Mankato Computer Technology University

Microsoft Office Tips and Tricks

https://www.youtube.com/channel/UC23XE13_P7XjkNEyR5jfTNQ

Core Apps and Services

- **Microsoft Word** is a word processor included in Microsoft Office and some editions of the now-discontinued Microsoft Works. The first version of Word, released in the autumn of 1983, was for the MS-DOS operating system and introduced the computer mouse to more users. Word 1.0 could be purchased with a bundled mouse, though none was required. Following the precedents of LisaWrite and MacWrite, Word for Macintosh attempted to add closer WYSIWYG features into its package. Word for Mac was released in 1985. Word for Mac was the first graphical version of Microsoft Word. Initially, it implemented the proprietary .doc format as its primary format. Word 2007, however, deprecated this format in favor of Office Open XML, which was later standardized by Ecma International as an open format. Support for Portable Document Format (PDF) and OpenDocument (ODF) was first introduced in Word for Windows with Service Pack 2 for Word 2007.[14]

- **Microsoft Excel** is a spreadsheet editor that originally competed with the dominant Lotus 1-2-3 and eventually outsold it. Microsoft released the first version of Excel for the Mac OS in 1985 and the first Windows version (numbered 2.05 to line up with the Mac) in November 1987.

- **Microsoft PowerPoint** is a presentation program used to create slideshows composed of text, graphics, and other objects, which can be displayed on-screen and shown by the presenter or printed out on transparencies or slides.

See what's new in Microsoft 365

- Seamlessly connect your financial accounts using Money in Excel to view, manage, and gain insights about your personal finances—all in one place.

- Get intelligent writing assistance in your documents, emails, websites, and more with Microsoft Editor.

- Access a growing catalog of premium templates, fonts, and photos to create high-quality personalized content.

- Office 365 becomes Microsoft 365 automatically on April 21, 2020 and you don't have to do a thing. Best of all, the price stays the same.

Click here to learn more

Core Apps and Services

- **Microsoft OneNote** is a notetaking program that gathers handwritten or typed notes, drawings, screen clippings and audio commentaries. Notes can be shared with other OneNote users over the Internet or a network. OneNote was initially introduced as a standalone app that was not included in any Microsoft Office 2003 edition. However, OneNote eventually became a core component of Microsoft Office; with the release of Microsoft Office 2013, OneNote was included in all Microsoft Office offerings. OneNote is also available as a web app on Office on the web, a freemium (and later freeware) Windows desktop app, a mobile app for Windows Phone, iOS, Android, and Symbian, and a Metro-style app for Windows 8 or later.

- **Microsoft Outlook** (not to be confused with Outlook Express, Outlook.com or Outlook on the web) is a personal information manager that replaces Windows Messaging, Microsoft Mail, and Schedule+ starting in Office 97; it includes an e-mail client, calendar, task manager and address book. On the Mac OS, Microsoft offered several versions of Outlook in the late 1990s, but only for use with Microsoft Exchange Server. In Office 2001, it introduced an alternative application with a slightly different feature set called Microsoft Entourage. It reintroduced Outlook in Office 2011, replacing Entourage.[15]

- **Microsoft OneDrive** is a file hosting service that allows users to sync files and later access them from a web browser or mobile device.

- **Skype for Business** is an integrated communications client for conferences and meetings in real-time, it is the only Microsoft Office desktop app that is neither useful without a proper network infrastructure nor has the "Microsoft" prefix in its name.

- **Microsoft Teams** is a platform that combines workplace chat, meetings, notes, and attachments. Microsoft announced that Teams would eventually replace Skype for Business.

Windows-Only Apps

- **Microsoft Publisher** is a desktop publishing app for Windows mostly used for designing brochures, labels, calendars, greeting cards, business cards, newsletters, web sites, and postcards.

- **Microsoft Access** is a database management system for Windows that combines the relational Microsoft Jet Database Engine with a graphical user interface and software development tools. Microsoft Access stores data in its own format based on the Access Jet Database Engine. It can also import or link directly to data stored in other applications and databases.[16]

- **Microsoft Project** is a project management app for Windows to keep track of events and to create network charts and Gantt charts, not bundled in any Office suite.

- **Microsoft Visio** is a diagram and flowcharting app for Windows not bundled in any Office suite.

Mobile-only apps

- **Office Lens** is an image scanner optimized for mobile devices. It captures the document (e.g. business card, paper, whiteboard) via the camera and then straightens the document portion of the image. The result can be exported to Word, OneNote, PowerPoint or Outlook, or saved in OneDrive, sent via Mail or placed in Photo Library.

- **Office Mobile** is a unified Office mobile app for Android and iOS, which combines Word, Excel, and PowerPoint into a single app and introduces new capabilities as making quick notes, signing PDFs, scanning QR codes, and transferring files.[17]

- **Office Remote** is an application that turns the mobile device into a remote control for desktop versions of Word, Excel and PowerPoint.

Server applications

- **Microsoft SharePoint** is a web-based collaborative platform that integrates with Microsoft Office. Launched in 2001, SharePoint is primarily sold as a document management and storage system, but the product is highly configurable and usage varies substantially among organizations. SharePoint services include:
  - Excel Services is a spreadsheet editing server similar to Microsoft Excel.
  - InfoPath Forms Services is a form distribution server similar to Microsoft InfoPath.
  - Microsoft Project Server is a project management server similar to Microsoft Project.
  - Microsoft Search Server
- **Skype for Business Server** is a real-time communications server for instant messaging and video-conferencing.
- **Microsoft Exchange Server** is a mail server and calendaring server.

Web services

- **Microsoft Sway** is a presentation web app released in October 2014. It also has a native app for iOS and Windows 10.

- **Delve** is a service that allows Office 365 users to search and manage their emails, meetings, contacts, social networks and documents stored on OneDrive or Sites in Office 365.

- **Microsoft Forms** is an online survey creator, available for Office 365 Education subscribers.

- **Microsoft To Do** is a task management service.

- **Outlook.com** is a free webmail with a user interface similar to Microsoft Outlook.

- **Outlook on the web** is a webmail client similar to Outlook.com but more comprehensive and available only through Office 365 and Microsoft Exchange Server offerings.

- **Microsoft Planner** is a planning application available on the Microsoft Office 365 platform.

- **Microsoft Stream** is a corporate video sharing service for enterprise users with an Office 365 Academic or Enterprise license.

- **Microsoft Bookings** is an appointment booking application on the Microsoft Office 365 platform.

Microsoft Office is a software suite that can be used at home or at work. These tutorials will give you tips for using Microsoft Word, Excel, and PowerPoint.
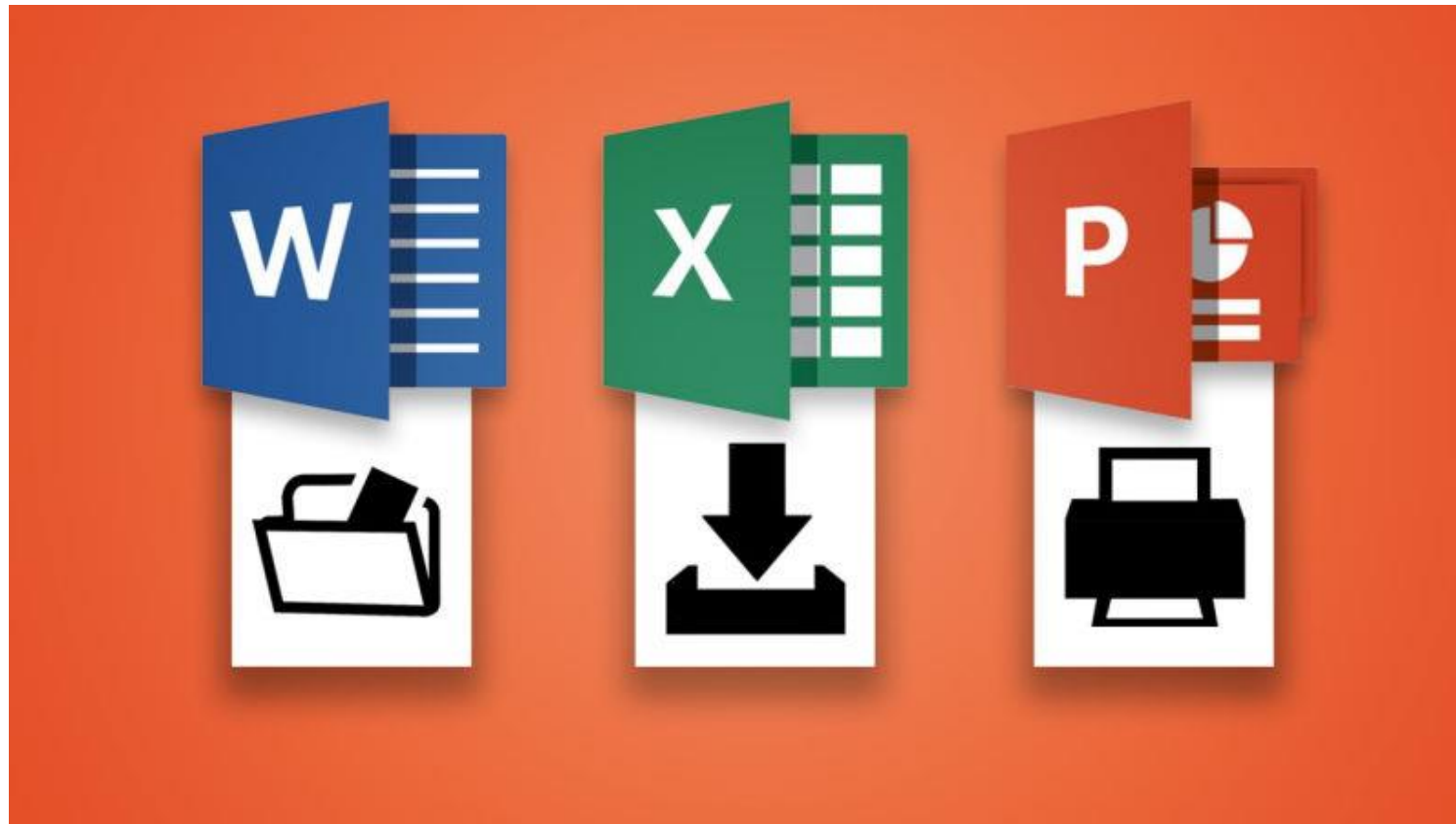
Reboot your job search

If you're looking for work during the pandemic, one way to stand out as the best candidate is with a winning resume. Use our new professionally designed geometric template and Microsoft Editor to make sure your resume is well written and makes a statement. Choose Edit in Browser and use the intelligent suggestions from Editor to present your experience and skills in an easy-to-read, modern format.

Access this premium template available with your Microsoft 365 subscription.

Get the resume template

Back up your files to the cloud
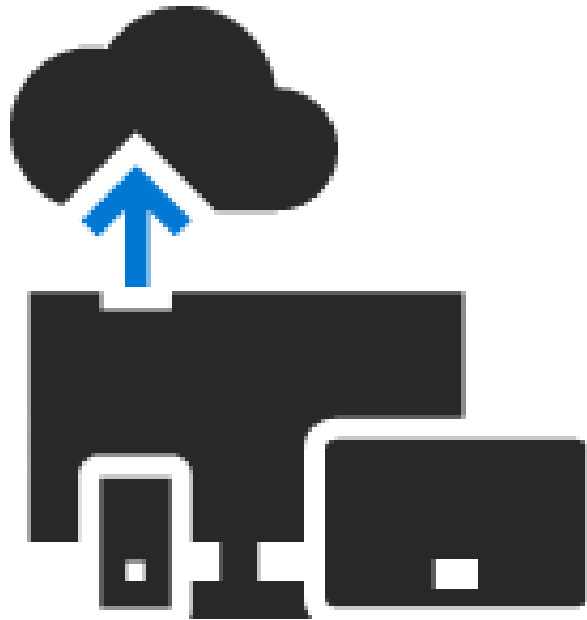
- You get 1 TB of OneDrive cloud storage with your subscription. You are using 129 GB. [Back up your Windows PC to OneDrive](#)

Create professional presentations in just a few clicks

Spend less time creating your presentation and more time preparing for it. Arrange photos, choose dynamic backgrounds, turn text into images, and make charts and tables more interesting with PowerPoint Designer.

Start exploring

Save your virtual valuables

Store your most sensitive files in the cloud without losing the convenience of anywhere access using Personal Vault in OneDrive, which is protected by identity verification.[1]

Protect your files

Use Outlook.com to encrypt your emails

Share your confidential and personal information while ensuring that your email message stays encrypted and doesn't leave Microsoft 365.

Learn about encryption

Get a better picture of your data

New Excel charts and graphs help you present your data in more compelling ways, with formatting, sparklines, and tables. Easily create forecasts to predict trends with just a click.

Design a chart

Unleash your imagination

> Keep your projects fresh and engaging. Choose from an ever-growing collection of professional-grade stock photography, vector illustrations, looping videos, fonts, and icons.

Try premium content
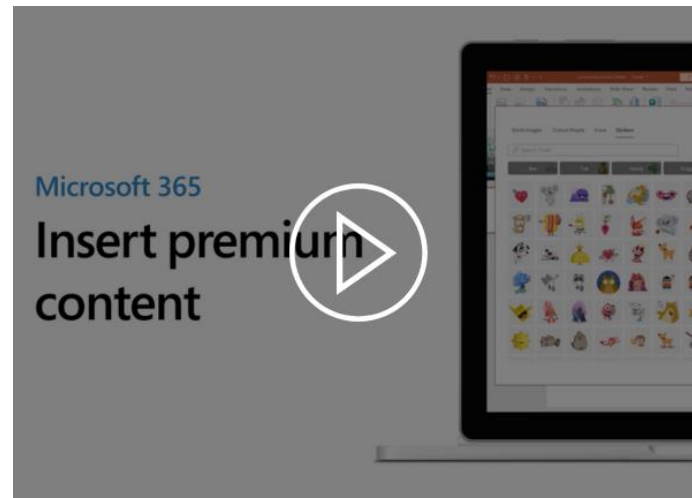
Discover activities for remote learners

If you're looking for extra activities for curious young minds, or need to supplement your child's learning, get resources to help your family learn, keep busy, and be creative.

Explore learning activities

Create your emergency contact list

Build an emergency contact list with important names and information, then print it for family members or care providers. Remember to save the template to your OneDrive for ease of access and peace of mind.

Download the contact list

Microsoft Editor—your intelligent writing assistant

Express yourself clearly with new intelligent grammar and spelling help in more than 20 languages.*

[Learn more](#)

Multitask with ease

The Play My Emails feature in Outlook can be a game changer for those of you juggling family and work from home.

Learn how

Back up your files with OneDrive

With 1 TB of OneDrive cloud storage, you can back up your photos and files and securely share with others.

Learn more

Master your Outlook inbox

Clean up your folders, categorize and store your messages, and remove clutter to keep your inbox just the way you like it.

Learn how

Stay productive with Word, Excel, and PowerPoint on your mobile device thanks to the new Office app for iOS and Android.

Get the app

Access Office wherever you are

Family fun

Keep your family entertained with games, books, and puzzles.

Browse the templates

Stay prepared

Help keep your household safe with this comprehensive checklist.

Download now

Back to Basics: Learn to Use Keyboard Shortcuts Like a Ninja

- Keyboard shortcuts are the easiest way to do things faster, but with the wide variety of software we all use it's hard to remember all the different shortcuts.

- We all know shortcuts are useful, few of us bother using them. Here's how to learn to make use of shortcuts, ranging from the beginner to expert.

Why Keyboard Shortcuts Make You Faster at Everything

▶ This isn't specific to Microsoft Office, but most of these common keyboard shortcuts can be used in Office as well as other programs, so they're worth memorizing.

Popular Office Shortcuts

lifehacker

The 20 Most **Common Keyboard Shortcuts** Everyone Should Know

Shortcut Description	Windows	Mac
Select the entire page	Ctrl + A	Cmd + A
Copy selected information	Ctrl + C	Cmd + C
Cut selected information	Ctrl + X	Cmd + X
Paste copied information	Ctrl + V	Cmd + V
Open a file	Ctrl + O	Cmd + O
Save a file	Ctrl + S	Cmd + S
Undo the last operation	Ctrl + Z	Cmd + Z
Redo the last operation	Ctrl + Y	Shift + Cmd + Z
Find text in the current document/page	Ctrl + F	Cmd + F
Task Manager	Ctrl + Shift + Esc	Alt + Cmd + Esc
Application Switcher	Alt + Tab	Cmd + Tab
Run an Application	Win + R	Cmd + Space
Minimize the current window	Win + ↓	Cmd + M
Minimize all windows	Win + M	Alt + Cmd + M
Jump to the application's menubar	F10	Shift + Cmd + /
Take a screenshot	Print Screen	Shift + Cmd + 3
Open a new browser tab	Ctrl + T	Cmd + T
Close the current browser tab	Ctrl + W	Cmd + W
Open a previously closed tab	Ctrl + Shift + T	Shift + Cmd + T
Focus and select web browser's address bar	Ctrl + L	Cmd + L

Microsoft Word

#1 SAVE YOUR CUSTOM FORMATTING

- You needn't spend time applying custom formatting to every document you create. Instead, save your preferred document formatting using the Quick Styles function and make it available every time you start a document. There are step-by-step instructions here.

#2 TURN TRACK CHANGES ON AND OFF

- Perhaps you're editing a document, and you want your substantive changes to appear tracked, but to simply enable your formatting changes. There's good news; you can quickly turn track changes on and off by using the keyboard shortcut CTRL+SHIFT+E.

#3 TURN HIGHLIGHTED TEXT INTO A LINK

- Interesting hyperlinks can be fiddly if you go the long route. Even worse, formatting can be sent haywire if you paste a long web link directly into a doc. Instead, highlight the text you'd like to become the link and press CTRL+K. The insert hyperlink dialog box will immediately open up.

#4 PICK UP WHERE YOU LEFT OFF

- Back in the office to put the finishing touches to that document you were working on yesterday? Don't waste valuable seconds scrolling to find the section you were working on. Just open the document and press SHIFT+5; Word will take you directly to the last place you edited.

#5 SAVE AS PDF
There's absolutely no need to print and scan documents to create a PDF. The quickest route by far is to save your Word document directly as a PDF. Just click File > Save As, then select PDF in the format drop down list. Saving as a PDF is possible in Office 2007 and later.
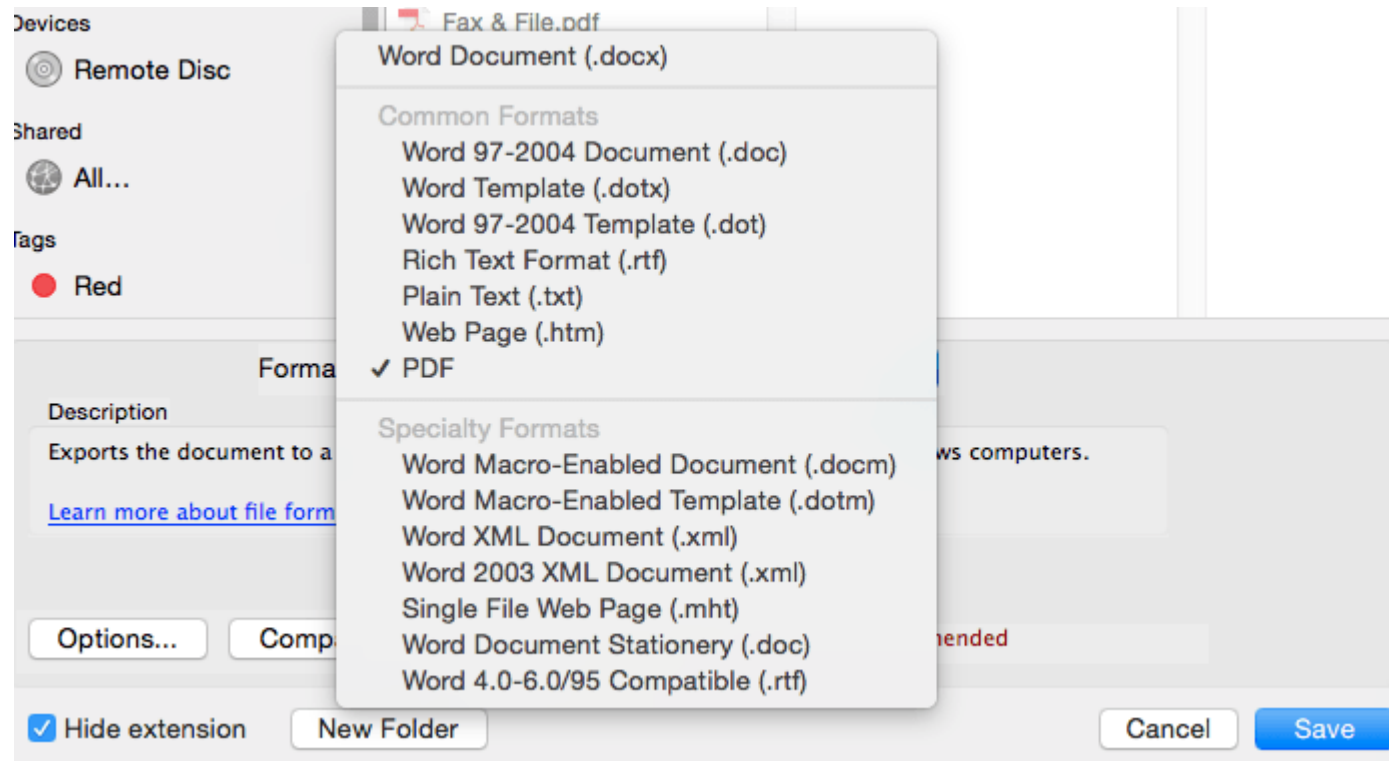
Microsoft Excel

- #6 QUICKLY ADD UP DATA

- Quickly add up an entire column or row of data by clicking in the first empty adjacent cell and pressing ALT+= (that's the equals key). Excel will then automatically sum all of the numbers it can find in that row or column.

- #7 DISPLAY FORMULAS

- If you want to see quickly which cells contain a formula, or would prefer all the formulas on a page to be visible, just press CRTL+' (that's the acute accent key, beside the "1" on most keyboards). You can toggle back to the values view by pressing the same keys again.

Microsoft

Excel 2010 Keyboard Shortcuts
Ctrl combination shortcut keys

| Key	Description	Key	Description
CTRL+PgUp	Switches between worksheet tabs, from left-to-right.	CTRL+SHIFT+Plus (+)	Displays Insert dialog box to insert blank cells.
CTRL+PgDn	Switches between worksheet tabs, from right-to-left.	CTRL+Minus (-)	Displays Delete dialog box to delete selected cells.
CTRL+SHIFT+(	Unhides hidden rows within the selection.	CTRL+;	Enters current date.
CTRL+SHIFT+&	Applies outline border to selected cells.	CTRL+'	Copies a formula from the cell above the active cell into the cell or the Formula Bar.
CTRL+SHIFT_	Removes outline border from selected cells.	CTRL+1	Displays Format Cells dialog box.
CTRL+SHIFT+~	Applies General number format.	CTRL+2	Applies or removes bold formatting.
CTRL+SHIFT+$	Applies Currency format with two decimal places (negative numbers in	CTRL+3	Applies or removes italic formatting.

Quick Reference Cards for Excel Keyboard Shortcuts

#8 COMBINE TEXT FROM TWO OR MORE CELLS INTO ONE
Say you've got first names and last names in separate columns, and you want to combine them into one. In a third cell type =(. Then click the cell that contains the first text you wish to combine and type &" "& (a space enclosed in quotation marks). Click the next cell with the text that you want to combine.

Hit enter, and you're set.
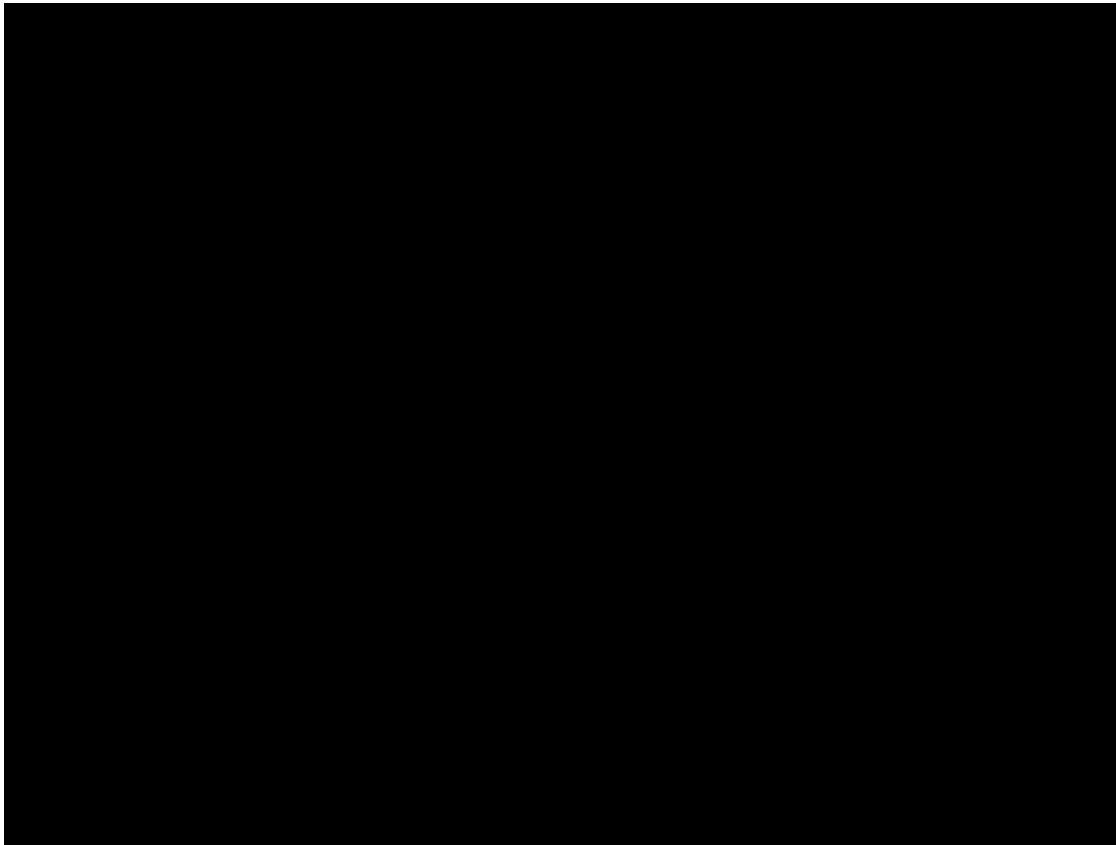
Excel Continued

▶ #9 FIND AND REPLACE ACROSS AN ENTIRE WORKSHEET

▶ Finding specific text in a document using the CTRL+F shortcut is pretty well known. Less well known is that hitting CTRL+H will open up the find and replace dialog box, allowing you to replace data in multiple cells in one go.

▶ #10 JUMP TO THE START OR END OF A COLUMN

▶ You're hundreds of rows into a spreadsheet, and you need to get back to the first or last cell. Scrolling works but takes time. The quickest way is to press CTRL+↑ (that's the up arrow) to go to the top of a column or CTRL+↓ (the down arrow) to jump to the bottom of a column.

Formulas

	PC	Mac
Toggle absolute and relative references	F4	⌘ T
Open the Insert Function Dialog Box	Shift F3	⇧ Fn F3
Autosum selected cells	Alt =	⌘ ⇧ T
Toggle formulas on and off	Ctrl `	⌃ `
Insert function arguments	Ctrl Shift A	⌃ ⇧ A
Enter array formula	Ctrl Shift Enter	⌃ ⇧ Return
Calculate worksheets	F9	F9
Calculate active worksheet	Shift F9	⇧ F9
Calculate all worksheets	Ctrl Alt F9	⌃ ⌥ F9
Expand or collapse the formula bar	Ctrl Shift U	⌃ ⇧ U
Display function arguments dialog box	Ctrl A	⌃ A

Excel Keyboard Shortcuts for PC and Mac Side-by-Side

PowerPoint

- Getting Started
- Speaker Notes
- Backgrounds and Transitions
- Adding and Formatting Text
- Animations and Backgrounds
- Sorting Slides