



Microsoft Office Tips & Tricks

Versions 2007 to 2019/365

1 Day Course

Training at Your Office

COURSE DESCRIPTION

You use Microsoft Office everyday: Outlook for email and calendars, Excel for spreadsheets, PowerPoint for persuasive presentations and Word to write letters, reports and more. The programs are feature-rich and powerful, but you know there is a lot more power to harness, if you only knew the tricks the experts know. During this one day course you will be amazed at all the tips and tricks you will pick up to take you from a casual user to a full-fledged Microsoft Office expert.

Course Prerequisite: this course is *not* intended for beginners. An Intermediate or better knowledge of Excel, PowerPoint, Word and Outlook is essential.

COURSE TOPICS

Microsoft Excel

- Using the modifier keys: ALT, SHIFT & CTRL
- Faster navigation and selection
- Using the status bar effectively
- Taming large worksheets
- Extracting single sheets for email
- Duplicating sheets quickly
- Fast formatting with Format Painter
- Easier data entry: AutoFill, AutoComplete, Keyboard shortcuts
- Creating custom lists
- Quick location and locking of formula cells
- Tips to understanding unknown functions and evaluating formulas
- Charts in one keystroke
- Reusing chart formats easily
- Advanced cell comments
- Data cleanup and duplicate removal
- Custom number and date formats
- Setting Excel Options for maximum impact
- Keyboard shortcuts and the Fkeys

Microsoft Word

- Quick selection and document navigation
- Understanding the Ruler, indents and tabs
- Quick formatting with Format Painter
- Using Word Views and Invisible characters
- Understanding sections in larger documents
- Mastering pictures and wrap text
- Using AutoText, AutoCorrect and AutoFormat like a pro
- Manage custom dictionaries and spelling and grammar
- Using Track Changes and Document Protection

Microsoft Outlook

- Maximize your Autosignatures
- Use a library of often used text for easy emailing
- Sharing calendars and contacts
- Understanding all your email address books
- Work with folders to organize your Inbox
- Flag and categorize emails
- Work with multiple windows
- Pre-file outgoing mail
- Keep your Outlook profile at its smallest size
- Find emails quickly with powerful searching tools and search folders
- Send attachments from documents and not Outlook
- Use voting buttons and track responses
- Drag and drop between modules for quick data entry

Microsoft PowerPoint

- Save hours of work with Slide Masters and Layouts
- Powerful drawing tool, pictures and graphics tips
- Great graphics and where to find them
- Tips to locate perfect logos from the web
- Revise content with drag and drop
- Save a presentation in "show mode"
- Great tricks when delivering a presentation for polished results
- Compress presentations to minimal size



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