

MICROSOFT OFFICE

*50 Powerful Tips, Tricks, and Shortcuts
across the Office Suite*

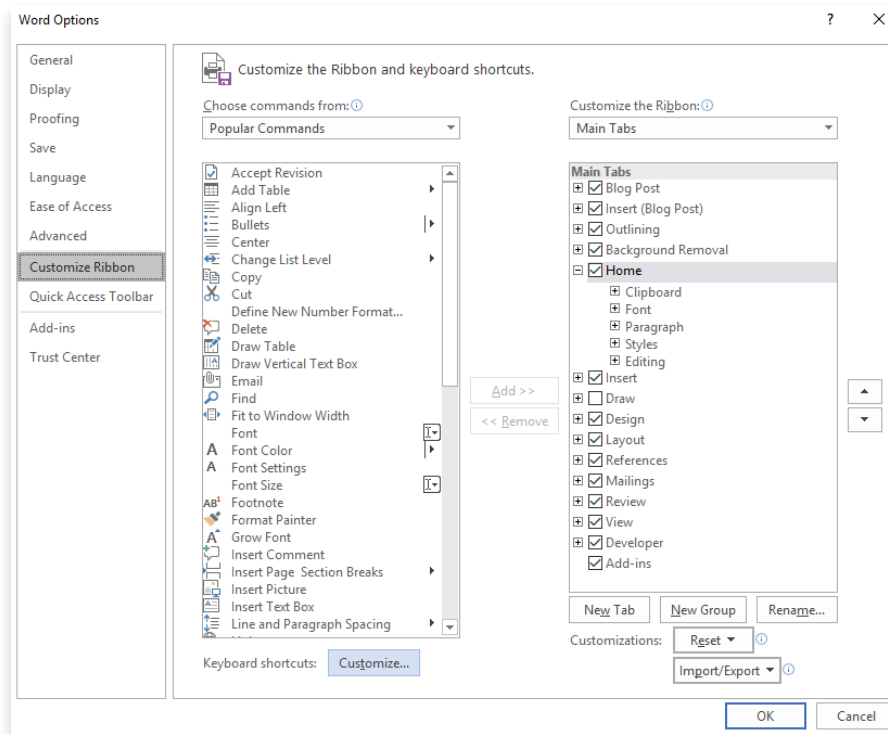


KNACK TRAINING

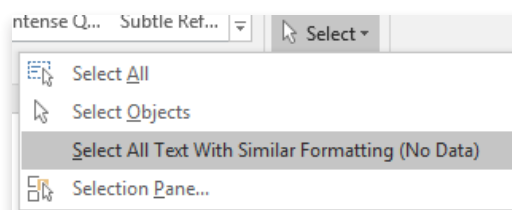
MICROSOFT WORD

SHORTCUTS & BUTTONS

1. **Customize the keyboard shortcuts:** Click **File > Options**, and choose **Customize Ribbon**. From here, you can assign new keyboard shortcuts to existing tools.

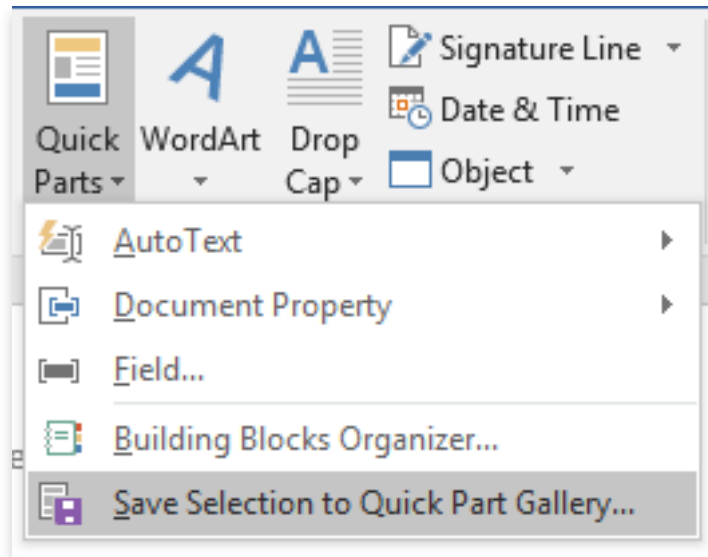


2. **Easy Selection:** The keyboard shortcut **CTRL + A** selects all the content in a document; holding **CTRL** while clicking in a sentence selects the entire sentence.
3. **Copy Formatting:** The keyboard shortcuts **CTRL + SHIFT + C** and **CTRL + SHIFT + V** copy and paste formatting, rather than content.
4. **Clear Unique Formatting:** Formatting away from the styles in a document can be frustrating to fix. Highlight all the content you want to strip down, and use the shortcut **CTRL + Spacebar**.
5. **Select Similar Formatting:** Click **Home > Select > Select All Text with Similar Formatting** to change all these entries simultaneously.



TEMPLATIZING

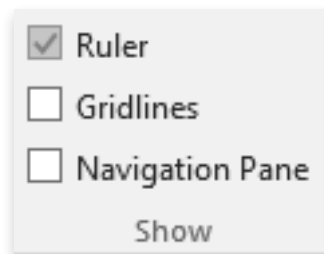
6. **Save AutoText:** Highlight the content you want to reuse, and click **Insert > Quick Parts > Save Selection to the AutoText Gallery**.



7. **Save Headers and Footers:** Highlight the header or footer you've created, and click **Header (or Footer) > Save Selection to the Header Gallery**.

SETTINGS & ADJUSTMENTS

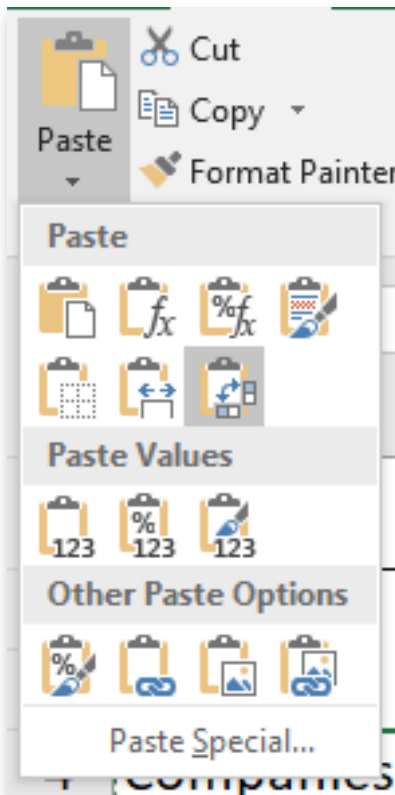
8. **Paste Settings:** Click **File > Options**, and choose **Advanced**. From here, you can change the copy/paste settings for Word, including **Keep Text Only** for content from other programs.
9. **View the Ruler:** The fastest way to add custom Tabs to a document is to click **View > Ruler**, and add sliders marking different indentation points.



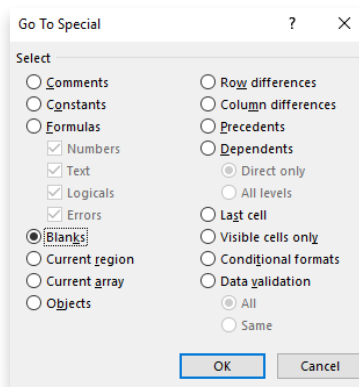
MICROSOFT EXCEL

SHORTCUTS & BUTTONS

10. Paste Special - Transpose: There are a number of useful Paste Special options, but being able to switch vertical and horizontal information can be invaluable.



11. Go To Blanks: Hidden in the Go To feature is a number of specific tools, including the ability to select just the blank cells. Use this to remove extra rows or columns quickly.



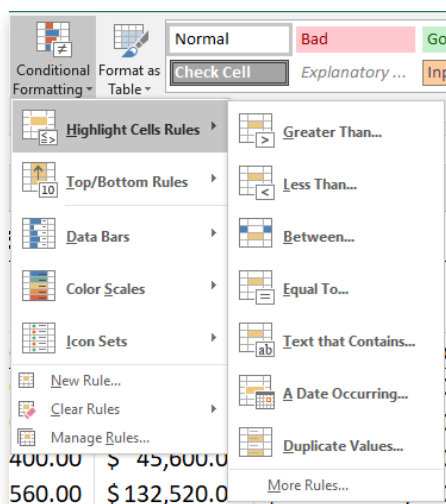
12. Select Contiguous Data: Two shortcuts - **CTRL + A** (Select All) and **CTRL + SHIFT + [Arrow keys]** (Select all along this path) are critical to editing, modifying, and using data sets effectively.

13. Edit Cells: The keyboard shortcut **F2** lets you make changes to a cell without overwriting all the contents.

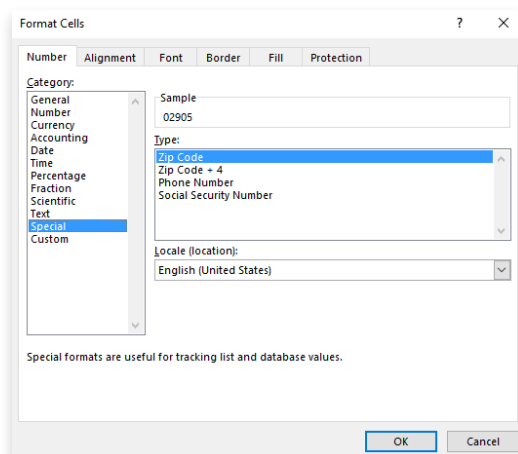
14. Format ANYTHING: The shortcut **CTRL + 1** is invaluable; it formats whatever you have selected at the moment. This includes font and color of cells, the choices within charts, anything.

SPECIAL FORMATTING

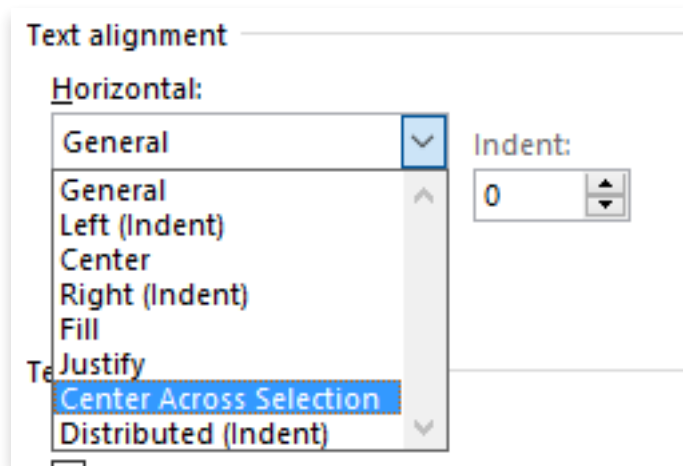
15. Conditional Formatting: Color-coding any set of cells based on their values, their relationships to each other, or their relationships to other cells is incredibly easy and clarifies what your audience (or you) is looking at. Click **Home > Conditional Formatting** for several easy-to-use options.



16. ZIP Code Formatting: ZIP Codes, phone numbers, and Social Security numbers have automatic formatting for their unique setups; click **Home > Number Group pop-out button** to choose from many unique number formatting options.



- 17. Custom Date Formatting:** Having a cell that says simply **2018** or **April**, but actually have the value **4/1/18** saved into the cell can be immensely useful. To make these types of custom formatting happen, click **Home > Number Group pop-out button** and choose **Custom**. Then a code like **MMMM** or **YYYY** can output just the name of the month, or the four-digit year.
- 18. Center Across Selection:** Don't use Merge and Center anymore! Merge and center breaks up the standard grid of cells. Instead, use **Center Across Selection** by clicking **Home > Paragraph Group pop-out button** and choose the Horizontal Alignment of **Center Across Selection**.

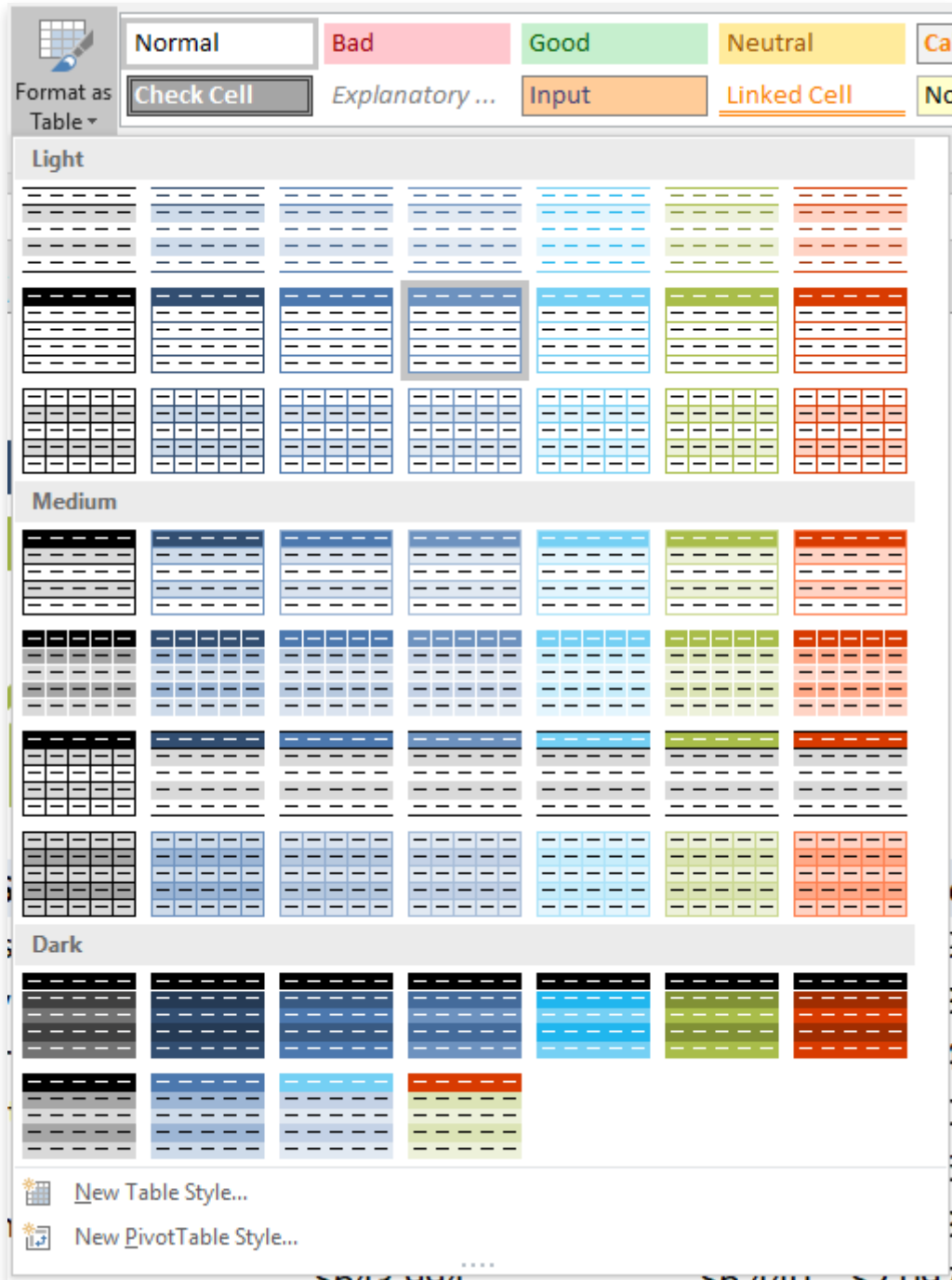


WORKING WITH DATES

- 19. Using the TODAY Function:** Incredibly easy to use, the TODAY function (literally, =TODAY()) generates today's date fresh every time it is recalculated.
- 20. Inserting today's date:** If you don't want it recalculated, use the shortcut **CTRL + ;** to insert today's date statically.

CUSTOMIZATION

21. Format as Table: A large dataset is the source for calculations, charts, and Pivot Tables. By formatting it as a table (**Insert > Table**), you get a dynamic named range to use as the source.

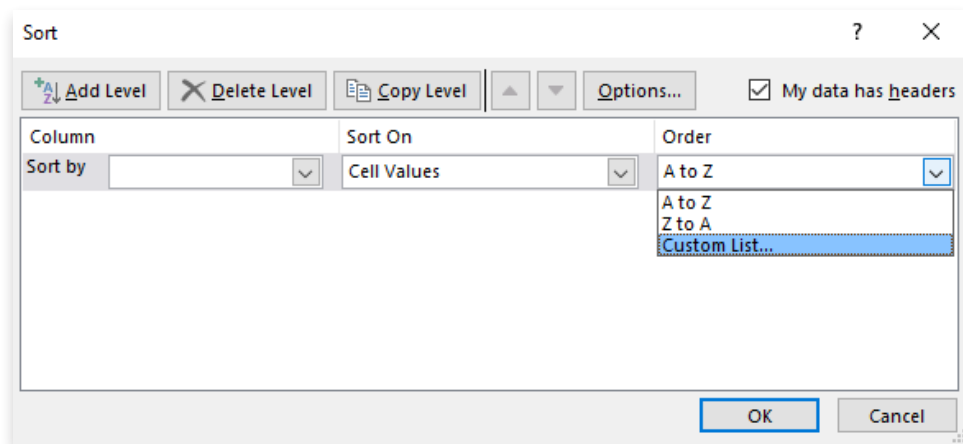


22. Building a Custom List: Document the regions, countries, people, or companies you use on a regular basis by creating a Custom List you can reuse regularly. Click **File > Options**, choose **Advanced**, and go into the dialog for **Edit Custom Lists...**

Create lists for use in sorts and fill sequences:

[Edit Custom Lists...](#)

23. Sort by Custom List: When choosing to sort (**Data > Sort**), you can choose the option to sort not A to Z or Z to A, but by Custom List...



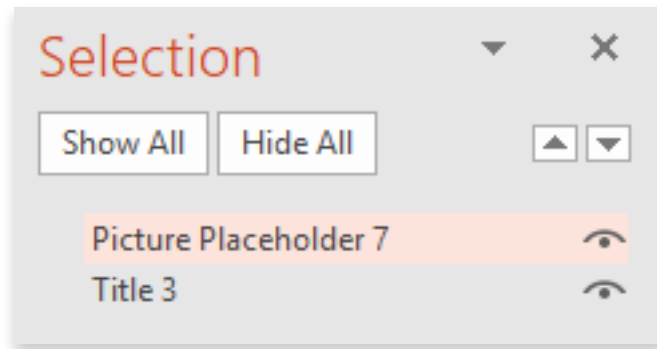
24. Infographics: To chart with icons, simply copy-and-paste the icon into the chart bars or columns you want to replace. So easy!

MICROSOFT POWERPOINT

WORKING WITH ELEMENTS

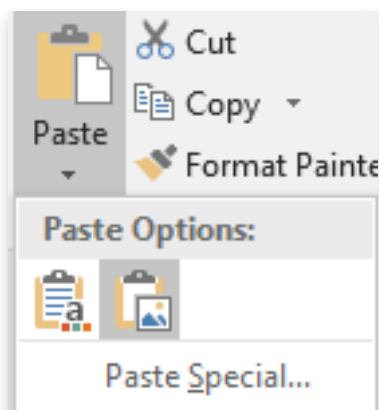
25. Duplicate shortcut: Use the shortcut **CTRL + D** on any slide, element, or set of elements to duplicate it/them.

26. Selection Pane: You can open the Selection Pane by clicking **Drawing Tools > Selection Pane**. This allows you to shuffle elements, select them easily, and even name them for later use.



27. Grouping: After you arrange elements on your slide, group them with **CTRL + G** to guarantee they'll remain locked in relation to one another.

28. Paste Charts as Images: Before you send a slide deck to a customer or partner, make sure the data behind the chart isn't included - copy the chart, then use **Paste Special > Paste as Image**.

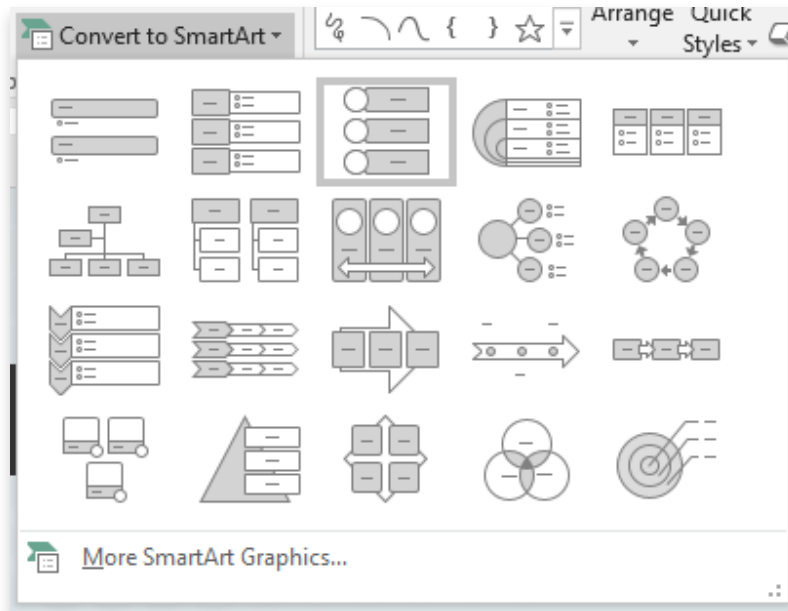


IMPROVE SLIDE DECKS

29. Reset to Layout: If your slide is mangled - weird spacing, alignment, font sizes, bullet points - click **Home > Reset** to clean that up.



30. Convert to SmartArt: Rather than slide after slide of bullet points, click on any set of bullet points and choose **Home > Convert to SmartArt**.



31. Copy text to the Notes Pane: Any unnecessary text content should go into the Notes pane, to be viewed in Speaker View or on a handout. Don't put it on the slide!

32. Hiding Slides with Extra Details: If you're nervous that someone will ask you a specific question, put the answer to that question onto a slide and click **Slide Show > Hide Slide**. This will make it available, but not part of the standard slide deck.

33. Morph Transition: If you have Office 2016, try using the Morph Transition between slides to move elements around, grow or shrink them.

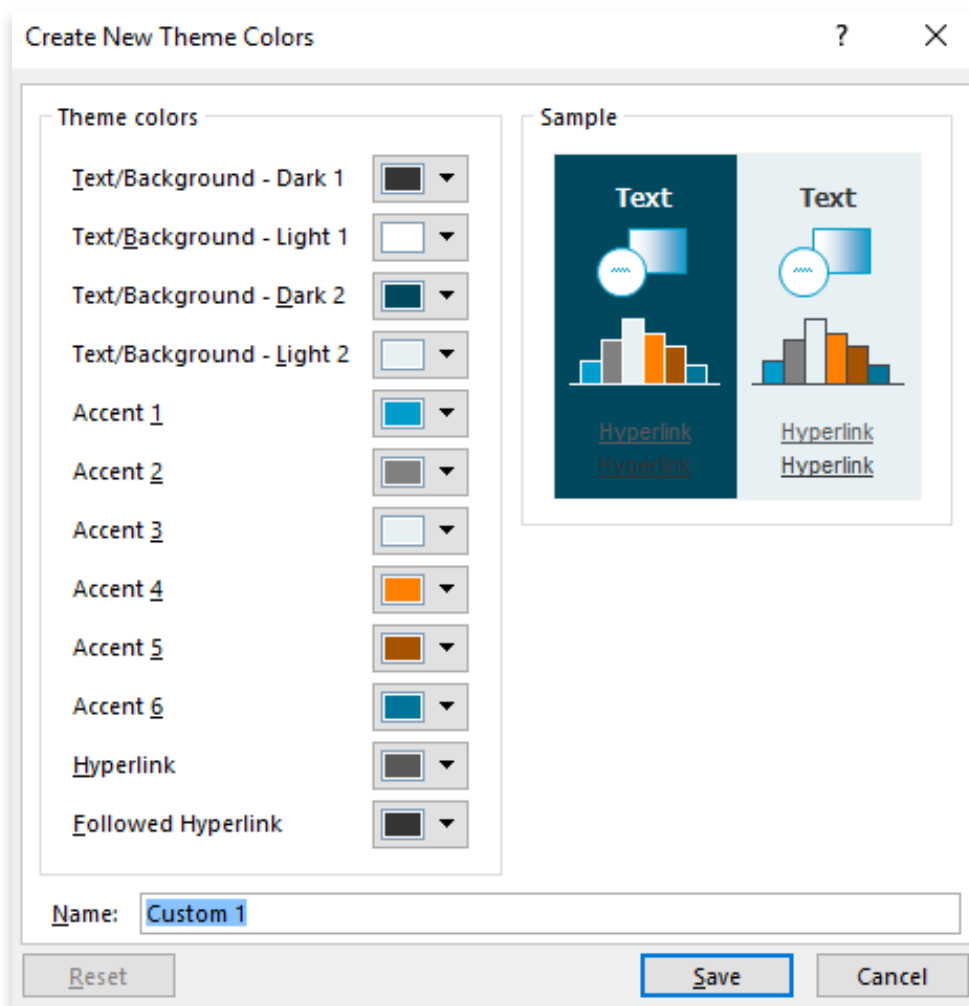
SHORTCUTS

34. F5 and SHIFT + F5: To start a slide deck from the beginning, press F5; to start from the current slide, press SHIFT + F5.

35. B: In the midst of a presentation, turn the screen black by pressing B.

TEMPLATES

36. Build a Color Scheme: By clicking **Design > Colors**, you can add your corporate color scheme as a saved set for use across all your Office products.



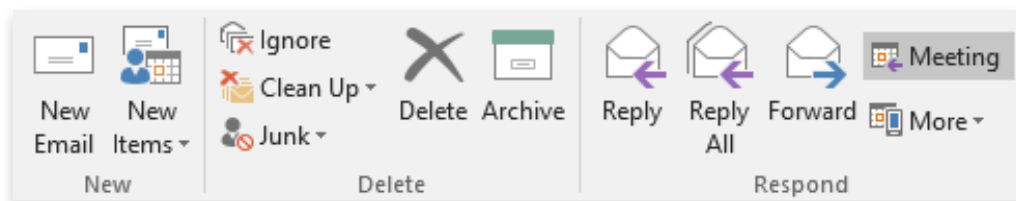
37. Paste Text as Image: In order to test whether the machine you're on has all the necessary fonts, copy a textbox with some text, and use **Paste As Image**. Now, it will always look 'right', and you can compare while you're in the room.

MICROSOFT OUTLOOK

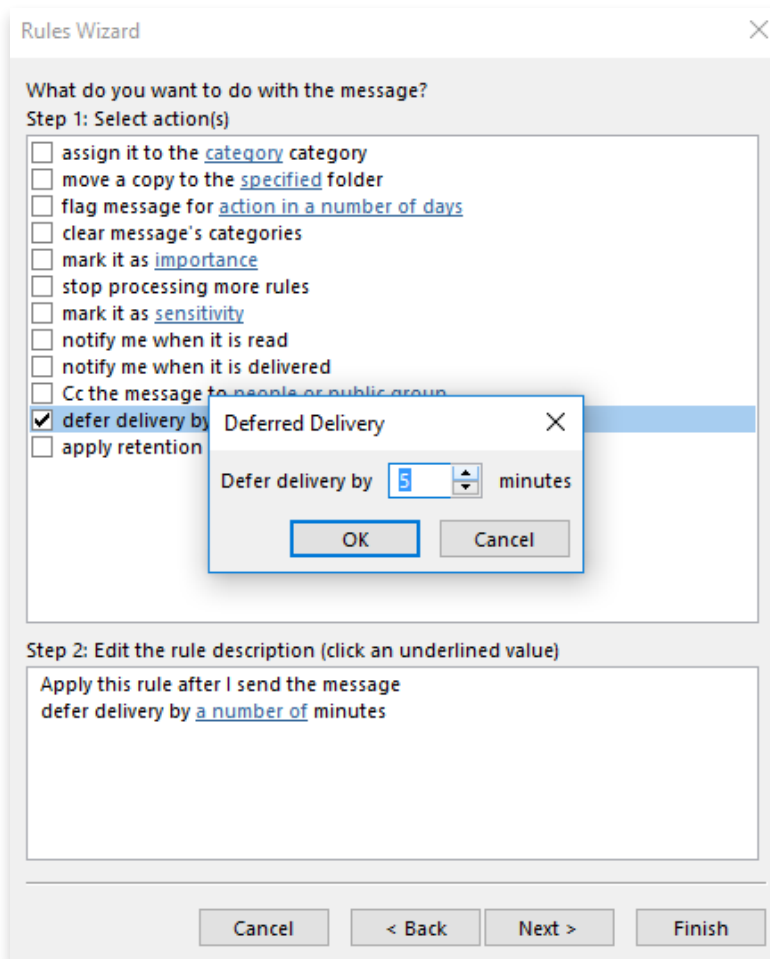
EMAIL

38. Reply with Meeting: To create a meeting with the same recipients as the original email, press **Home > Reply with Meeting**.

39. Ignore Conversation: If you're on a Reply All chain, and want to remove yourself, simply press **Home > Ignore**, and all future emails from that string will go to the Deleted Items.

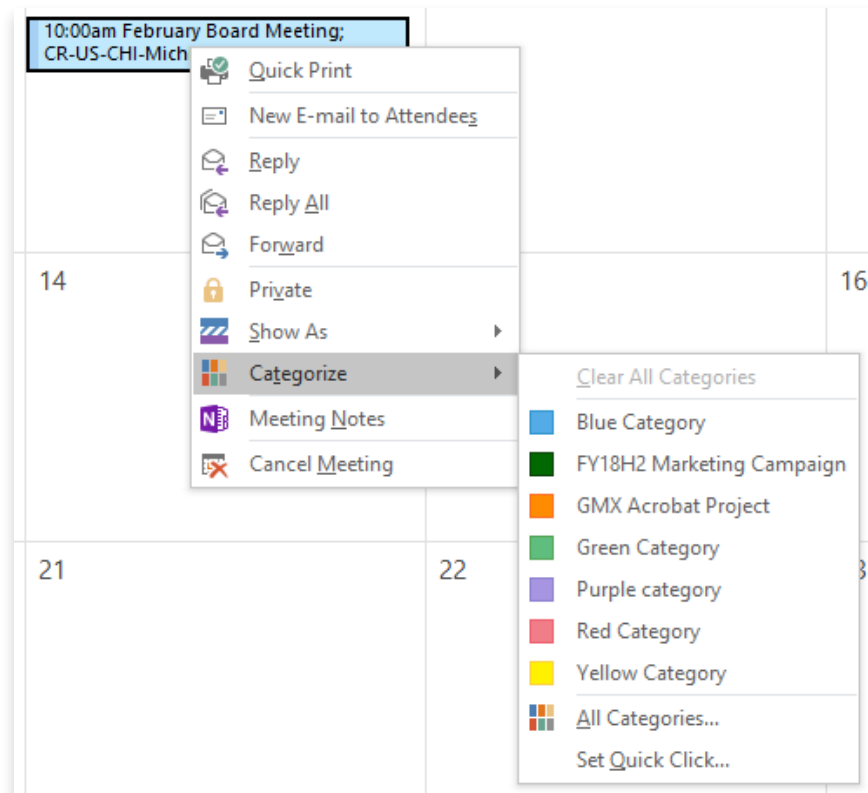


40. Outgoing Email Delay: To replicate the 'Undo Email' possibility, click **Home > Rules > Manage Rules & Alerts**, and choose to create a new **Outgoing** rule that delays delivery by **5 minutes**.

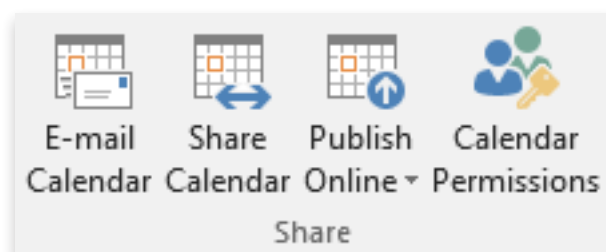


CALENDAR

41. Color-Coding: By applying **Categories** to your meetings, you can automatically color-code those meetings to match your personal scheme.



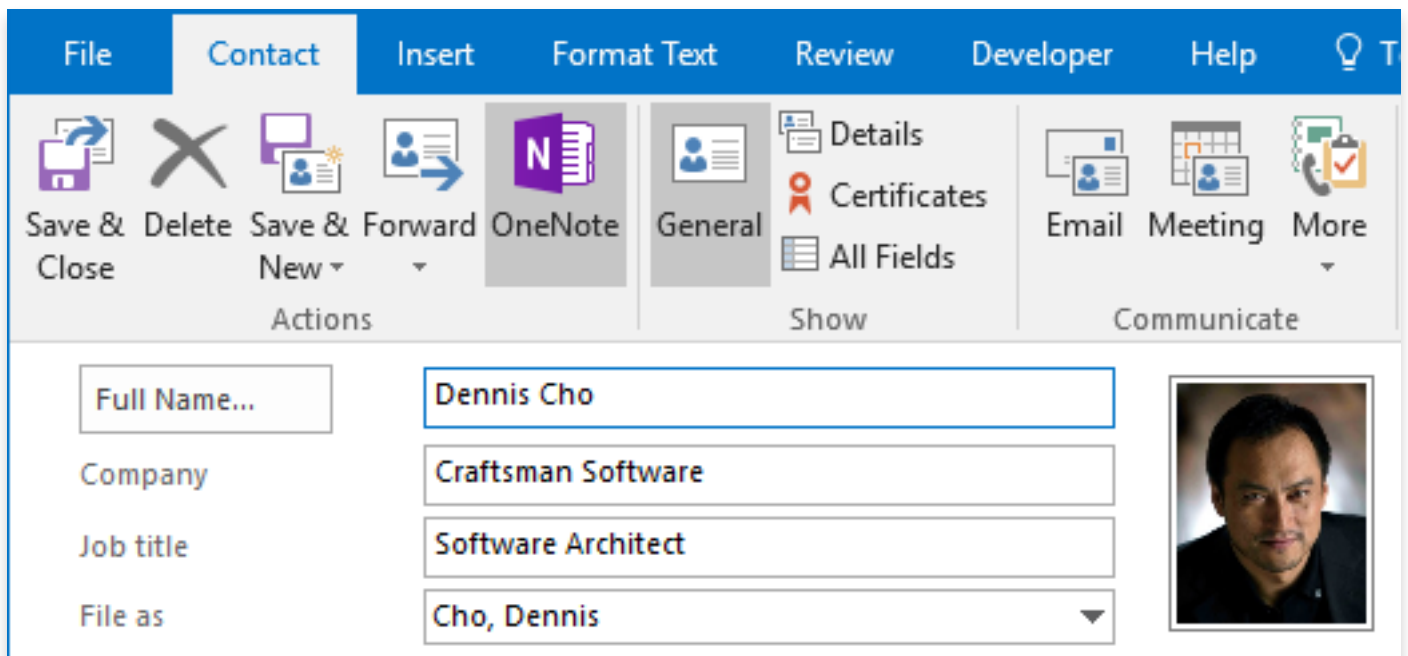
42. Email Calendar: To share your calendar with someone outside the organization, click **Email Calendar**, and a snapshot will be added to your email.



43. Show Disconnected Dates: Use the CTRL key to press as many dates as you like from the thumbnail calendar, and show that instead of Week or Month View.

CONNECT WITH ONENOTE

- 44. Send Emails to OneNote:** To save relevant information in OneNote, simply forward email directly to the service.
- 45. Linked Notes for Contacts:** To share notes about a contact, and turn the information into a collaborative space, click **Linked Notes in OneNote** from any Outlook contact.
- 46. Linked OneNote Notes for Meetings:** Meetings can have very elaborate minutes and notes connected, so click **Linked Notes in OneNote** from any meeting, and create a link to the OneNote Notebook and Page about that meeting.



The screenshot displays the Outlook 'Contact' ribbon with the following tabs: File, Contact, Insert, Format Text, Review, Developer, and Help. The 'Contact' tab is active, showing a ribbon with icons for 'Save & Close', 'Delete', 'Save & New', 'Forward', 'OneNote', 'General', 'Details', 'Certificates', 'All Fields', 'Email', 'Meeting', and 'More'. Below the ribbon, a contact form is visible with the following fields and values:

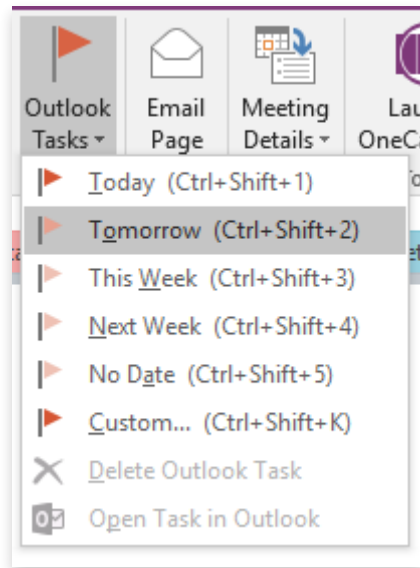
Field	Value
Full Name...	Dennis Cho
Company	Craftsman Software
Job title	Software Architect
File as	Cho, Dennis

A portrait photo of Dennis Cho is shown on the right side of the form.

MICROSOFT ONENOTE

CONNECT WITH OUTLOOK

47. Linked Tasks: From any note in OneNote, click **Outlook Tasks** to assign a task tracked in Outlook that has the context of that note.



48. Email Page: To send a OneNote page to someone who doesn't have the necessary access, simply click **Email Page**.

CREATING AND TEMPLATIZING

49. Screenshots: To take a perfect screenshot, press **WIN + SHIFT + S**.

50. Templates: To create a templated page, click **Insert > Page Templates**.

51. Default Templates: You can choose to apply that page template to all pages within the Section by default.

