

# 100 Tips WORKSHEET



## Microsoft Office for Windows



The must-have digital productivity 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<sup>W7</sup>
- 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<sup>W10</sup>

#### Personalize your experience.

- Tip #7 Add a 2nd (and 3<sup>rd</sup>!) time zone to your system clock<sup>W10</sup>
- Tip #8 Pin your favorite apps to the Start Menu<sup>W8</sup>
- Tip #9 Create a shortcut to your favorite files and folders<sup>W7</sup>
- Tip #10 Move, group and name tiles<sup>W8</sup>

<sup>W7</sup>New in Windows 7

<sup>W8</sup>New in Windows 8

<sup>W10</sup>New in Windows 10

<sup>07</sup>New in Microsoft Office 2007

<sup>10</sup>New in Microsoft Office 2010

<sup>13</sup>New in Microsoft Office 2013

<sup>16</sup>New in Microsoft Office 2016

### 15 Tips for Microsoft Office

#### Access your work anywhere, anytime, on any device.

- Tip #11 Connect your cloud-based storage drives to Microsoft Office<sup>16</sup>
- Tip #12 Save your files to the cloud for anytime, anywhere access using OneDrive

#### Work together effectively.

- Tip #13 Share files with others effortlessly<sup>13</sup>
- 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<sup>10</sup>

**Tip #16 Collaborate using interactive comments<sup>13</sup>**

#### Improve your workflow across all programs.

- Tip #17 Pin documents to the Open screen<sup>07</sup>
- Tip #18 Create your own toolbar using the Quick Access Toolbar<sup>07</sup>**
- Tip #19 Create your own Ribbon<sup>07</sup>
- Tip #20 Use the Tell Me feature to get things done<sup>16</sup>

#### Instantly brand your documents, spreadsheets and presentations.

- Tip #21 Change the color palette for text, tables, and other objects<sup>07</sup>**
- Tip #22 Globally change the font used in your document<sup>07</sup>**
- Tip #23 Brand your documents using Themes<sup>07</sup>**

#### Manage your file behind the scenes.

- Tip #24 Create and email<sup>07</sup> and convert PDFs<sup>13</sup>!**
- 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<sup>07</sup>

### 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<sup>10</sup>

## 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<sup>07</sup>

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<sup>13</sup>

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 FullName column

Tip #56 Use Flash Fill to separate, combine, and create columns of data<sup>13</sup>

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<sup>07</sup>

Tip #59 Use conditional formatting for Status Flags<sup>07</sup>

Tip #60 Use a heat map to track your progress<sup>07</sup>

Tip #61 Effortlessly create a chart

Tip #62 See the trend in each row using Sparklines<sup>10</sup>

### 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

Items in yellow meet an objective of a MOS exam

Items in green meet an objective of a MOS Expert exam

## 20 Tips for Microsoft PowerPoint

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### Don't reinvent the wheel.

Tip #66 Use a Theme to define your colors, fonts, and layouts<sup>97</sup>

Tip #67 Reuse and merge slides from other presentations

### Manage your presentation.

Tip #68 Create sections in PowerPoint<sup>10</sup>

Tip #69 Use the new Zoom feature to create summary slides and navigation<sup>16</sup>

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<sup>97</sup>

Tip #76 Add compelling transitions to your key point slides

### Become an instant graphic artist.

Tip #77 Use picture tools to enhance your images<sup>97</sup>

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<sup>16</sup>

### 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<sup>13</sup>

Tip #85 Use recording tools to effectively communicate your message<sup>13</sup>

## 15 Tips for Microsoft Outlook

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### Reduce your email volume.

Tip #86 Instantly remove redundant messages<sup>10</sup>

Tip #87 Ignore conversations without hurting anyone's feelings<sup>10</sup>

Tip #88 Reply with a meeting<sup>10</sup>

### 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<sup>10</sup> to automate multi-step processes

Tip #100 Create canned responses and automatic links to websites using Quick Parts<sup>10</sup>



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## Action plan to enhance my productivity skills

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Strategy

Next Steps

## Get the book (PC or Mac)



### How to scan a QR Code using your iPhone or Android device

1. Launch the camera on your device in rear-facing view and in photo mode.
2. Aim your camera at the QR Code on the left.
3. Click on the notification to be taken to the website to get more information about the book.