100 Tips SUMMARY

Using Windows 8.1 and Microsoft Office 2013

Summary of tips from "*100 Tips using Windows 8.1 & Office 2013*"

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Windows 8.1 Tips

Look, Ma! No mouse.

Tip #1	Navigate the three main areas of Windows 8.1 using your keyboard
Tip #2	Save time (and your sanity) by using essential Windows 8 keyboard shortcuts
Tip #3	Quickly launch a program
Tip #4	Close a Window or Application

Use your Touch Screen.

Tip #5	Navigate the three main areas of Windows 8.1
Tip #6	Switch between open applications
Tip #7	Close a file or program
Tip #8	View the Charms
Tip #9	Access commands for apps and items

Personalize your experience.

Tip #10	Pin your favorite apps to the Start Screen
Tip #11	Create a shortcut to your favorite people, sites, and documents
Tip #12	Move tiles around, group and rename

Office 2013 Tips

Use Office anywhere, anytime, on any device.

Tip #13	Sign in to Office using your Microsoft ID
Tip #14	Save your files to OneDrive for anytime, anywhere access
Tip #15	Access Office files on your tablet or mobile device

Customize your environment.

Tip #16	Use Ribbon Display options to manage the real estate on your screen
Tip #17	Create your own toolbar

Work together.

Tip #18	Use New Read Mode in Word & PowerPoint
Tip #19	Reply to comments in the document
Tip #20	Share files effortlessly with others even if they don't have Office
Tip #21	Edit a document with a colleague at the same time

Brand your documents, spreadsheets and presentations.

Tip #22	Globally change the font for your document
Tip #23	Create your own Font Set
Tip #24	Change the color palette for text, tables and mores
Tip #25	Brand your documents using Themes

Manage your file behind the scenes.

Tip #26	Create, email and now CONVERT PDFs!
Tip #27	Remove personal data
Tip #28	Mark a document as final

Word 2013 Tips

Save hours of formatting time.

Tip #29   Discover selecting tricks using the document margin
Tip #30   Use Styles to format your document
Tip #31   Use F4 to repeat last action
Tip #32   Select all text with similar formatting
Tip #33   Reformat your document in seconds
Tip #34   Modify a style
Tip #35   Create a table of contents in seconds
Tip #36   Create a professional cover page in an instant

Effortlessly design and manage tables

Tip #37   Format a table in seconds
Tip #38   Effortlessly move table rows
Tip #39   Confidently delete a table

Navigate quickly throughout your document.

Tip #40   Use your headings to navigate your document
Tip #41   Easily move content like never before
Tip #42   Use keyboard shortcuts to navigate your document

Excel 2013 Tips

Save time in Excel using "back to basics" tools.

Tip #43   Use Autofill to save time and reduce errors
Tip #44   Quickly select a table in Excel
Tip #45   Use Excel's AutoFit to resize columns and rows
Tip #46   Open another instance of Excel automatically

Manage your data with minimal effort.

Tip #47   Format a list as a Table
Tip #48   Sort and use Autofilter to find data
Tip #49   Use the new Slicer feature to filter your table easier than ever
Tip #50   Expand the table as you type
Tip #51   Create a calculated column with minimal effort
Tip #52   Instantly add a total row to your table
Tip #53   Add style to your table
Tip #54   Select all cells in a column with ease
Tip #55   Remove duplicate records

Save time and reduce errors using magical tools.

Tip #56   Use Autocalculate to show off your math skills
Tip #57   Separate a Full Name column into First and Last Name columns
Tip #58   Use the new Flash Fill feature to create new columns of data
Tip #59   Paste values instead of formulas
Tip #60   Flip your data using transpose text

Reveal information about your data.

Tip #61   Create a chart at the press of a button
Tip #62   Flag duplicate values in your column
Tip #63   Find anomalies using a heat map
Tip #64   See the trend in each row using Sparklines
Tip #65   Use the new Quick Analysis Tool

Share nicely with others.

Tip #66   Print to fit one page wide
Tip #67   Print column headings on every page
Tip #68   Send a worksheet – not the entire workbook – to a colleague

PowerPoint 2013 Tips

Don't reinvent the wheel.

Tip #69   Start with a template
Tip #70   Use a design theme
Tip #71   Reuse or merge slides from other presentations

Manage your presentation.

Tip #72   Create sections in PowerPoint
Tip #73   Globally change your fonts or color palette for the entire presentation
Tip #74   Create one slide show for multiple audiences

Work smarter and reduce panic attacks.

Tip #75   Fix a problem slide using the magical Reset button
Tip #76   Format multiple slides at once by modifying the layout
Tip #77   Create a new slide layout

Be kind to your audience.

Tip #78   Convert text to SmartArt
Tip #79   Add compelling transitions to your slides

Become an instant graphic artist.

Tip #80   Remove the background in an image
Tip #81   Style your pictures effortlessly
Tip #82   Add artistic effects to your text
Tip #83   Draw straight lines, perfect squares and perfect circles
Tip #84   Connect shapes using lines and arrows

Present like the pros.

Tip #85   Use keyboard shortcuts to run your slide show
Tip #86   Use presenter view
Tip #87   Jump to a slide (or section) while presenting
Tip #88   Zoom in on a slide
Tip #89   Start an online meeting from PowerPoint

Outlook 2013 Tips

Reduce your email volume.

Tip #90   Instantly remove redundant messages
Tip #91   Ignore conversations without hurting anyone's feelings
Tip #92   Reply with a meeting

Save time for yourself and others.

Tip #93   Reduce time zone errors
Tip #94   Create clickable links for mobile users
Tip #95   Create 1-click links into a conference call
Tip #96   Set your mail to expire
Tip #97   Search for email using the powerful Search Bar
Tip #98   Quickly find that attachment using the People Pane

Automate your work.

Tip #99   Use Quick Steps to quickly email your project team
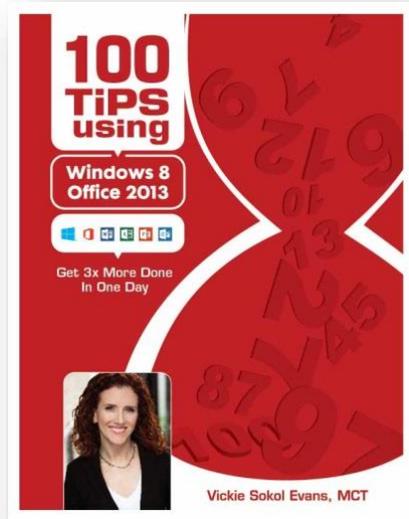Tip #100   Resend a message to a different person

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Timesaving (and jaw-dropping) productivity tips using Microsoft Office

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