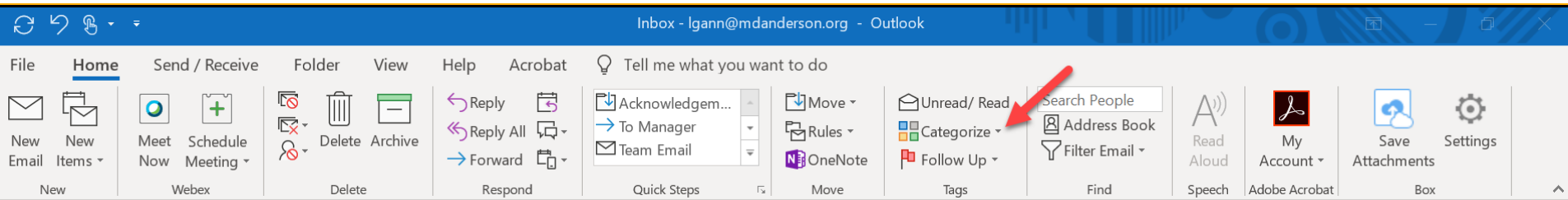
- Setup rules.
 - Forward emails to a folder. You can forward based on a keyword in the subject line or body of text, sender name, sender.
- Home tab → Rules → Create Rule → Advanced options → Select conditions (what are you trying to flag? A person? A keyword?) → Next (Select an action like, “move to a specific folder”, “redirect to a specific group”, “flag the message”, “display a desktop alert”)





Home Tab in Outlook - Categorize

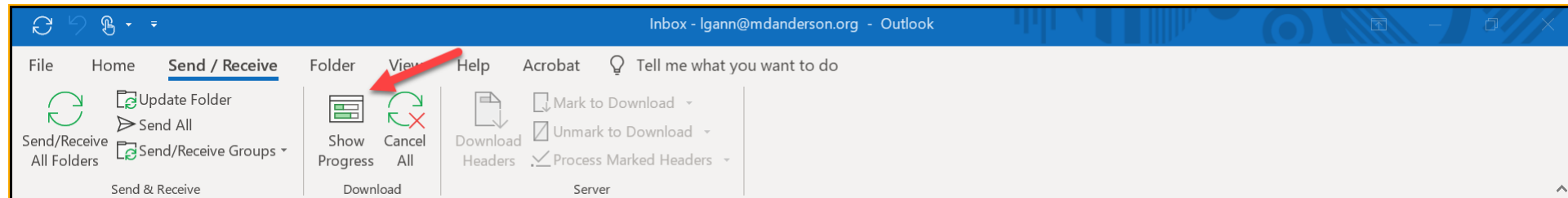
- Categorize your important emails with a color code.
- Categorize → All Categories → Name your category and add a color





Send/Receive Tab

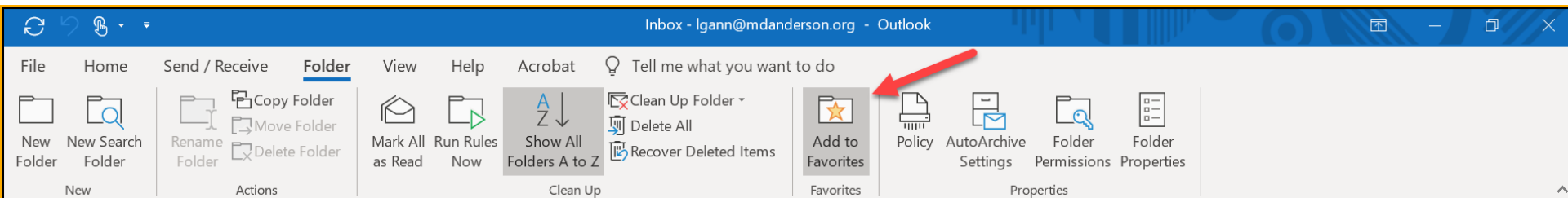
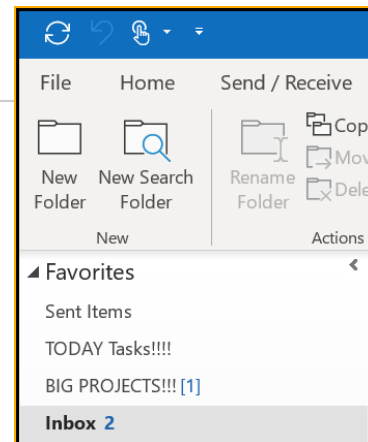
- Show Progress: Shows you where your emails are in the sending process.
- Cancel All: This will allow you to cancel a message that is in the process of sending.





Folder - Favorites

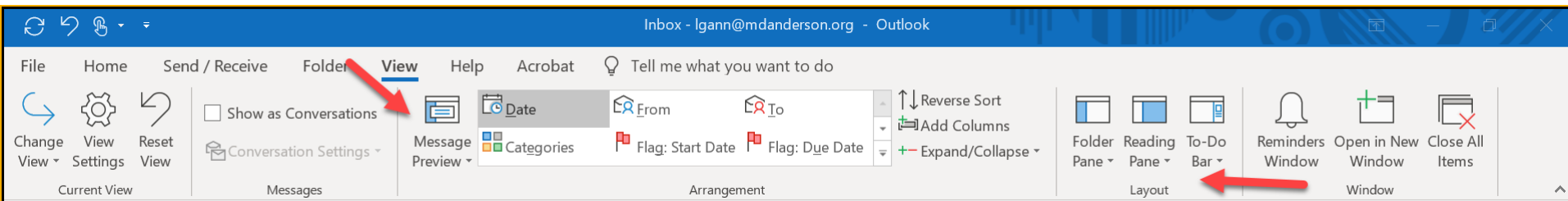
- Add to Favorites: Add a folder to your favorites to see it at the top of your mailbox.





View Tab in Outlook – Preview & Layout

- 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

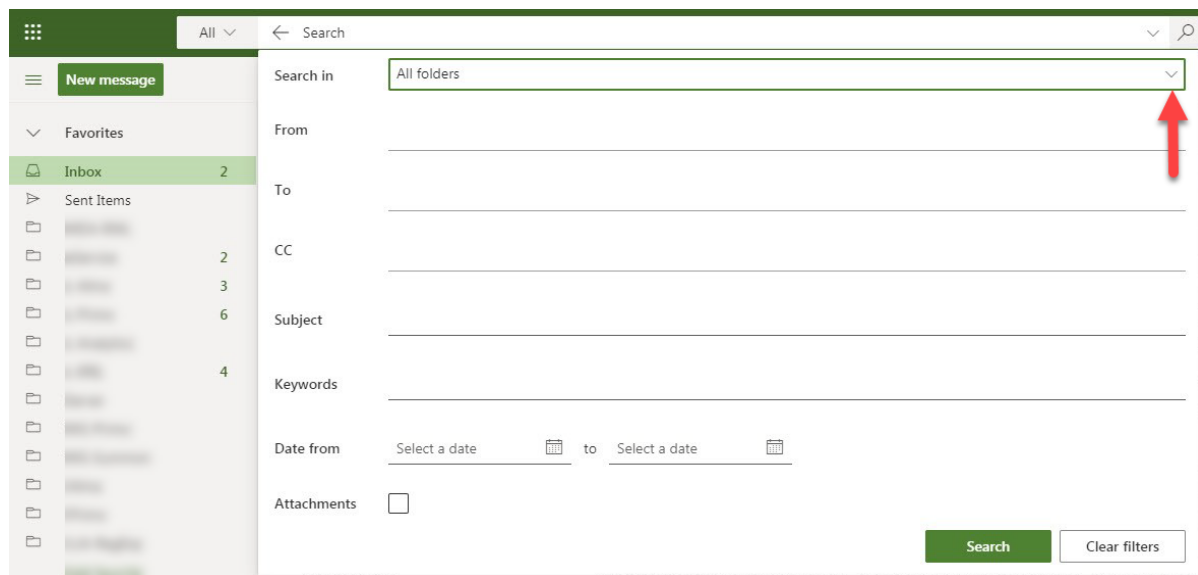
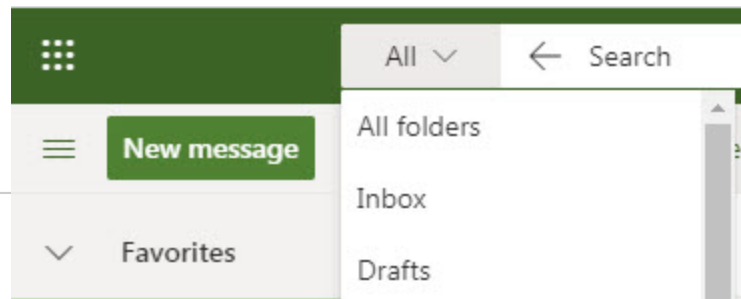
- This pops up when you click in the search bar.
- Use operators like AND, OR, NOT
- Use your search tab
 - From allows you to search emails by sender
 - Search your categories
 - Subject: search the subject lines
 - Search Tools: Advanced search

The screenshot shows the Outlook interface with the Search Tools ribbon active. The ribbon is divided into several sections: Scope, Results, Refine, and Options. Red arrows point to the 'From' icon in the Results section, the 'Subject' icon in the Refine section, and the 'Search Tools' icon in the Options section. The 'Search' tab is selected, and the search bar contains the text 'Tell me what you want to do'. The background shows the Outlook inbox for 'Inbox - lgann@mdanderson.org - Outlook'.



Search Outlook 365

- The search box is at the top of your Outlook 365.
- Click on the little drop-down arrow to find advanced search options.





Excel Tips





Home tab – Conditional Formatting

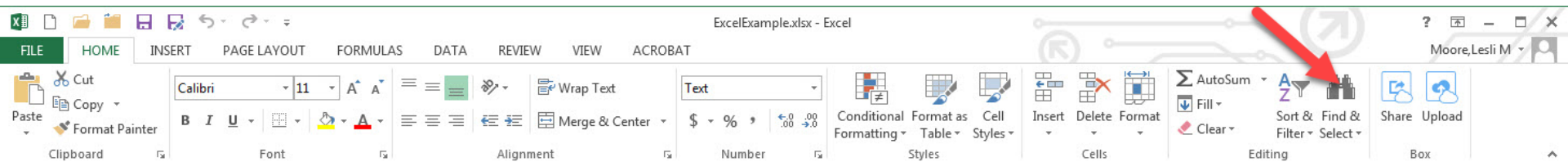
- Quickly highlight all duplicate or unique values
 - For the entire spreadsheet or 1 or more columns/rows
- Choose your spreadsheet or column(s)
- Home tab > Conditional formatting > Highlight cells rules > Duplicate values > choose duplicate or unique > choose the formatting > click OK

The screenshot displays the Microsoft Excel interface. The ribbon is set to the 'HOME' tab. The 'Conditional Formatting' button in the 'Styles' group is highlighted with a red arrow. A dropdown menu is open, showing the 'Highlight Cells Rules' option circled in red. Below it, the 'Duplicate Values...' option is also circled in red. The background shows the Excel ribbon with 'FILE', 'HOME', 'INSERT', 'PAGE LAYOUT', 'FORMULAS', 'DATA', 'REVIEW', 'VIEW', and 'ACROBAT' tabs. The 'HOME' tab is active, showing options for Font, Alignment, and Number. The 'Conditional Formatting' dropdown menu is open, showing options like 'Highlight Cells Rules', 'Top/Bottom Rules', 'Data Bars', 'Color Scales', 'Icon Sets', 'New Rule...', 'Clear Rules', and 'Manage Rules...'. The 'Highlight Cells Rules' option is circled in red, and the 'Duplicate Values...' option is also circled in red. The background shows the Excel ribbon with 'FILE', 'HOME', 'INSERT', 'PAGE LAYOUT', 'FORMULAS', 'DATA', 'REVIEW', 'VIEW', and 'ACROBAT' tabs. The 'HOME' tab is active, showing options for Font, Alignment, and Number. The 'Conditional Formatting' dropdown menu is open, showing options like 'Highlight Cells Rules', 'Top/Bottom Rules', 'Data Bars', 'Color Scales', 'Icon Sets', 'New Rule...', 'Clear Rules', and 'Manage Rules...'. The 'Highlight Cells Rules' option is circled in red, and the 'Duplicate Values...' option is also circled in red.



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

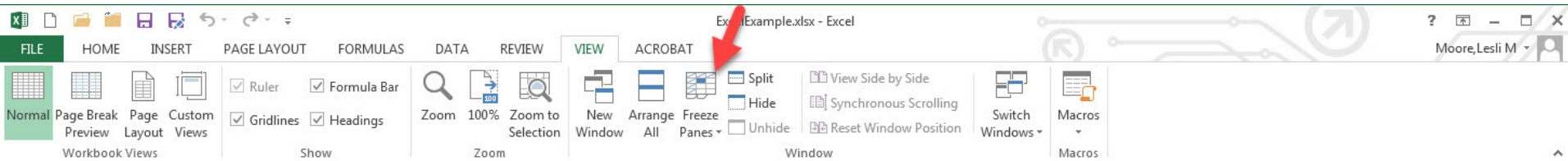
- Filter the entire spreadsheet or 1 or more columns
- Select your spreadsheet or column(s)
- Data tab > Filter
- Now you can apply text filters, search for text in columns, filter on color (based on conditional formatting)

The screenshot shows the Microsoft Excel interface with the Data tab selected on the ribbon. The ribbon includes options for From Access, From Web, From Text, From Other Sources, Existing Connections, Refresh All, Properties, Edit Links, Sort, Filter, Clear, Reapply, Advanced, Text to Columns, Flash Fill, Remove Duplicates, Validation, Consolidate, What-If Analysis, and Data Tools. The Filter dropdown menu is open, showing options for Sort A to Z, Sort Z to A, Sort by Color, Clear Filters From "Electronic Collec...", Filter by Color, and Text Filters. The Text Filters option is highlighted with a red circle. The spreadsheet data is visible in the background, showing a list of Access Medicine Case Files with columns for Title and Public Name.



Data tab – Freeze or split panes

- 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





Thanks!

*Any **questions** ?*

Ask the Research Medical Library

- RML-Help@mdanderson.org
- www.mdanderson.org/library/
- Register for future Tool Time Tuesdays:
<https://mdanderson.libcal.com/event/6632717>