



Notes  
↓

### I. Essential Windows skills

- Get to your desktop with one keystroke
- Launch Windows Explorer with one keystroke
- Lock your computer with one keystroke
- Open your clipboard history with one keystroke
- Quickly split your screen with one keystroke
- Instantly launch a program
- Calculate meeting times across the globe in two clicks
- Instantly see what time it is in ten or more time zones

### II. Essential skills across Microsoft Office

- Create a custom toolbar using the Quick Access Toolbar\*
- Globally apply your corporate brand colors in one click\*
- Globally apply your corporate fonts in one click\*
- Brand your documents using Themes in one click\*

### III. Essential Microsoft Word skills to create and manage documents

- Tag paragraphs throughout your document with dynamic styles\*
- Repeat last action using a keyboard shortcut
- Reformat your entire document in one click using style sets\*
- Modify styles to globally update formatting\*\*
- Create a table of contents in three clicks\*
- Navigate your document in one click\*
- Instantly move content using the navigation pane
- Upgrade legacy documents to styled documents

### IV. Essential Microsoft Excel skills to manage data

- Quickly select your data with one keystroke\*
- Instantly resize columns and rows in three clicks\*
- Format a list as a Table to manage your data\*
- Instantly expand table rows and columns\*
- Create a calculated column with minimal effort\*
- Get the headcount from an event list\*
- Calculate how many people were invited to an event in one click\*
- Calculate how many people have RSVP'd in one click\*
- Fix bad formatting in one click\*
- Use Flash Fill to separate, combine, and create columns of data\*

### V. Essential Microsoft PowerPoint skills to build a high-stakes deck

- Create presentations using your company-branded Theme
- Confidently assemble a unified deck from multiple presenters\*
- Organize slides and structure your presentation with sections\*
- Correctly use layouts to structure slide content\*
- Instantly fix a problem slide using the magical Reset button
- Convert boring bullets to SmartArt in two clicks\*
- Create an org chart in three clicks\*

# Assess your skills in Microsoft Office

Then follow a proven plan to fill the gaps

Microsoft Productivity Workshop  
Module 2

## VI. Essential Tips for Microsoft Outlook

<input type="checkbox"/>	Instantly remove redundant messages*	_____
<input type="checkbox"/>	Ignore conversations without hurting anyone's feelings*	_____
<input type="checkbox"/>	Reply to an email with a meeting*	_____
<input type="checkbox"/>	Configure meeting times properly to eliminate time zone errors*	_____
<input type="checkbox"/>	Create one-click/one-tap links for mobile users	_____
<input type="checkbox"/>	Use @mentions to improve communication and save time*	_____
<input type="checkbox"/>	Resend a message without using the Forward command	_____
<input type="checkbox"/>	Remove all bad and inconsistent formatting with one click	_____
<input type="checkbox"/>	Quickly search for email using the powerful Search Bar*	_____
<input type="checkbox"/>	Configure default search features	_____
<input type="checkbox"/>	Create dynamic Search Folders to return to frequent searches*	_____
<input type="checkbox"/>	Use Quick Steps to automate multi-step processes*	_____
<input type="checkbox"/>	Automate standard responses using Quick Parts*	_____

Microsoft Productivity Workshop  
Module 3

## VII. Essential Tips across Microsoft 365

<input type="checkbox"/>	Understand the difference between OneDrive, Teams, and SharePoint	_____
<input type="checkbox"/>	Sync your Teams or SharePoint libraries to your laptop	_____
<input type="checkbox"/>	Sync Teams or SharePoint libraries to your OneDrive	_____
<input type="checkbox"/>	Know when to send a copy of or link to a document	_____
<input type="checkbox"/>	Confidently and securely send dynamic links to documents	_____
<input type="checkbox"/>	Back up your Desktop and Documents folders to OneDrive	_____
<input type="checkbox"/>	Add polls to your Teams meetings	_____
<input type="checkbox"/>	Find the best time to meet using FindTime	_____
<input type="checkbox"/>	Search across 365 to find information and files	_____
<input type="checkbox"/>	Share your expertise and find experts in your office	_____
<input type="checkbox"/>	Connect to a Microsoft list	_____
<input type="checkbox"/>	Sign and scan documents using your phone	_____

\* This skill meets an objective of a MOS certification exam

\*\* This skill meets an objective of a MOS expert certification exam

## The Plan

Step 1: Assess your skills using this checklist

Step 2: Attend the Microsoft Productivity Workshop (MPW) to fill in your knowledge gaps

Step 3: Turn hours of work into just a few clicks

[www.redcapeco.com/mpw](http://www.redcapeco.com/mpw)

*"I couldn't believe how many items you showed that will make my job easier. I told my boss how great the class was. Now he is going to sign up."* – Kim M.

[www.redcapeco.com](http://www.redcapeco.com) | [hello@redcapeco.com](mailto:hello@redcapeco.com)