100 Tips Worksheet
MICROSOFT OFFICE FOR WINDOWS

RedCape

Next steps: Go to **www.redcapeco.com/**

10 Tips for Windows

Look, Ma! No mouse.

Tip #1   Save time (and your sanity) by using essential Windows keyboard shortcuts

Tip #2   Snap windows side by side[W7]

Tip #3   Quickly launch a program

Tip #4   Switch between open windows

Find things faster.

Tip #5   Quickly find documents and other files

Tip #6   Discover and ask for relevant information using Cortana[W10]

Personalize your experience.

Tip #7   Add a 2nd (and 3rd!) time zone to your system clock[W10]

Tip #8   Pin your favorite apps to the Start Menu[W8]

Tip #9   Create a shortcut to your favorite files and folders[W7]

Tip #10   Move, group, and name tiles[W8]

15 Tips for Microsoft Office

Access your work anywhere, anytime, on any device.

Tip #11   Connect your cloud-based storage drives to Microsoft Office[16]

Tip #12   Save your files to the cloud for anytime, anywhere access using OneDrive

Work together effectively.

Tip #13   Share files with others effortlessly[13]

Tip #14   Find a file shared with you (so you don't have to ask for it again)

Tip #15   Edit documents with colleagues at the same time[10]

Tip #16   Collaborate using interactive comments[13]

Improve your workflow across all programs.

Tip #17   Pin documents to the Open screen[07]

Tip #18   Create your own toolbar using the Quick Access Toolbar[07]

Tip #19   Create your own Ribbon[07]

Tip #20   Use the Tell Me feature to get things done[16]

Instantly brand your documents, spreadsheets, and presentations.

Tip #21   Change the color palette for text, tables, and other objects[07]

Tip #22   Globally change the font used in your document[07]

Tip #23   Brand your documents using Themes[07]

Manage your file behind the scenes.

Tip #24   Create and email[07] and convert PDFs[13]!

Tip #25   Remove personal data (aka Metadata)
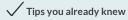
[W7]New in Windows 7
[W8]New in Windows 8
[W10]New in Windows 10
[07]New in Microsoft Office 2007
[10]New in Microsoft Office 2010
[13]New in Microsoft Office 2013
[16]New in Microsoft Office 2016

Items in yellow meet an objective of a MOS exam
Items in gray meet an objective of a MOS Expert exam

Annotate your worksheet!

Use the following symbols to make note of specific tips.

✓   **Tips you already knew**

✳   **Tips you can immediately start using**

♡   **Absolute favorite tips**

?   **Tips you want more training on**

15 Tips for Microsoft Word

Save hours of formatting time.

Tip #26	Discover selecting tricks using the document margin	
Tip #27	Use Styles to format your document	
Tip #28	Use F4 to repeat last action	
Tip #29	Select all text with similar formatting	
Tip #30	Reformat your document in seconds	
Tip #31	Modify a style	
Tip #32	Create a table of contents in seconds	
Tip #33	Create a professional cover page in an instant[07]	

Work like a pro.

Tip #34	Add letters from a foreign alphabet	
Tip #35	Find and replace special characters	

Effortlessly design and manage tables.

Tip #36	Format a table in seconds	
Tip #37	Effortlessly move table rows	
Tip #38	Confidently delete a table	

Navigate quickly throughout your document.

Tip #39	Use your headings and keyboard shortcuts to navigate your document	
Tip #40	Easily move content like never before[10]	

25 Tips for Microsoft Excel

Save time using "back to basics" tools.

Tip #41	Discover Autofill tips to save data entry time and prevent mistakes	
Tip #42	Quickly select your data	
Tip #43	Use AutoFit to instantly resize columns and rows	
Tip #44	Instantly add today's date and time using keyboard shortcuts	

Manage your data with minimal effort.

Tip #45	Format a list as a Table[07]	
Tip #46	Expand the table as you type	
Tip #47	Create a calculated column with minimal effort	
Tip #48	Instantly add a total row to your table	
Tip #49	Use Slicers to quickly filter your table[13]	
Tip #50	Effortlessly select and move columns	
Tip #51	Remove duplicate records	
Tip #52	Summarize your data using a PivotTable	

Save time and reduce errors using magical tools.

Tip #53	Fix formatting issues using Clear Formats	
Tip #54	Quickly sum or count a range of cells and show off your math skills	
Tip #55	Use Text to Columns to separate a Full Name column	
Tip #56	Use Flash Fill to separate, combine, and create columns of data[13]	
Tip #57	Use the Paste Special feature to perform magic and transform your data	

Reveal critical information about your data.

Tip #58	Flag duplicate values in your column[07]	
Tip #59	Use conditional formatting for Status Flags[07]	
Tip #60	Use a heat map to track your progress[07]	
Tip #61	Effortlessly create a chart	
Tip #62	See the trend in each row using Sparklines[10]	

Share nicely with others.

Tip #63	Prevent columns from printing across two pages	
Tip #64	Print column headings to show on each page	
Tip #65	Send a worksheet – not the entire workbook – to a colleague	

20 Tips for Microsoft PowerPoint

Don't reinvent the wheel.

Tip #66   Use a Theme to define your colors, fonts, and layouts[07]

Tip #67   Reuse and merge slides from other presentations

Manage your presentation.

Tip #68   Create sections in PowerPoint[10]

Tip #69   Use the Zoom feature to create summary slides and navigation[16]

Tip #70   Create one slide show for multiple audiences

Work smarter and reduce panic attacks.

Tip #71   Save hours by using layouts

Tip #72   Fix a problem slide using the magical Reset button

Tip #73   Format multiple slides at once

Tip #74   Create a new slide layout to reduce errors, ensure consistency, and save time

Be kind to your audience.

Tip #75   Convert boring text to SmartArt[07]

Tip #76   Add compelling transitions to your key point slides

Become an instant graphic artist.

Tip #77   Use picture tools to enhance your images[07]

Tip #78   Magically replace an image without affecting other settings

Tip #79   Work with objects like the pros

Tip #80   Use the new Designer tool to transform a slide[16]

Present like the pros.

Tip #81   Use keyboard shortcuts to run your slide show

Tip #82   See your notes and next slides while you are presenting

Tip #83   Instantly and confidently jump to a slide or section while presenting

Tip #84   Zoom in on a slide[13]

Tip #85   Use recording tools to effectively communicate your message[13]

15 Tips for Microsoft Outlook

Reduce your email volume.

Tip #86   Instantly remove redundant messages[10]

Tip #87   Ignore conversations without hurting anyone's feelings[10]

Tip #88   Reply with a meeting[10]

Save time for yourself and others.

Tip #89   Reduce time zone errors

Tip #90   Create 1-click links for mobile users

Tip #91   Effortlessly work with attachments

Tip #92   Use @mentions to improve communication and save time

Tip #93   Avoid embarrassing mistakes when repurposing and resending messages

Tip #94   Use fancy email options to set your mail to expire and redirect replies

Find email fast.

Tip #95   Quickly search for email using the powerful Search Bar

Tip #96   Create dynamic Search Folders to return to frequent searches

Automate your work.

Tip #97   Use conditional formatting to highlight messages from your manager

Tip #98   Create rules to process and reroute messages

Tip #99   Use Quick Steps[10] to automate multi-step processes

Tip #100 Create canned responses and automatic links to websites using Quick Parts[10]

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100 LIFE-CHANGING TIPS

RedCape

Using Microsoft Office for Windows

THE must-have skills to deliver better results faster

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Execute Flawlessly

Get more done • Reduce late hours • Deliver better results, in less time

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Tips that will produce immediate results

For me	For my manager	For my team

Action plan to enhance my productivity skills

Goals	Strategy	Next Steps

Notes