



Office Productivity Training

Helping your employees work smarter, not harder

Microsoft Office Tips

Module 1-Word Features

- Select All With Similar Formatting
- Edit PDF files
- Translate
- Insert Screen Shot
- Quick Parts
- Digital Signatures
- The Navigation Pane & Outline View
- Styles
- Combine & Compare Documents

Module 2 -Excel Features

- Flash Fill
- Quick Analysis
- Goal Seek
- Conditional Formatting
- Index Match
- The DAYS function

- Forecasting (Office 2016 Only)

Module 3-PowerPoint

- Presenter View and Navigation Guide
- Smart Art
- Picture Tools
- Video Integration
- Online Presentation Tools

Module 4-Outlook

- The Sweep Feature
- Instant Actions
- Quick Parts
- Search Folders
- Quick Steps