100 Tips Worksheet
MICROSOFT OFFICE FOR WINDOWS

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 Office[16] |
| Tip #12 | Save your files to the cloud for anytime, anywhere access using OneDrive |

Work together effectively.

Tip #13	Share files with others effortlessly[13]
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[10]
Tip #16	Collaborate using interactive comments[13]

Improve your workflow across all programs.

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

Instantly brand your documents, spreadsheets, and presentations.

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

Manage your file behind the scenes.

| Tip #24 | Create and email[07] 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
[07]New in Microsoft Office 2007
[10]New in Microsoft Office 2010
[13]New in Microsoft Office 2013
[16]New 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 instant[07]

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[10]

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[07]

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[13]

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 data[13]

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[07]

Tip #59 Use conditional formatting for Status Flags[07]

Tip #60 Use a heat map to track your progress[07]

Tip #61 Effortlessly create a chart

Tip #62 See the trend in each row using Sparklines[10]

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 layouts[07]

Tip #67   Reuse and merge slides from other presentations

Manage your presentation.

Tip #68   Create sections in PowerPoint[10]

Tip #69   Use the Zoom feature to create summary slides and navigation[16]

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[07]

Tip #76   Add compelling transitions to your key point slides

Become an instant graphic artist.

Tip #77   Use picture tools to enhance your images[07]

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[16]

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[13]

Tip #85   Use recording tools to effectively communicate your message[13]

15 Tips for Microsoft Outlook

Reduce your email volume.

Tip #86   Instantly remove redundant messages[10]

Tip #87   Ignore conversations without hurting anyone's feelings[10]

Tip #88   Reply with a meeting[10]

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 Steps[10] to automate multi-step processes

Tip #100   Create canned responses and automatic links to websites using Quick Parts[10]
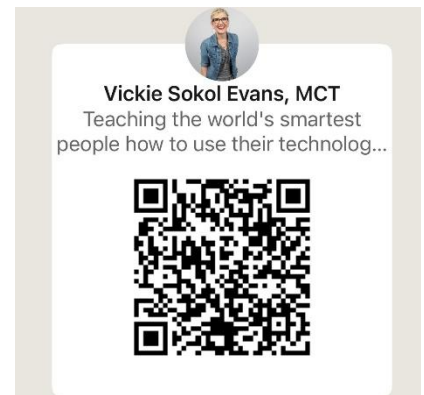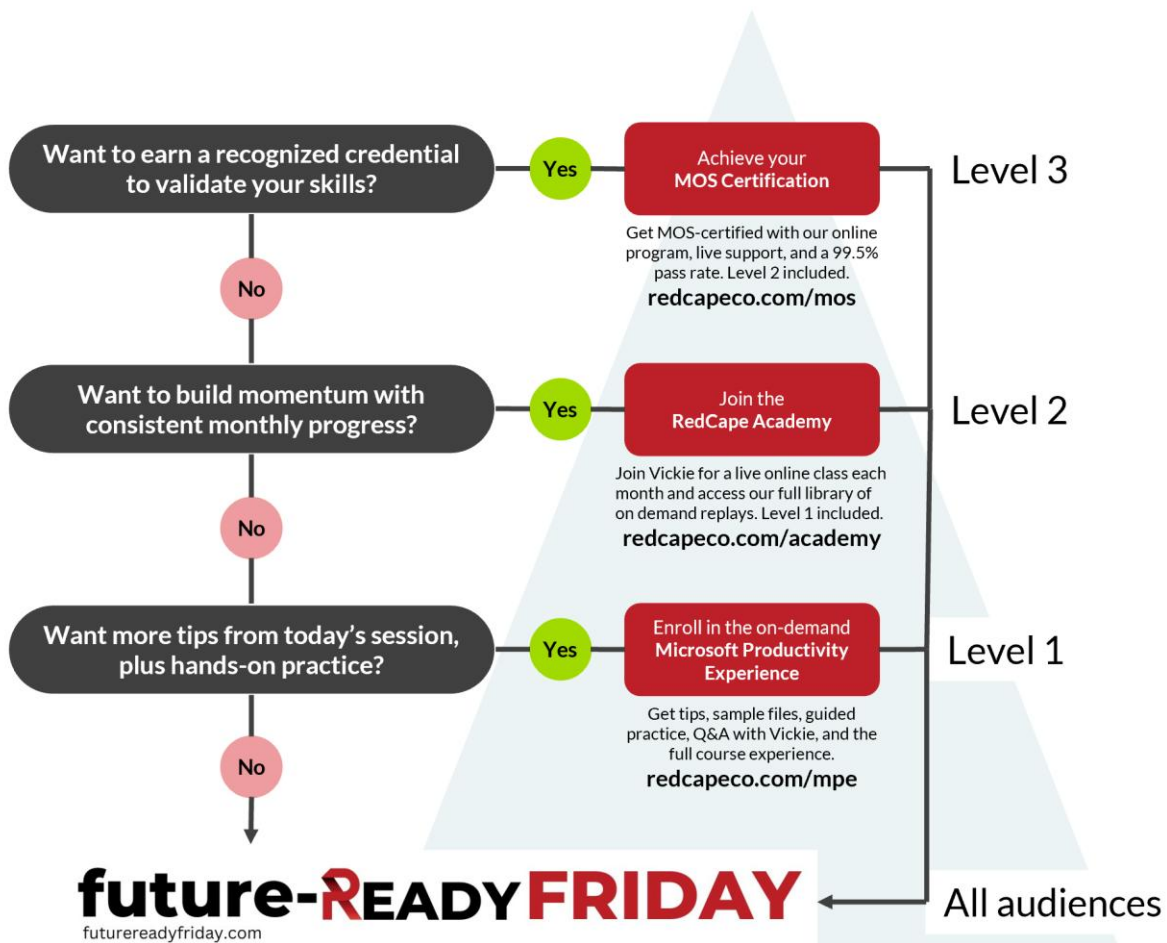
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