Helpful Sites

- Microsoft Cheat Sheets
- Have I Been Pwned

Windows

- Search
- Task bar
  - Jump list
- Windows keys
- Right click on windows button
- Show Desktop
- Notification Window
- Start screen
- New Desktop (Multiple desktops)

Word

- Quick Access Toolbar
- Start Screen
- Tell me what you want to do (Now also called Search)
- Send as PDF Attachment (Remember to use Search to find commands)
- Dictate
- Speak
- Moving around in Word
- Selecting Text
  - https://support.office.com/en-us/article/Select-text-5AE24034-1C93-4805-BC2D-00AAF6235C97
  - https://support.office.com/en-us/article/Word-scrolls-too-quickly-when-I-select-text-e14b7cb4-85b0-46e5-a1e7-7b277bc2f572
- Default Text setting
- Line Break vs Paragraph break
- Bullets and numbering
- Format Painter
- Quick Parts
  - Cover Pages
  - Quick Tables
  - Headers and Footers
- Auto Correct
- **Styles**
- **Table of Contents**
- **Screen Shots**
- **Cut copy paste photo options**
- **Clear Formatting**
- **Word Shortcut Keys**

**Excel**

- **Excel Default settings**
- **Selecting Cells**
- **Transpose**
- **Apply the Same Formatting and Data to Multiple Sheets at the Same Time**
- **Group data**
- **Speak Cells**
- **Display Formulas**
- **Get more information from Excel's status bar**
- **Drop down list**
- **Table**
  - [https://support.office.com/en-us/article/Video-Use-Excel-tables-to-manage-information-1c3d9852-4b0b-4496-a1fc-30c5q121b05e](https://support.office.com/en-us/article/Video-Use-Excel-tables-to-manage-information-1c3d9852-4b0b-4496-a1fc-30c5q121b05e)
- **Pivot Tables**
  - [https://support.office.com/en-us/article/Video-Create-PivotTables-74ce8afc-2446-4816-80ee-20ca7fb71793](https://support.office.com/en-us/article/Video-Create-PivotTables-74ce8afc-2446-4816-80ee-20ca7fb71793)
- **FlashFill** (Best to help clean up Text)

**Outlook**

- **Options**
  - Always check spelling before sending
- **Search**
- **New Window**
- **Categories**
- **Clean up**
- **Flags**
- **Change Email to Appointment**

- **Calendar**
  - Select dates on date navigator
• Group Calendars
• Email Calendar

• Emails
  • Attach emails
  • Quick parts
    ▪ Create reusable text blocks for email messages
  • Options
    ▪ Use voting buttons to create or respond to polls
    ▪ Delay or schedule sending email messages
    ▪ BCC
    ▪ From
    ▪ Direct replies to
  • Fonts
  • Show as conversations
  • Reading pane
  • Automate common or repetitive tasks with Quick Steps
  • Manage email messages by using rules
  • Unread Mail Search folder
  • Automatically change incoming message colors and fonts based on sender, subject, or recipients

Teams
  • Planner