

Microsoft Office Tips and Tricks

for Beginners



Presented by:

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Objectives

- Overview of the Big Three Office Program Types:
 - Word
 - Excel
 - PowerPoint



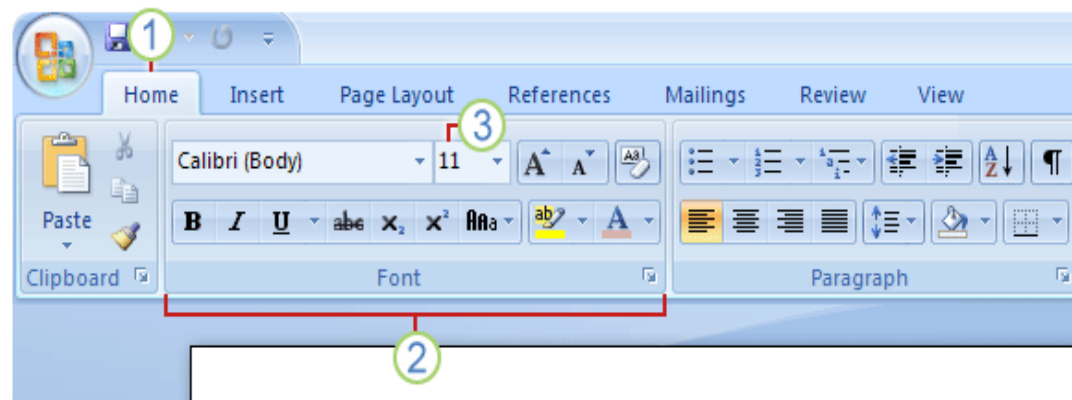
After today's overview you should have confidence in your ability to create new file types – without having to “reinvent the wheel”!

Microsoft Word

Uses: anything that you would want to write: Newsletters, Letters, Memos, Documents, Proposals, Summaries, etc.

Office 2007 and later uses The Ribbon, where items are grouped by:

1. Tabs
2. Groups
3. Commands



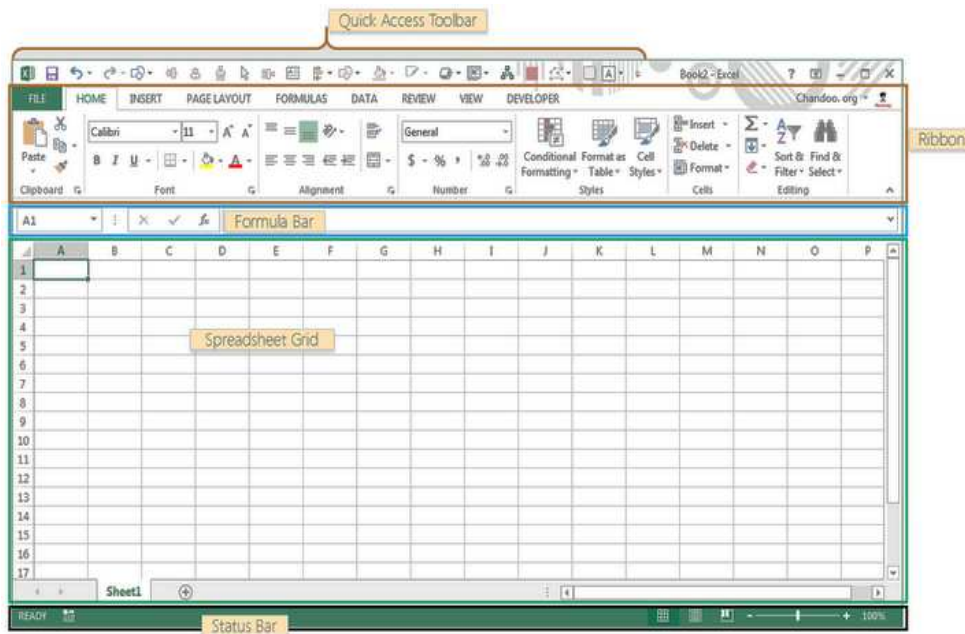
Microsoft Word Overview

We will go over the following functions in Word:

- Using the New Document template options
- Creating a Header and a Footer
- Right-click context menu
- Use styles to format text
- Use tables to arrange text
- Bulleting or Numbering text
- Make changes, fix mistakes, edit your document
- Saving your document
- Print your document
- Keyboard shortcuts (separate tip sheet)

Microsoft Excel Overview

Excel is a spreadsheet tool that allows you to manage information in a table format and apply calculations to numeric data.



- 1. Quick Access Toolbar:** When you start Excel for the very first time, it has only 3 icons (Save, Undo, Redo).
- 2. Ribbon:** Like Word, the Ribbon is grouped by Tabs, Groups, and Commands
- 3. Formula Bar:** This is where any calculations or formulas you write will appear.
- 4. Spreadsheet Grid:** This is where all your data will go.
- 5. Status bar:** Quick summaries of selected cells (count, sum, average, minimum or maximum values).

Microsoft Excel Overview

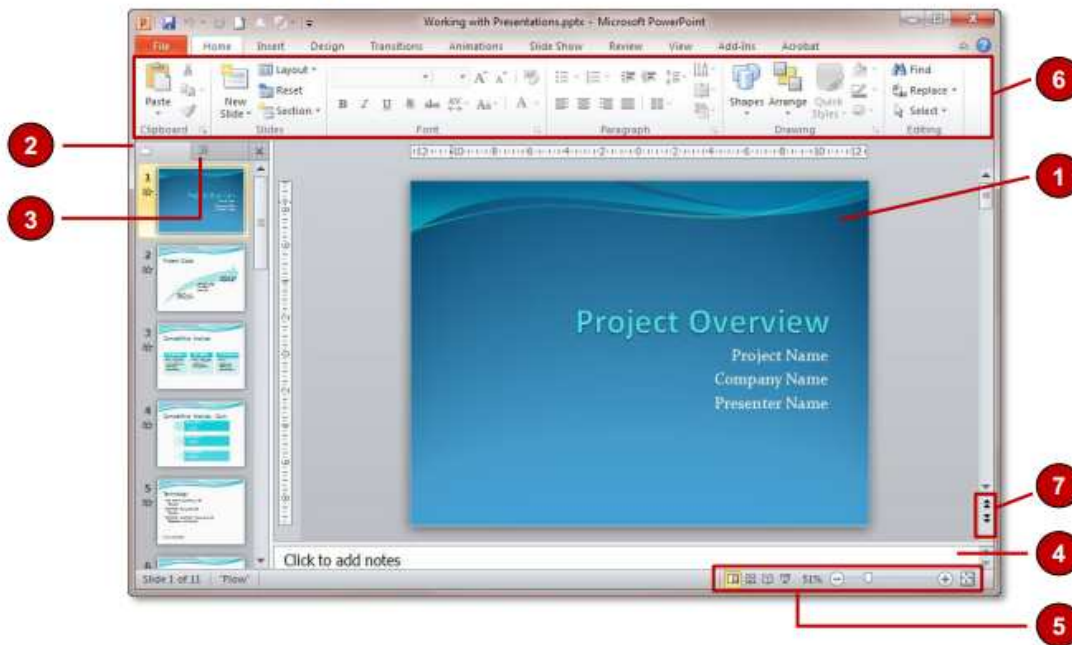
We will go over the following functions in Excel:

- Entering Data
- Formatting Data as a Table
- Formatting your Table
- Freezing Rows
- Sorting Data
- Filtering Data
- Calculating Data
- Formulas
- Page Break Preview
- Page Layout - Print Titles for your Spreadsheet
- Saving your Spreadsheet
- Printing your Spreadsheet
- View some examples of spreadsheets

Microsoft PowerPoint Overview

PowerPoint is a slide presentation tool that can often be over-used (aka, “death by PowerPoint”)

The PowerPoint screen



1. The slide window
2. The slides pane displays thumbnails of your slides.
3. The outline pane displays the text on your slides.
4. The notes pane is where you can enter speaker notes for handouts.
5. The view buttons
6. The ribbon
7. The scroll bar includes Next Slide and Previous Slide navigation options.

Microsoft PowerPoint Overview

A few PowerPoint tips:

- Use the 10-20-30 rule: 10 slides, 20 minutes*, 30 point font
 - **20 minutes is a general time frame to present a topic, allowing for an introduction of the speaker and a few questions and answers during a 30 minute presentation time-slot.*
- Use the Handouts feature to print copies for your attendees
- Don't read from your presentation – talk about your content

Microsoft PowerPoint Overview

We will go over the following functions in PowerPoint:

- Creating a Presentation
- Inserting Slides
- Adding Content
 - Text
 - Table
 - Images
- Moving things around
- Views
- Transitions
- Animations
- Previewing your Presentation