

# 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<sup>W7</sup>
- 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<sup>W10</sup>

#### Personalize your experience.

- Tip #7 Add a 2nd (and 3<sup>rd</sup>!) time zone to your system clock<sup>W10</sup>
- Tip #8 Pin your favorite apps to the Start Menu<sup>W8</sup>
- Tip #9 Create a shortcut to your favorite files and folders<sup>W7</sup>
- Tip #10 Move, group and name tiles<sup>W8</sup>

<sup>W7</sup>New in Windows 7

<sup>W8</sup>New in Windows 8

<sup>W10</sup>New in Windows 10

<sup>07</sup>New in Microsoft Office 2007

<sup>10</sup>New in Microsoft Office 2010

<sup>13</sup>New in Microsoft Office 2013

<sup>16</sup>New 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 Office<sup>16</sup>
- Tip #12 Save your files to the cloud for anytime, anywhere access using OneDrive

#### Work together effectively.

- Tip #13 Share files with others effortlessly<sup>13</sup>
- 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<sup>10</sup>
- Tip #16 Collaborate using interactive comments<sup>13</sup>

#### Improve your workflow across all programs.

- Tip #17 Pin documents to the Open screen<sup>07</sup>
- Tip #18 Create your own toolbar using the Quick Access Toolbar<sup>07</sup>
- Tip #19 Create your own Ribbon<sup>07</sup>
- Tip #20 Use the Tell Me feature to get things done<sup>16</sup>

#### Instantly brand your documents, spreadsheets and presentations.

- Tip #21 Change the color palette for text, tables, and other objects<sup>07</sup>
- Tip #22 Globally change the font used in your document<sup>07</sup>
- Tip #23 Brand your documents using Themes<sup>07</sup>

#### Manage your file behind the scenes.

- Tip #24 Create and email<sup>07</sup> and convert PDFs<sup>13!</sup>
- 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 instant<sup>07</sup>

### 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<sup>10</sup>

## 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<sup>07</sup>

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<sup>13</sup>

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 data<sup>13</sup>

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<sup>07</sup>

Tip #59 Use conditional formatting for Status Flags<sup>07</sup>

Tip #60 Use a heat map to track your progress<sup>07</sup>

Tip #61 Effortlessly create a chart

Tip #62 See the trend in each row using Sparklines<sup>10</sup>

### 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

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### Don't reinvent the wheel.

Tip #66 Use a Theme to define your colors, fonts, and layouts<sup>97</sup>

Tip #67 Reuse and merge slides from other presentations

### Manage your presentation.

Tip #68 Create sections in PowerPoint<sup>10</sup>

Tip #69 Use the new Zoom feature to create summary slides and navigation<sup>16</sup>

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<sup>97</sup>

Tip #76 Add compelling transitions to your key point slides

### Become an instant graphic artist.

Tip #77 Use picture tools to enhance your images<sup>97</sup>

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<sup>16</sup>

### 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<sup>13</sup>

Tip #85 Use recording tools to effectively communicate your message<sup>13</sup>

## 15 Tips for Microsoft Outlook

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### Reduce your email volume.

Tip #86 Instantly remove redundant messages<sup>10</sup>

Tip #87 Ignore conversations without hurting anyone's feelings<sup>10</sup>

Tip #88 Reply with a meeting<sup>10</sup>

### 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 Steps<sup>10</sup> to automate multi-step processes

Tip #100 Create canned responses and automatic links to websites using Quick Parts<sup>10</sup>



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