100 Tips WORKSHEET

Microsoft Office for Windows

The must-have digital 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[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 tiles around, group and name[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 effortlessly with others[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 screens[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")

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 foreign letters
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 Excel's 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 Separate a Full Name column into First and Last Name columns using Text to Columns
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 new 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 and other VIPs
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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Tips that will produce immediate results

For Me	My Manager	My Team

Action plan to enhance my productivity skills

Goals	Strategy	Next Steps

Next steps: www.redcapeco.com/   & ROI…..

Annual Productivity Savings

[A] Annual Productivity Savings (all attendees):

[B] divided by Total Attendees:

[C] Annual Productivity Savings/Attendee*:

ROI

[C] Annual Productivity Savings/Attendee:

[D] minus Investment (what I paid to attend):

[E] My Return on Investment (ROI):

*To calculate annual productivity savings for your team, multiple line [C] by the number of people on your team.