COFFEE Break
Microsoft Office Efficiency Hacks
Welcome

- MS Word
- MS OneNote
- MS PowerPoint
- MS Excel
- Questions
References

Ribbon (References) Insert Citations > Add New Source
References

Create Bibliography/Reference Sheet →
Table of Contents

Use headings for your text

The Best Title Ever

Start at the Beginning
You might have a brief introduction about something here before jumping into the main text of what you will actually be writing.

A Good Start
This is another point we might need to make about something just starting out.

A Better Start
This is some kind of other text right here that would be about the stuff which is starting to be important.

In the Middle
Introduction about some middle content

The Awesome Stuff
This is where things really get amazing and interesting! Text text text. Words words words. And so it goes. And so on and so forth. Lots of really great content would go in this piece and this is really what it would be all about. The real crux of the issue goes in here. This is what everyone really wants to know about and understand etc.

Include This before Finalizing
Table of Contents

- Ribbon (References) 
  Table of Contents > 
  Choose format option.

- The resulting Table of Contents will be clickable to easily navigate the document.
Track Changes

Ribbon (Review) > Track Changes
Track Changes

Using the Review Pane: See changes and comments made to the document. Helpful when editing or working with others.
Helpful Hotkeys

- To increase font size press Ctrl + [ or ]
- To change the letter case press Ctrl + Shift + A
- To change the boldness press Ctrl + Shift + B
- To change the italics press Ctrl + Shift + I
- To change the underline press Ctrl + Shift + U
- To insert the current date press Alt + Shift + D
OneStop OneNote

OneNote is a file service that can be shared among members of your organization.

Uses: Wiki, Training Materials, Daily Tasks

Password Protect Sections

Capturing Audio & Video

Email directly from OneNote

Have you ever wanted to take text from a picture?
OneStop OneNote

This was an in product demo. If you have questions please contact Cristopher Gibson.
Microsoft PowerPoint

- Find CSP Branded PowerPoint
- Insert Screenshot
- Add Animation
- Reading View
- Combining Shapes

- Remove background from a picture
- Transitions/Timing on slides
- Kiosk Presentation
- Screen Recording
- Extras
CSP Branded PowerPoint

- Go to https://concordia.csp.edu/marketing/brand/university-powerpoint-template/
- Download the PowerPoint template file (potx) and save it to your desktop
- Open PowerPoint
- Click the File tab
- Click options
- Click save
- Paste C:\Users\UserName\AppData\Roaming\Microsoft\Templates\ in the Default personal templates location box
- OK
Feature 1 – Insert Screenshot

- Click the insert tab on the ribbon
- Select the dropdown arrow on the Screenshot Icon
- Select the window you would like the screenshot of
Feature 1 – Insert Screenshot
Feature 2 – Add Animation

- Click on the Animations tab
- Click Add Animation
- Add animation and/or timing in the animation pane
Feature 2 – Add Animation
Feature 3 – Reading View

Reading View will preview the slide without having to run the whole presentation.

The icon is found in the bottom right corner or on the View Tab
Feature 3 – Reading View
Feature 4 – Combine Shapes

- Select pre-created shapes from the Insert Tab
- Position them on the Slide
- Select all object to merge
- Click Drawing Tool – Format Tab – Merge Shapes Menu - Combine
Feature 4 – Combine Shapes
Feature 5 – Remove Background of a Picture

- Insert a picture into a slide using the Insert Tab
- Click the Picture Tools Tab
- Format Tab
- Click remove background
Feature 5 – Remove Background of a Picture
Feature 6 – Transition timing on slide

- Click Transitions Tab
- Duration - Set a time for how long a slide will show (in seconds)
- Click Apply to All
Feature 6 – Transition timing on slide
Feature 7 – Kiosk Presentation

Runs presentation in a loop with human intervention

- Click the Slide Show Tab
- Select Set Up Slide Show
- Check the box for Browsed at kiosk (full screen)
- Check the box for Loop continuously until ‘ESC’
Feature 7 – Kiosk Presentation
Feature 8 – Screen Recording

- Insert Tab
- Media Selection
- Screen Recording
- Right click on image on slide to select start automatically
Bonus Features

- Slide Sorter – Help see the flow of the presentation

- Save as .PPSX to save as PowerPoint Show (starts the PowerPoint without having to open in design view)

- Notes are available for each slide. Run presentation select Show Presenter View to see notes on computer and have the presentation on screen.
Feature 7 – Kiosk Presentation
MS Excel

AGENDA

Formula vs Function
Function Argument
Window
Helpful Features
An Excel formula is a way of defining a specific calculation in a worksheet. In Excel, all formulas must begin with an equals sign (=).

An Excel function is a pre-built formula with a specific purpose. Excel provides hundreds of functions in various categories like dates and times, text, statistics, lookup, financial, engineering, etc.
MS Excel

Formula vs Function

Function Argument

Window

Helpful Features

Shift + F3

OR

=IF(L11=10,"Yes!","NO!")
MS Excel

Formula vs Function

Function Argument

Window

Helpful Features
=IF()  

**Function Arguments**

**IF**

<table>
<thead>
<tr>
<th>Argument</th>
<th>Type</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Logical_test</td>
<td>logical</td>
<td>Checks whether a condition is met, and returns one value if TRUE, and another value if FALSE. Logical_test is any value or expression that can be evaluated to TRUE or FALSE.</td>
</tr>
<tr>
<td>Value_if_true</td>
<td>any</td>
<td></td>
</tr>
<tr>
<td>Value_if_false</td>
<td>any</td>
<td></td>
</tr>
</tbody>
</table>

Formula result =

**Help on this function**

OK  Cancel
`=IF(L11=10)`

**Function Arguments**

**IF**

- **Logical_test**: `L11=10`
  - Value: `FALSE`
- **Value_if_true**: blank
  - Value: `any`
- **Value_if_false**: blank
  - Value: `any`

Checks whether a condition is met, and returns one value if TRUE, and another value if FALSE.

**Logical_test** is any value or expression that can be evaluated to TRUE or FALSE.
=IF(L11=10,"Yes!")

**Function Arguments**

**IF**

- **Logical_test**: L11=10
- **Value_if_true**: "Yes!"
- **Value_if_false**: any

**Help on this function**

---

Checks whether a condition is met, and returns one value if TRUE, and another value if FALSE. **Value_if_false** is the value that is returned if Logical_test is FALSE. If omitted, FALSE is returned.
=IF(L11=10,"Yes!","NO!")

Function Arguments

IF

<table>
<thead>
<tr>
<th>Logical_test</th>
<th>Value_if_true</th>
<th>Value_if_false</th>
<th>Result</th>
</tr>
</thead>
<tbody>
<tr>
<td>L11=10</td>
<td>&quot;Yes!&quot;</td>
<td>&quot;NO!&quot;</td>
<td>&quot;NO!&quot;</td>
</tr>
</tbody>
</table>

Checks whether a condition is met, and returns one value if TRUE, and another value if FALSE.

Value_if_false is the value that is returned if Logical_test is FALSE. If omitted, FALSE is returned.

Formula result = "NO!"
$ Cell Reference $

**Relative Cell References**

The default cell references are relative references and they change based on the relative position of rows and columns.

**Absolute Cell Reference**

Moving the formula to a new cell will change the cell references.

Moving the formula to a new cell will now only change the reference in column B.

When you don’t want the reference to change in a formula, setting an absolute reference is required by pressing the F4 key.
MS Excel

Status Bar
Customization

Formula vs Function
Function Argument
Window
Helpful Features
MS Excel

Customization

Status Bar

Formula vs Function

Function Argument

Window

Helpful Features

Right Click

So

MANY

Options!!!
THANK YOU!!!!!!!