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"
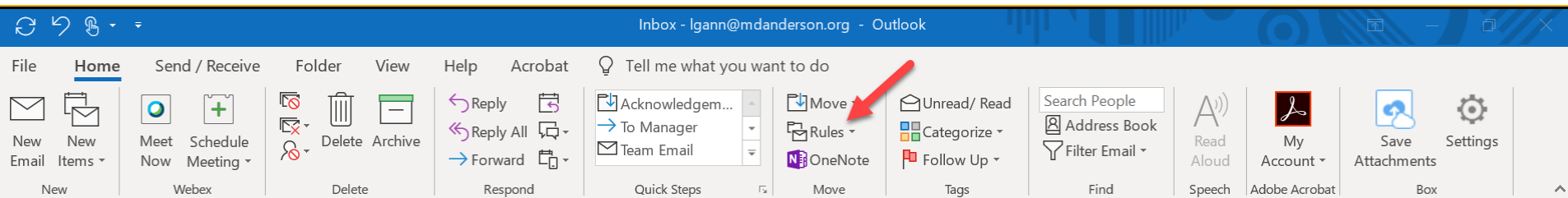
Home Tab in Outlook   - Categorize

◉ Categorize your important emails with a color code.

◉ Categorize → All Categories → Name your category and add a color
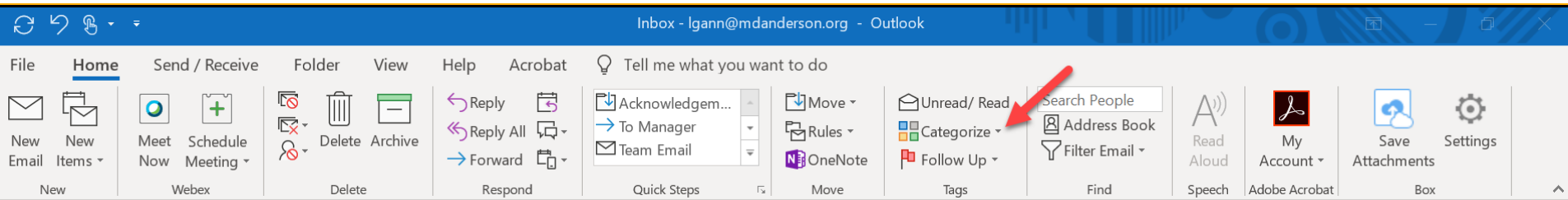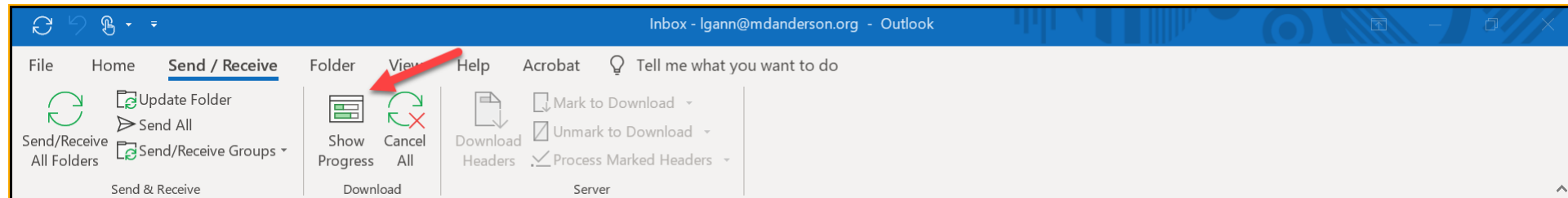
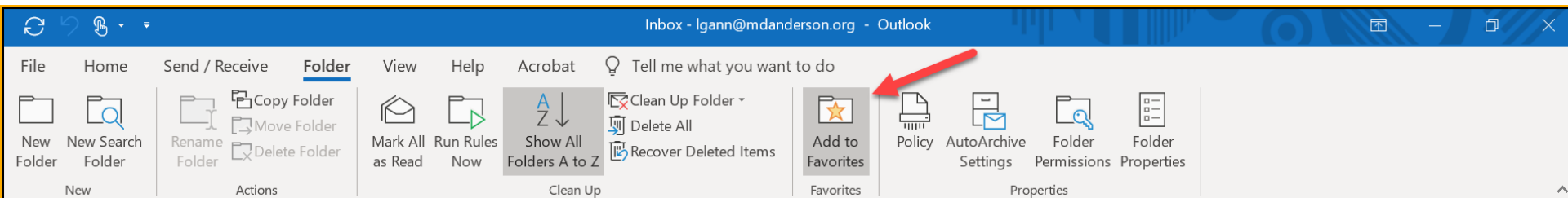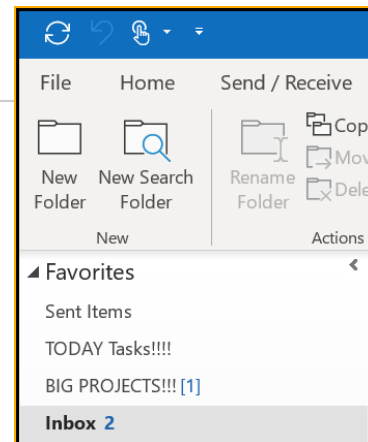## Folder - Favorites

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

- 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.
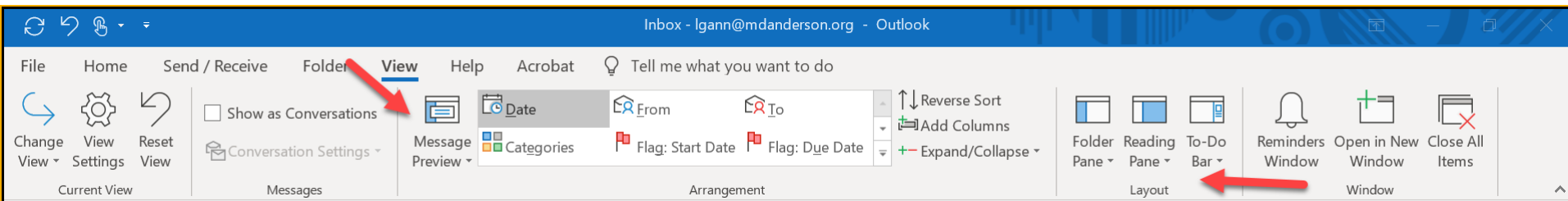
Search Outlook

- 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

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.

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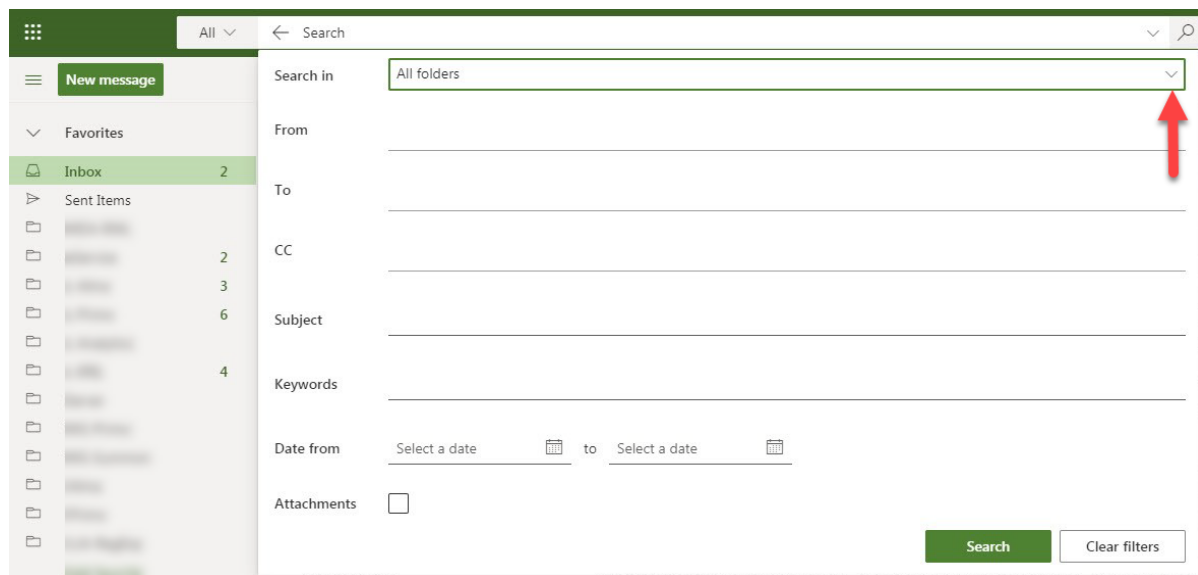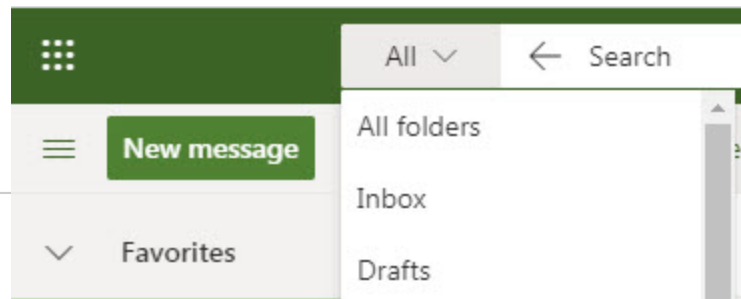
Excel Tips

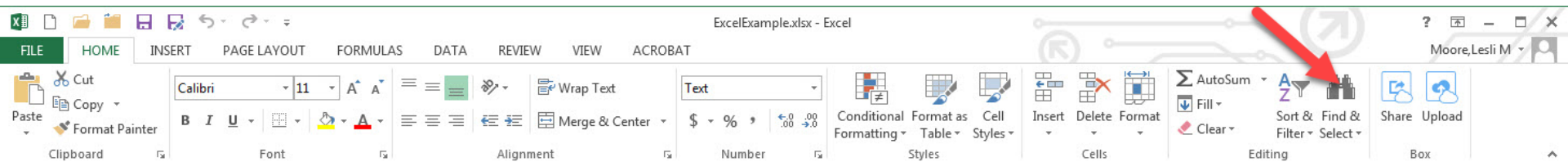# Home tab – Conditional Formatting

- ◉ 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

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 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
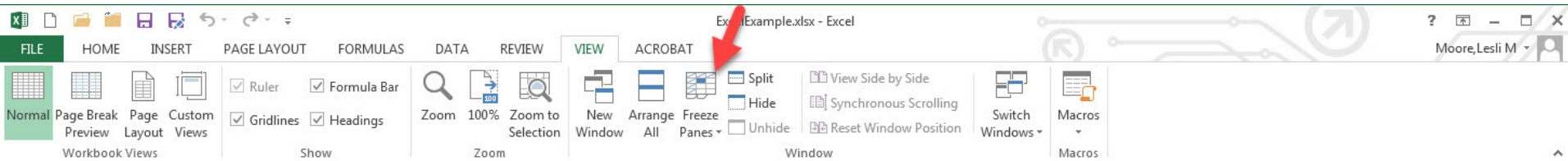
Thanks!

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/6632 717