



Office 365: Tips N Tricks and Shortcuts

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A Nutty Professor!

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What's New Office 365

- ✓ Welcome Back - Word and PowerPoint
- ✓ Read Aloud - Word and Outlook
- ✓ Notes and Comments in Excel
- ✓ Quick Analysis Toolbar and Flash Fill - Excel
- ✓ Design Tab - Word
- ✓ Word's Collapse and Expand Headings
- ✓ Task Panes for formatting options, such as Charts, Photos, Text boxes, etc.
- ✓ PowerPoint Slide Master for Themes and Custom Designs
- ✓ Outlook's redesigned To-Do Bar
- ✓ Outlook's enhanced People view and Calendar preview

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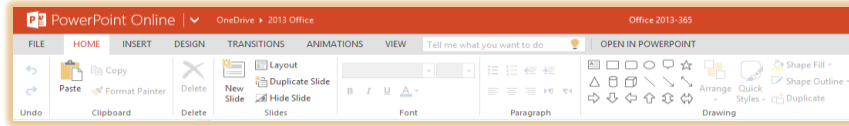
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Office 365 and OneDrive



- ✓ Terrific subscription based platform for Desktop, iPad and other Tablets, Smartphones, Laptops, etc.
- ✓ Online Apps and Desktop applications
- ✓ Uses OneDrive/SharePoint etc. for storage
- ✓ Office on Demand for computers without Office
- ✓ Online Apps not as robust or versatile as desktop apps

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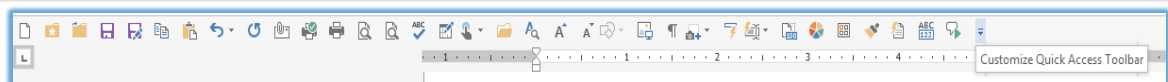
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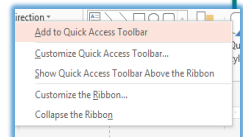
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Quick Access Toolbar - Word



- ✓ Quick Access Toolbar - Saves time by remaining constant and retains your favorite commands
 - Customize for each application
 - Add commands not in the Ribbon, such as Speak
 - Show above or below the Ribbon
 - Quickly add buttons from the Ribbon to the Quick Access Toolbar by right clicking the button
 - Word - Reveal Formatting, Grow, Speak, and Shrink Font 1 pt



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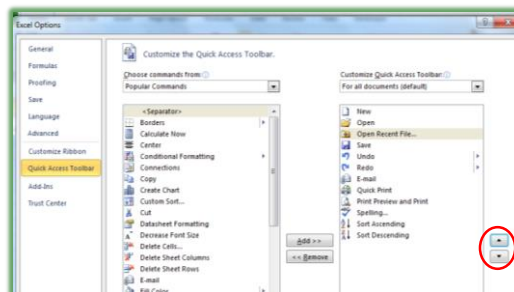
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Quick Access Toolbar - Excel

- ✓ Customize the Quick Access Toolbar for your favorite commands,
- ✓ Favorite Excel Commands:
 - AutoFilter (All Commands),
 - Clear Filter,
 - Speak Cells (All Commands),
 - Sorting and Custom Sort,
 - Freeze Panes,
 - Insert Columns and Rows,
 - Set Print Area.



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Quick Access Toolbar - Outlook



- ✓ Favorite Commands in Outlook
 - Search People,
 - Open in New Window,
 - Speak,
 - Outlook Today,
 - New Items,
 - Save As.

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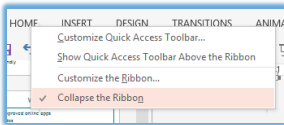
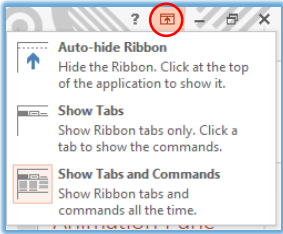
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Ribbon Display Options

- ✓ Ribbon Display Options are on the right of your Title bar - next to help
- ✓ Auto-hide takes you to a full screen view and to retrieve the ribbon you must click at the top of your screen
- ✓ You may collapse or expand the Ribbon using these four methods:
 - Use the Ribbon Display Options pane
 - The CTRL + F1 keys
 - Double clicking the active tab's title
 - Right click on a tab for the shortcut menu

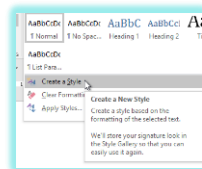
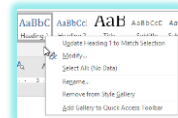


Word



Styles

- ✓ Attractive and easy to format,
- ✓ Create your own style or modify your existing styles,
- ✓ Select any formatted text and click the Styles More button and the menu at right appears for you to create your style,
- ✓ Use your organization's fonts, color palette, etc.,
- ✓ Save your style settings, especially headings,
- ✓ Create a theme to use across Microsoft Office and save your design for other documents.



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Headings



- ✓ Part of your Home Tab's Style Group,
- ✓ Select your text and apply the Heading in the Styles Group gallery,
- ✓ Use for short title and sections of your document,
- ✓ Attractive and easy to format,
- ✓ Adds structure to our document,
- ✓ Creates an outline for your document,
- ✓ Table of Contents uses headings,
- ✓ Expands and Collapses easily.

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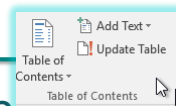
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Table of Contents



- ✓ Create your document using Headings 1, 2, 3, and so on,
- ✓ Reference Tab and Table of Contents Group,
- ✓ Use a template from the menu or customize your own Table of Contents with leaders and alignments,
- ✓ Use the Update Table button when your document changes or click in the table of contents and press the F9 key to refresh your table. (TOC do not automatically update when changing your document.)

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Word's Collapse and Expand Headings

⏏ About this Course...

▶ About this Course...

- ✓ Word has a new Collapse and Expand arrow that hides or displays text below a heading
- ✓ Similar to using the Outline view in Word
- ✓ OOPS! You may accidentally click this arrow and wonder what happened to your text - clicking the arrow again expands your heading's text
- ✓ The downward pointing arrow collapses/hides your text and the right pointing arrow expands/displays your text
- ✓ Copy/Cut many pages by collapsing the Heading, selecting the Heading, copy/cut it, and paste it in a new location; expand the Heading and you'll see that Word copied the heading and ALL of the text, screenshots, etc. with it!

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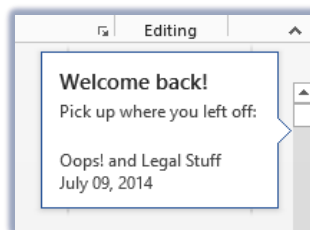
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Welcome Back!

- ✓ Word and PowerPoint have a new box when you open a saved file that you recently edited
- ✓ Welcome back allows you to return to where you were editing your document
- ✓ Great for quickly navigated from the beginning of your file
- ✓ The dialogue box tells you the section where you left off



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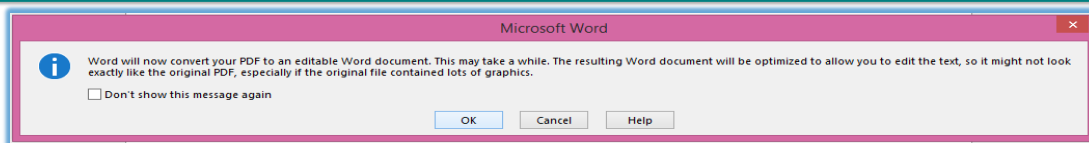
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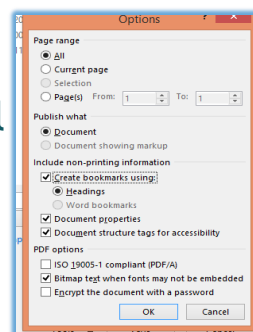
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Word and PDF



- ✓ You may open BASIC PDF files in Word for editing
- ✓ The message above displays important information and the conversion may not work well for you
- ✓ When you save a Word file back to PDF you may click Options to Password protect the file plus other helpful features like Headings as bookmarks



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Word's Design Tab



✓ Word has a new Design tab for using these important features:

- Creating and using different themes that span the Office applications
- Inserting Watermarks on your pages
- Changing your page colors and page borders
- Using Saved color and font schemes
- Changing the paragraph spacing quickly

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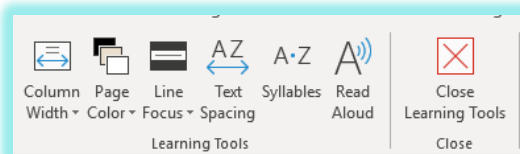


New! Word's Learning Tools

✓ Learning Tools is in the Immersive Group and the View Tab,

✓ This allows the following:

- Read Aloud - Word reads you selected text for you,
- Text Spacing - Hides page breaks and headers/footer and increases spacing,
- Syllables - Separates your text into syllables.



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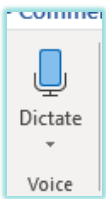
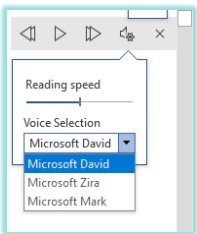
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New! Read Aloud and Dictate

- ✓ Read Aloud (Word and Outlook) - your computer speaks your selected text in the document or the entire document, (Excel and PowerPoint uses Speak),
- ✓ Settings button offers a menu to adjust voice speed and to change the voice,
- ✓ You may pause, fast forward to or repeat paragraphs,
- ✓ Dictate (Word, Outlook, and PowerPoint)- Allows you to speak into your computer and Word translates your speech into written text. You must be signed into your account to use this online service.



Excel



Excelling @ Excel: Shortcuts

✓ Navigating and Selection Keyboard Shortcuts

Keyboard Shortcut	What it Does
CTRL + Home	Takes you to the top of your worksheet, usually cell A1.
CTRL + End	Take you to the end of your worksheet.
PgUp and PgDn	Takes you down or up several rows (screen pages) at each press of the key.
CTRL + PgUp and CTRL+PgDn	Scrolls through your worksheets or tabs. CTRL+PgUp Scrolls to the Left for you and CTRL+PgDn scrolls to the Right.
CTRL + Shift + Down/Up Arrow	Selects an entire column of data/information based on the cell that is selected.
CTL + Shift + Left/Right Arrow	Selects an entire row of data/information based on the cell that is selected.

✓ Status Bar and Auto Calculate - Quickly provides SUM, AVERAGE, COUNT and other functions based on your selection

Average: \$887.50	Count: 10	Numerical Count: 10	Min: \$175.00	Max: \$5,000.00	Sum: \$8,875.00
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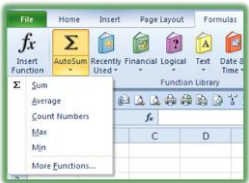
Formulas and Functions

- ✓ Formulas - we construct formulas using an equal sign (=) and then the cell references with the math,
 - =B5-C5 for a difference
 - =B6+C10+D12 to add numbers that are not consecutive
 - =B20*H1 to multiple two numbers
 - =A5/G1 to divide two numbers
- ✓ Functions - built in math for you
 - =SUM(B5:B36) - Adds numbers in this cell range
 - =AVERAGE (B20,C10,D11,H20) - Averages numbers that are not in a continuous range of numbers
 - =COUNT(B10:B540) - Counts numbers in a range of cells



Functions

- ✓ Use the AutoSum button and associated functions in the menu,
- ✓ Use Insert Function or the Function Library for other functions,
- ✓ Functions:
 - SUM
 - AVERAGE
 - COUNT and COUNTA
 - TODAY
- ✓ Quickly use a function by selecting your area you wish to apply the function and clicking the Sum command button and Excel inserts the total at the end of your selection.



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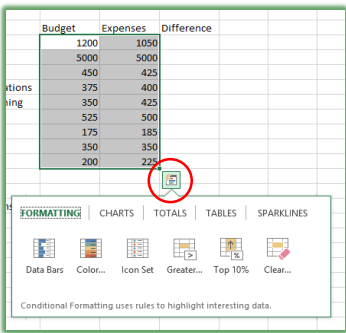
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Excel Quick Analysis

- ✓ Selecting an area produces a shortcut button for you to click and receive a menu
- ✓ The selected area determines how well this works for you
- ✓ Formatting produces Conditional Formatting
- ✓ Charts creates a selected chart
- ✓ Totals offers Sum, Average, Count, Percents
- ✓ Tables produces Format as a table for you and aids in sorting and filtering information
- ✓ Sparklines are quick graphic analytical tools - similar to a basic chart



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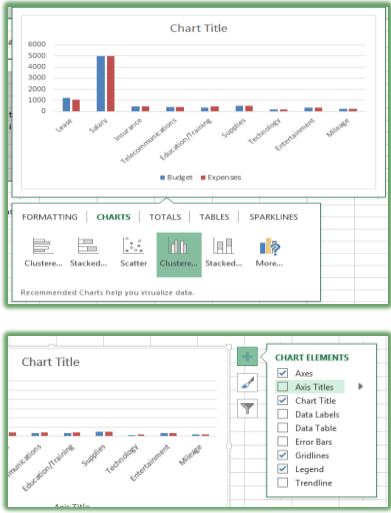
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Recommended Charts and Shortcuts

- ✓ Using the Quick Analysis Toolbar and the Charts section, you may choose a chart to accompany your selected information,
- ✓ **IMPORTANT!** Selecting the area or data to base your chart upon is critical to receiving a helpful chart,
- ✓ After inserting your chart you may add/delete elements, change formatting, and filter your information for shortcut keys as displayed here,
- ✓ **Shortcut!** Select the area for your chart and press the F11 (Fn11) key and Excel quickly creates a column chart in another worksheet for you!



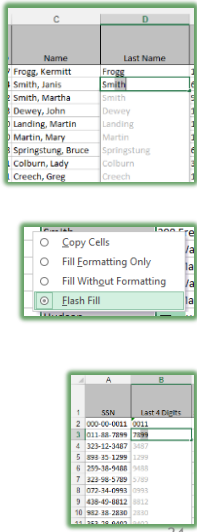
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Excel Magic - Flash Fill

- ✓ Completes series for you - Combines AutoComplete and Text-to-Columns features for you with the magic of Fill
- ✓ Great for text, text as numbers, dates, and so on
- ✓ Insert a column, enter a couple of items, and Excel produces a “gray” list of items it believe you want to use - press enter to accept the Flash Fill
- ✓ Use the Fill Handle to produce the Flash Fill option in the Fill Handle option for you list
- ✓ You may need to format the column as text



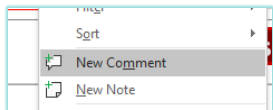
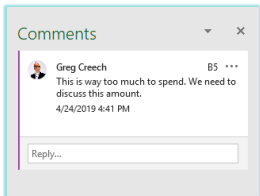
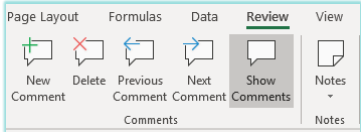
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New! Excel Comments and Notes

- ✓ Comments have changed to Notes in Excel,
- ✓ A new Task Pane makes reading and replying to notes easier and more visible,
- ✓ Very helpful when sharing a workbook,
- ✓ Notes works as Comments did,
- ✓ The Notes button in the Review Tab offers a menu to navigate through your notes, show/hide your notes, delete, edit, and add Notes,
- ✓ A cell may not have a Note and a Comment,
- ✓ The shortcut menu has changed with New Comment or New Note.



PowerPoint



Animation Tab

- ✓ Add appropriate animation to bullet list, titles, graphics, and much more in PowerPoint,
- ✓ Use the animation tab to choose your animation from the gallery,
- ✓ Set your animation to activate on click, with previous, or after previous,
- ✓ Duration is the length of the animation which you may increase or decrease the time,
- ✓ Delay is the time in between your animations which you may increase or decrease the time.

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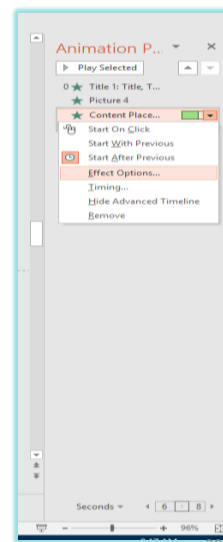
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Animation Pane

- ✓ Use the Animation Pane to
 - Change the order of your animation,
 - Right click on an item in your pane or click the drop down arrow for a list of options,
 - Remove the animation,
 - Add functionality to your animation, such as dimming bullet items through Effect Options.



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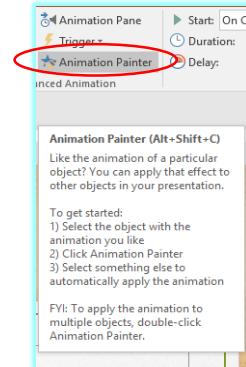
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Animation Painter

- ✓ Similar to Format Painter,
- ✓ Copies animation from object to another object,
- ✓ Select the object that you wish to copy and click the Animation Painter,
- ✓ Next, click the object that you wish to use the animation,
- ✓ Double click the Animation Painter to paste multiple objects,
- ✓ Press ESC key or click the Animation Painter button again to stop pasting.



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Transitions Tab



- ✓ Animation is movement within a slide,
- ✓ Transition is movement between slides,
- ✓ Similar to animation you choose a transition and use Effect Options,
- ✓ You may change the speed of your transition using the Duration box,
- ✓ You may use the same transition for your presentation (using the Apply To All button) or use different transitions for each slide,
- ✓ Like animation, you may activate your transition on a mouse click or automatically move through the slide(s) using the After box.

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SmartArt in PowerPoint

- ✓ You may add SmartArt for diagrams to PowerPoint using the Insert Tab or the Content pane for some of the layouts,
- ✓ SmartArt has many types of diagrams, charts, and graphics, such as Pyramid, Cycle, Hierarchy,
- ✓ You may use the Text Pane or type directly into the SmartArt objects to enter text,
- ✓ Use SmartArt’s Design and Format tabs to change your layout, colors, and other items to enhance your diagram.

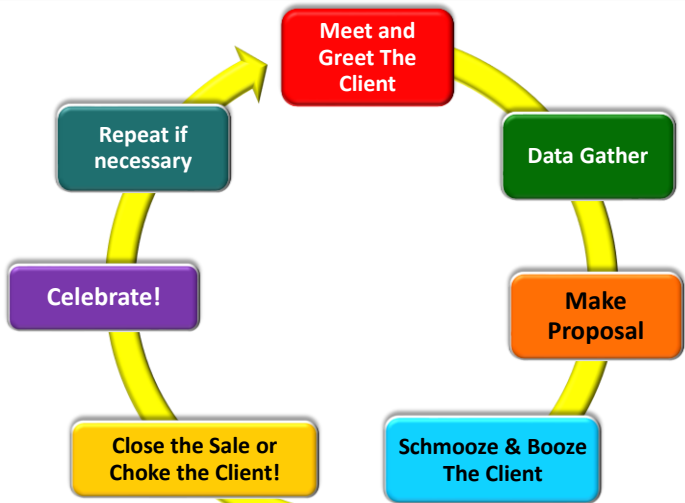
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My Sales Cycle



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Themes

- ✓ Themes work across the Office applications,
- ✓ Built in Themes,
- ✓ You may save your custom font and color schemes as Themes to use in other applications,
- ✓ Themes are in your Design or Page Layout Tabs,
 - From the menu choose Save Current Theme.

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Design

- ✓ Highly customize PowerPoint presentations through Design Tab and the Slide master,
- ✓ Use PowerPoint and Microsoft Office for branding your organization,
- ✓ Include your logos, color palette, fonts, and other style sheet specifications on all of you presentations and documents,
- ✓ Create your own Color and Font schemes and save as a Theme to work across all Office applications.

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Font and Color Schemes

- ✓ Using Slide Master or the Design Tab you may create your own Color and Font schemes to use in your presentation,
- ✓ Ensures consistency,
- ✓ Great for branding your organization,
- ✓ Highly customize your colors to match your RGB numbers,
- ✓ Save as a Theme allows the design to work in other Office applications.

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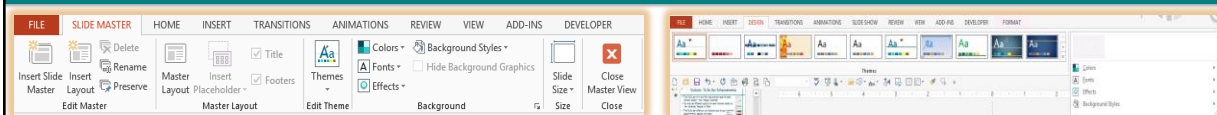
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PowerPoint: Slide Master and Themes



- ✓ Customizing and creating Themes in the Slide Master, too, effects all or certain slides and layouts
- ✓ Streamlined Design tab with Themes, changing Color/Fonts and Backgrounds plus saving a theme
- ✓ You should use Slide Master and Themes, Colors, Fonts to create a custom template and design for your slides and layout
- ✓ Save your theme to reuse on new and existing presentations

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Our Newest Associate Video Example



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Outlook

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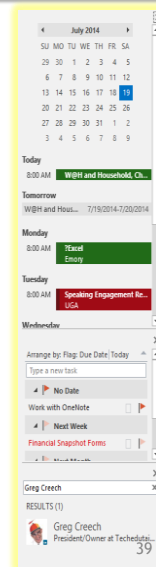
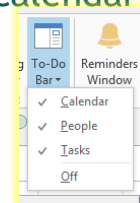
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To-Do Bar Enhancements

- ✓ The To-Do bar is in the View tab and activates for each Outlook object - Mail, People, Calendar
- ✓ You may set different options for each Outlook object to view Calendar, People, or Tasks
- ✓ The To-Do bar offers an At-A-Glance look of your calendar appointments, people, and tasks
- ✓ You may quickly open an item by double clicking on it
- ✓ You may navigate to different months with your calendar displayed



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Categories

- ✓ Categories organize Outlook items using color and text,
- ✓ You may categorize any Outlook item,
- ✓ You may create your own categories using color and text to keep you organized,
- ✓ One Outlook item may have several categories,
- ✓ Views and the View Tab in Outlook provides terrific views by category.
- ✓ Color codes your calendar.



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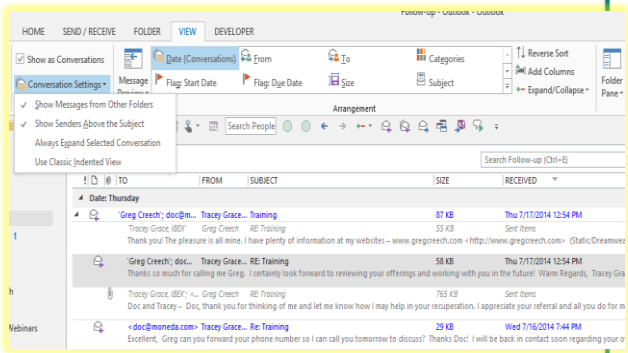
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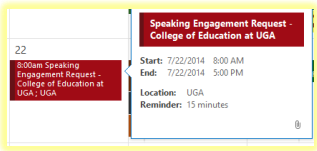
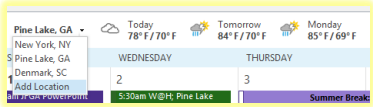
Email Conversations aka Thread

- ✓ A popular view in email systems (Yahoo, iPad, Gmail, etc) is threads called Conversations in Outlook
- ✓ Conversation View activates from the View tab and has these options for you to choose:
 - Show messages from other folders
 - Show senders above the subject
 - Always expand selected conversation
 - Use classic indented view



Calendar Previews and Weather

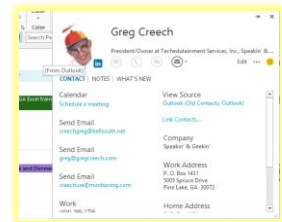
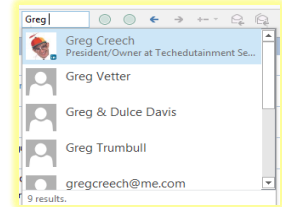
- ✓ Calendar views contain a quick glance for the weather at locations you select as displayed here you may Add Locations
- ✓ Besides Outlook's preview on your calendar when you hover your cursor over an appointment a fly out pane displays the appointment for you in Week, Work Week and Month views





People and Quick Access

- ✓ Outlook refers to Contacts as People in the Folder or Navigation Pane
- ✓ Add Search people to your Quick Access Toolbar for quick access to your contacts
- ✓ After clicking the person in your search list, Outlook provides a preview of the person's information from which you may perform many actions and edit the contact's information
- ✓ Add People to your To-Do bar to locate your contacts using the To-Do bar across Outlook objects



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Thank you!



- ✓ Thank you -everyone! You are the best,
- ✓ Enjoy Atlanta and your fabulous conference,
- ✓ OK - One Unabashed, shameless, self-promotion slide!
- ✓ I appreciate you and the work you do,
- ✓ gregcreech.biz or gregcreech.com
- ✓ 404-403-5391
- ✓ Thanks for our time!

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