

100 Tips WORKSHEET



Microsoft Office for Windows



The must-have digital productivity skills for high-performing teams

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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}

^{W7}New in Windows 7

^{W8}New in Windows 8

^{W10}New in Windows 10

⁰⁷New in Microsoft Office 2007

¹⁰New in Microsoft Office 2010

¹³New in Microsoft Office 2013

¹⁶New in Microsoft Office 2016

15 Tips for Microsoft Office

Access your work anywhere, anytime, on any device.

- Tip #11 Connect your cloud-based storage drives to Microsoft Office¹⁶
- Tip #12 Save your files to the cloud for anytime, anywhere access using OneDrive

Work together effectively.

- Tip #13 Share files with others effortlessly¹³
- 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 time¹⁰

Tip #16 Collaborate using interactive comments¹³

Improve your workflow across all programs.

- Tip #17 Pin documents to the Open screen⁰⁷
- Tip #18 Create your own toolbar using the Quick Access Toolbar⁰⁷**
- Tip #19 Create your own Ribbon⁰⁷
- Tip #20 Use the Tell Me feature to get things done¹⁶

Instantly brand your documents, spreadsheets and presentations.

- Tip #21 Change the color palette for text, tables, and other objects⁰⁷**
- Tip #22 Globally change the font used in your document⁰⁷**
- Tip #23 Brand your documents using Themes⁰⁷**

Manage your file behind the scenes.

- Tip #24 Create and email⁰⁷ and convert PDFs^{13!}**
- Tip #25 Remove personal data (aka Metadata)**

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 instant⁰⁷

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 before¹⁰

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 Table⁰⁷

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 table¹³

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 FullName column

Tip #56 Use Flash Fill to separate, combine, and create columns of data¹³

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 column⁰⁷

Tip #59 Use conditional formatting for Status Flags⁰⁷

Tip #60 Use a heat map to track your progress⁰⁷

Tip #61 Effortlessly create a chart

Tip #62 See the trend in each row using Sparklines¹⁰

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

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

20 Tips for Microsoft PowerPoint

Don't reinvent the wheel.

Tip #66 Use a Theme to define your colors, fonts, and layouts⁰⁷

Tip #67 Reuse and merge slides from other presentations

Manage your presentation.

Tip #68 Create sections in PowerPoint¹⁰

Tip #69 Use the new Zoom feature to create summary slides and navigation¹⁶

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 SmartArt⁰⁷

Tip #76 Add compelling transitions to your key point slides

Become an instant graphic artist.

Tip #77 Use picture tools to enhance your images⁰⁷

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 slide¹⁶

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 slide¹³

Tip #85 Use recording tools to effectively communicate your message¹³

15 Tips for Microsoft Outlook

Reduce your email volume.

Tip #86 Instantly remove redundant messages¹⁰

Tip #87 Ignore conversations without hurting anyone's feelings¹⁰

Tip #88 Reply with a meeting¹⁰

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 and other VIPs

Tip #98 Create rules to process and reroute messages

Tip #99 Use Quick Steps¹⁰ to automate multi-step processes

Tip #100 Create canned responses and automatic links to websites using Quick Parts¹⁰



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