

100 Tips Worksheet

MICROSOFT OFFICE FOR WINDOWS



RedCape

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

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Next steps: Go to www.redcapeco.com/

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}

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)

^{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

Items in **yellow** meet an objective of a MOS exam

Items in **gray** meet an objective of a MOS Expert exam

Annotate your worksheet!

Use the following symbols to make note of specific tips.

- ✓ Tips you already knew
- * Tips you can immediately start using
- ♥ Absolute favorite tips
- ? Tips you want more training on

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 Full Name 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

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

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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Execute Flawlessly

Get more done • Reduce late hours • Deliver better results, in less time

Tips that will produce immediate results

For me	For my manager	For my team

Action plan to enhance my productivity skills

Goals	Strategy	Next Steps

Notes
