
From: dopmannouncement
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To: DOPM All Users <DOPMAllUsers@uabmc.edu>
Subject: Computer Tip of the Week -- A single underlined letter

A single underlined letter – how is that helpful to me?

Brought to you by Lisa
Schwaiger
- HelpDesk Triage and
Computer Tech (in MT-403)



SITUATION:

When I right click on a word, I see options listed in the context menu. Most of these options have a single underlined letter in them.

Why? What is that? Is it useful to me?

SOLUTION:

Yes, it definitely can be useful. It can speed you up in doing things, especially things that you do repeatedly.

The overall concept is:

Pressing the letter that's underlined is the same as selecting the word.

So for example:

1. Right click on “tip” in this sentence.
- Synonyms
2. You'll see multiple choices including
 3. Of course you could click to choose that, but notice that the “y” in it is underlined.
 4. That underline tells you that you can simply tap the [y] key, for the same result.

This is just one of many examples.

Now that you know this one-underlined-letter trick, you will see all sorts of opportunities to use it in Word, Excel, Outlook, etc.

If you enjoyed this week's slope/slant/angle (all synonyms of “tip” ☺), let us know.

See a more thorough explanation here https://en.wikipedia.org/wiki/Keyboard_shortcut
and here [https://en.wikipedia.org/wiki/Mnemonics_\(keyboard\)](https://en.wikipedia.org/wiki/Mnemonics_(keyboard))

Was this helpful? Do you have suggestions for a future Tip of the Week? Do you have any other comments?

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To see an archive of past Tips of the Week: <http://www.uab.edu/medicine/dopm/help/totw>