



**CSTP**

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**CONCORDIA ST. PAUL**

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COFFEE Break  
Microsoft Office  
Efficiency Hacks



# Welcome

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

# Microsoft Word

References

Table of Contents

Track Changes

Helpful Hotkeys



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# References

## Ribbon (References) Insert Citations > Add New Source

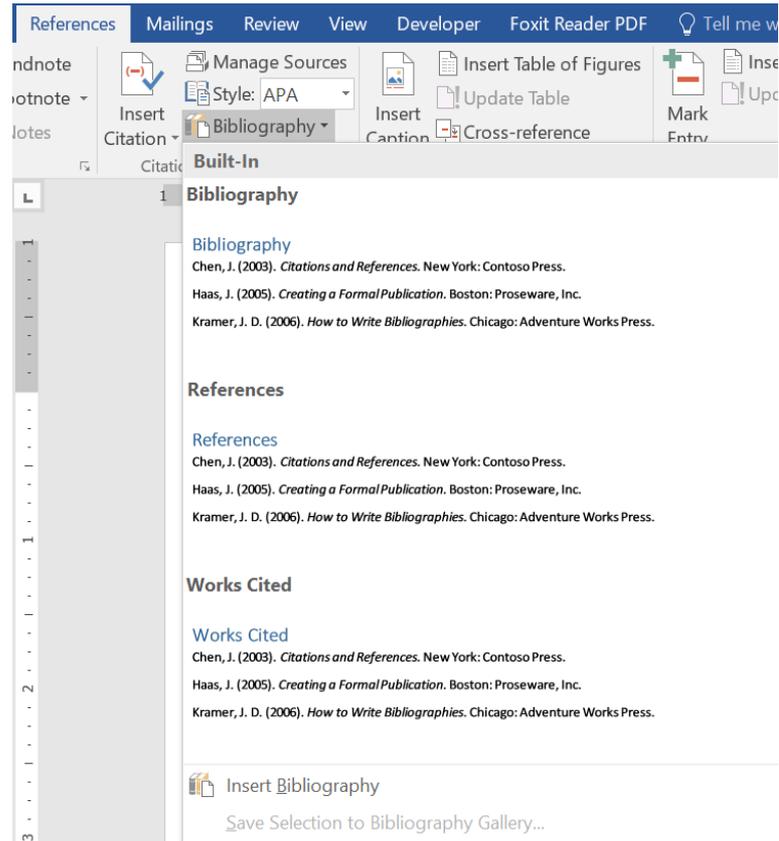
The image shows the Microsoft Word interface with the **References** ribbon selected. The ribbon contains several groups of commands: **Footnotes** (Insert Endnote, Next Footnote, Show Notes), **Citations & Bibliography** (Manage Sources, Style: APA, Bibliography), **Captions** (Insert Table of Figures, Update Table, Cross-reference), **Index** (Mark Entry, Insert Index, Update Index), and **Table of Authorities** (Insert Table of Authorities, Update Table). A **Create Source** dialog box is open in the foreground, showing the **Type of Source** set to **Book**. The dialog includes fields for **Author**, **Corporate Author**, **Title**, **Year**, **City**, and **Publisher**. There is an **Edit** button next to the Author field. At the bottom, there is a checkbox for **Show All Bibliography Fields**, a **Tag name** field with the placeholder text **Placeholder1**, and **OK** and **Cancel** buttons.

er, B.

**CSP**

# References

Create  
Bibliography/  
Reference  
Sheet →



The screenshot shows the Microsoft Word interface with the References ribbon selected. The ribbon includes options like Manage Sources, Style: APA, Bibliography, Insert Table of Figures, Update Table, Cross-reference, and Mark Entry. The Bibliography task pane is open on the right, displaying three sections: Bibliography, References, and Works Cited. Each section contains a list of sample citations:

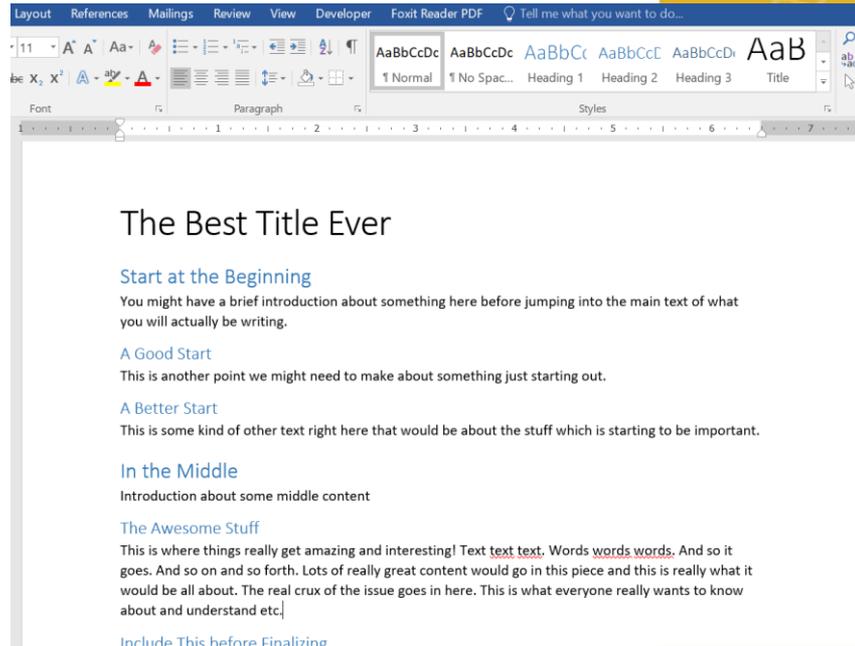
- Bibliography**
  - Chen, J. (2003). *Citations and References*. New York: Contoso Press.
  - Haas, J. (2005). *Creating a Formal Publication*. Boston: Proseware, Inc.
  - Kramer, J. D. (2006). *How to Write Bibliographies*. Chicago: Adventure Works Press.
- References**
  - Chen, J. (2003). *Citations and References*. New York: Contoso Press.
  - Haas, J. (2005). *Creating a Formal Publication*. Boston: Proseware, Inc.
  - Kramer, J. D. (2006). *How to Write Bibliographies*. Chicago: Adventure Works Press.
- Works Cited**
  - Chen, J. (2003). *Citations and References*. New York: Contoso Press.
  - Haas, J. (2005). *Creating a Formal Publication*. Boston: Proseware, Inc.
  - Kramer, J. D. (2006). *How to Write Bibliographies*. Chicago: Adventure Works Press.

At the bottom of the task pane, there is an 'Insert Bibliography' button and a link to 'Save Selection to Bibliography Gallery...'.



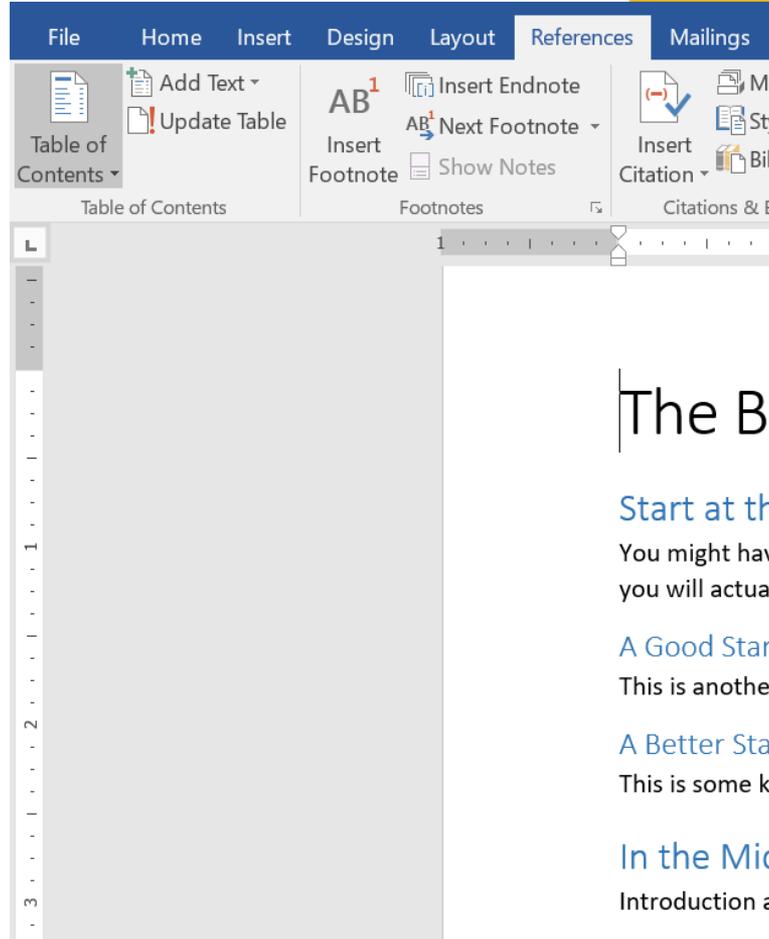
# Table of Contents

Use headings for your text



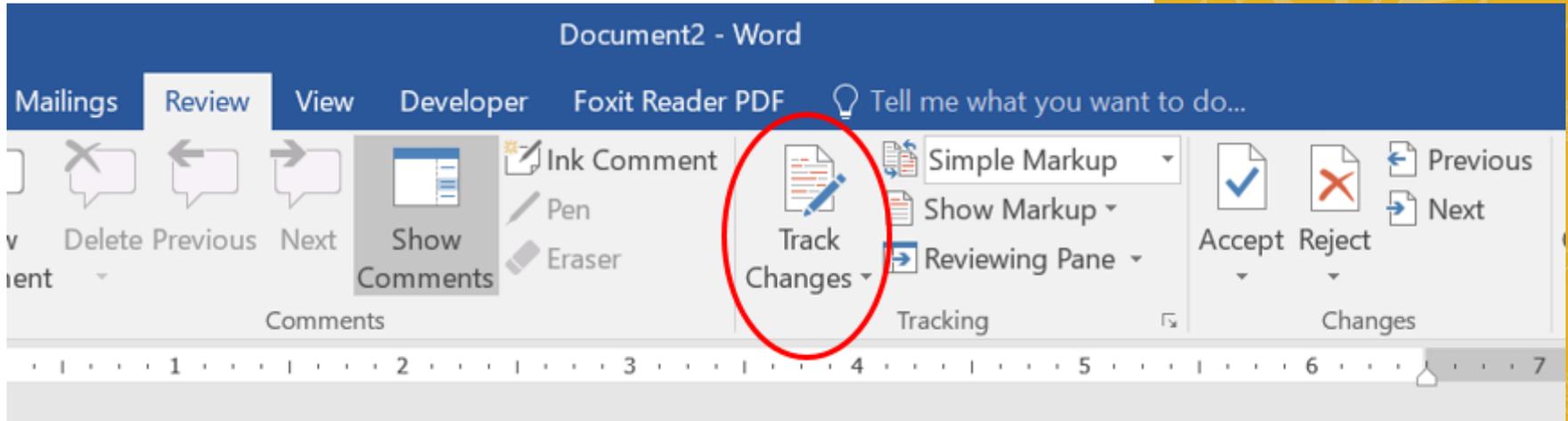
# Table of Contents

- Ribbon (References)  
Table of Contents >  
Choose format option.
- The resulting Table of Contents will be clickable to easily navigate the document.



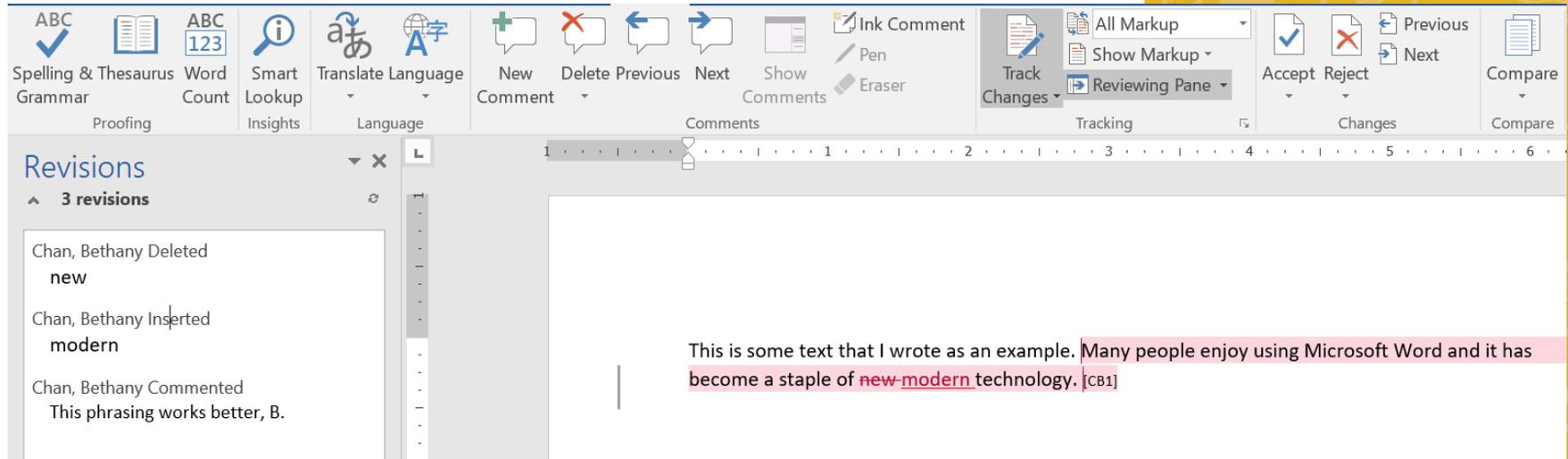
# Track Changes

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.



The screenshot displays the Microsoft Word interface with the Review tab selected. The ribbon includes options for Spelling & Thesaurus, Word Count, Smart Lookup, Translate Language, New Comment, Delete Previous, Next, Show Comments, Ink Comment, Pen, Eraser, Track Changes, All Markup, Show Markup, Reviewing Pane, Accept, Reject, Previous, Next, and Compare. The Revisions pane on the left shows three revisions: a deletion of 'Chan, Bethany Deleted new', an insertion of 'Chan, Bethany Inserted modern', and a comment 'Chan, Bethany Commented This phrasing works better, B.'. The main document area shows the text 'This is some text that I wrote as an example. Many people enjoy using Microsoft Word and it has become a staple of new-modern technology. [CB1]'. The words 'new-modern' are underlined and red, and the sentence 'Many people enjoy using Microsoft Word and it has become a staple of new-modern technology.' is highlighted in pink.

# 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

The background of the slide features a large, light blue watermark of the University of Wisconsin seal. The seal is circular and contains the text "UNIVERSITY OF WISCONSIN" around the top and "1848" at the bottom. In the center, there is a lamp of knowledge, a book, and a sheaf of wheat. A banner across the seal reads "SCIENTIA FIDES AMICITIA".

# 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?

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# OneStop OneNote

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

The logo consists of the letters 'CSP' in a bold, blue, sans-serif font with a yellow outline. It is positioned in the lower-left corner of the slide, partially overlapping the university seal.

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# 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

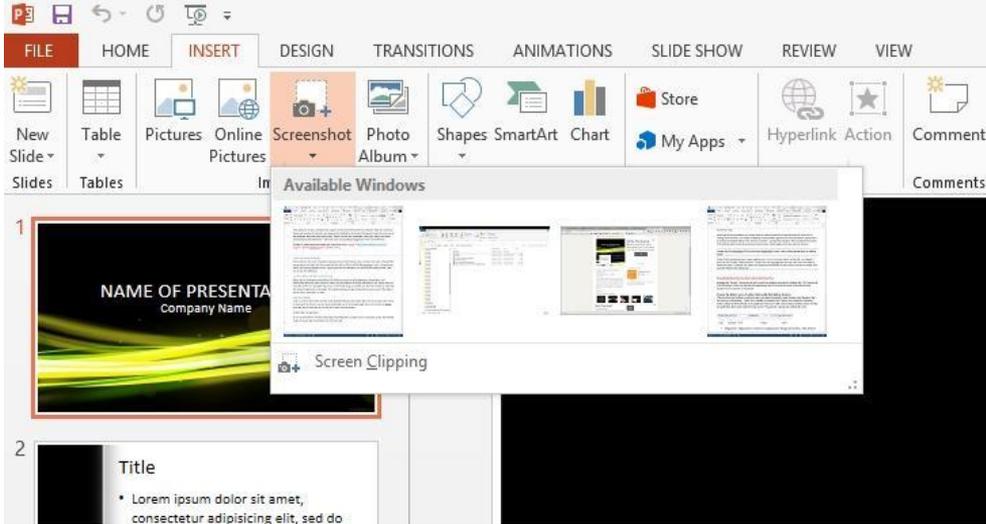


# Feature 1 – Insert Screenshot

- 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

The screenshot displays the Microsoft PowerPoint interface with the Animations tab selected. The main slide features a 3D pie chart titled "Sales" with a "Plot Area" label. The chart is divided into four segments: a large blue segment, a red segment, and two smaller segments. Below the chart are four legend boxes labeled "1st Qtr", "2nd Qtr", "3rd Qtr", and "4th Qtr". An "Animation Pane" is open on the right, showing a list of objects with a star icon and the text "Content Place...". The "Advanced Animation" task pane is also visible, showing options for "Start", "Duration", and "Delay".

	A	B	C	D	E	F	G	H	I	J
1		Sales								
2	1st Qtr	8.2								
3	2nd Qtr	3.2								
4	3rd Qtr	1.4								
5	4th Qtr	1.2								
6										
7										

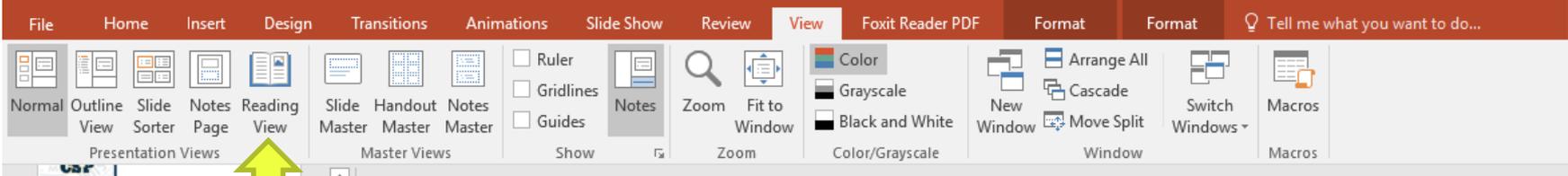
## Feature 3 – Reading View

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

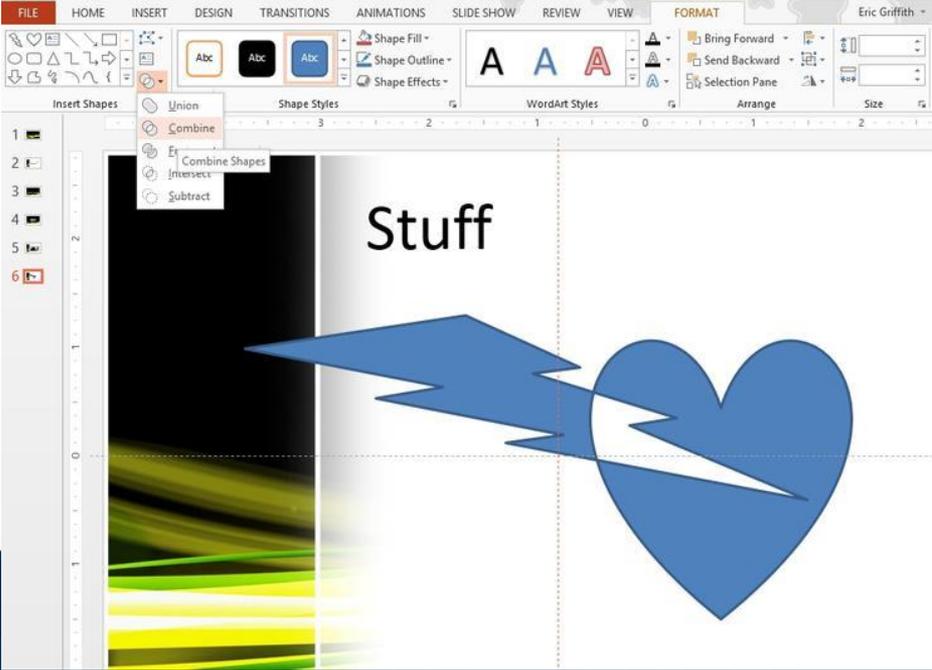


# Feature 4 – Combine Shapes

- 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

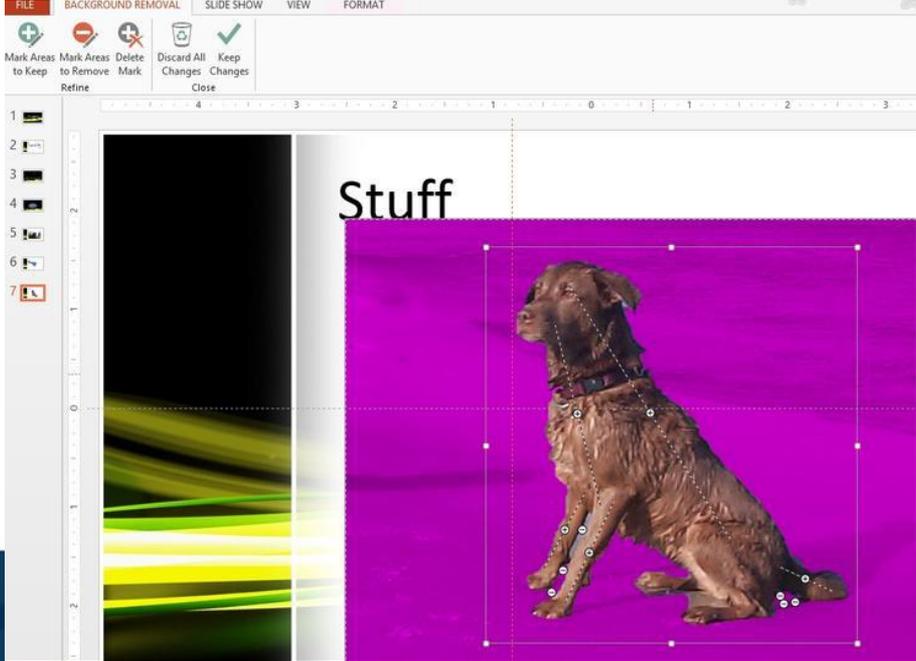


# Feature 5 – Remove Background of a Picture

- 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

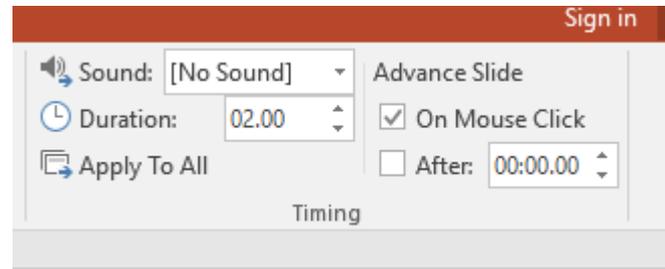


# Feature 6 – Transition timing on slide

- 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



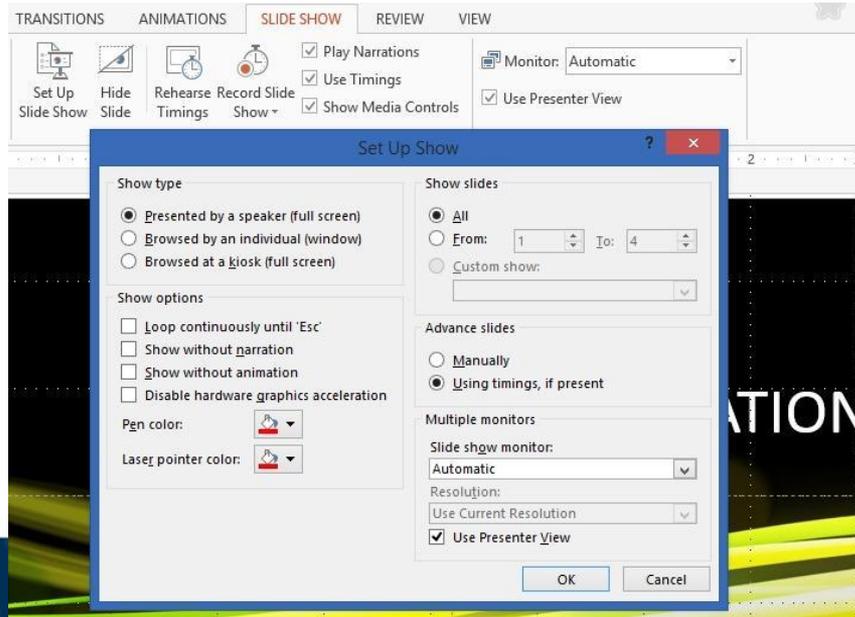
# Feature 7 – Kiosk Presentation

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

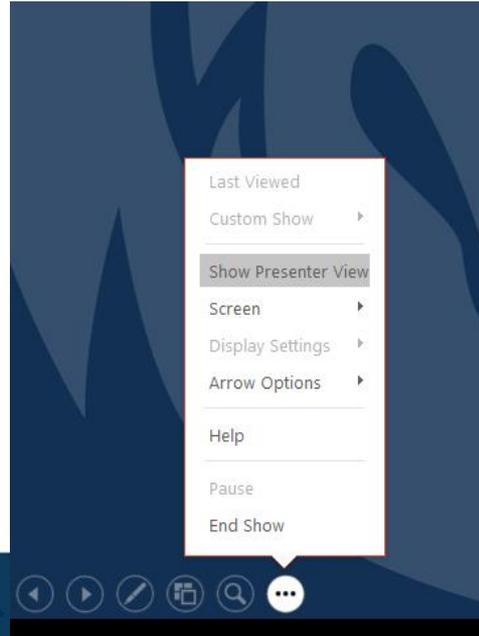


# Bonus Features

- 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



# MS Excel

Formula  
=4+3

vs.

Function  
=sum()

## 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 (=).

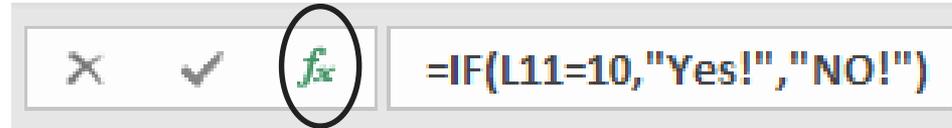
An Excel function is a pre-built formula with a specific purpose. Excel provides hundreds of functions in various categories like dates and times, text, statistics, lookup, financial, engineering, etc.

# MS Excel

Formula vs Function  
**Function Argument  
Window**  
Helpful Features

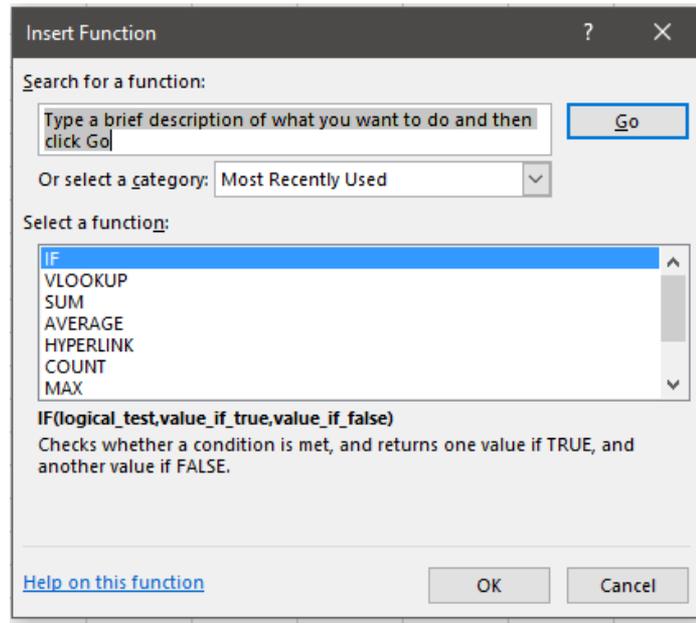


OR



# MS Excel

Formula vs Function  
**Function Argument Window**  
Helpful Features



=IF()

### Function Arguments

IF

Logical\_test



= logical

Value\_if\_true



= any

Value\_if\_false



= 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.

Formula result =

[Help on this function](#)

OK

Cancel

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FLORIDA UNIVERSITY

=IF(L11=10)

### Function Arguments

IF

Logical\_test L11=10 = FALSE

Value\_if\_true = any

Value\_if\_false = 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.

Formula result =

[Help on this function](#)

OK

Cancel

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=IF(L11=10,"Yes!")

Function Arguments

IF

Logical_test	L11=10	↑	= FALSE
Value_if_true	"Yes!"	↑	= "Yes!"
Value_if_false		↑	= any

= FALSE

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 = FALSE

[Help on this function](#)

OK Cancel

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

Function Arguments

IF

Logical_test	L11=10	↑	= FALSE
Value_if_true	"Yes!"	↑	= "Yes!"
Value_if_false	"NO!"	↑	= "NO!"

= "NO!"

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!

[Help on this function](#)

OK Cancel

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# MS Excel

Formula vs Function  
Function Argument  
Window  
**Helpful Features**

## \$ Cell Reference \$

Relative Cell References

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

A	B	C
1	2	=A1+B1
2	3	=A2+B2

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.

A	B	C
1	2	=A\$1+B1
2	3	=A\$1+B2

When you don't want  
change in a formula  
reference is required  
pressing the F4 key

**CSP**



*Only a Sith deals in absolutes*

# MS Excel

Formula vs Function  
Function Argument  
Window  
**Helpful Features**

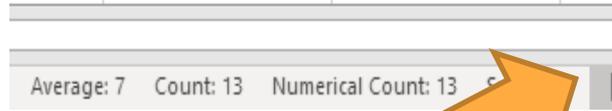
## Status Bar Customization



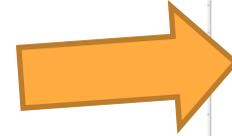
# MS Excel

Formula vs Function  
Function Argument  
Window  
**Helpful Features**

## Status Bar Customization



Right  
Click  
So  
MANY  
Options!!!



Customize Status Bar	
<input checked="" type="checkbox"/> Cell Mode	Ready
<input checked="" type="checkbox"/> Flash Fill Blank Cells	
<input checked="" type="checkbox"/> Flash Fill Changed Cells	
<input checked="" type="checkbox"/> Signatures	Off
<input checked="" type="checkbox"/> Information Management Policy	Off
<input checked="" type="checkbox"/> Permissions	Off
<input type="checkbox"/> Caps Lock	Off
<input type="checkbox"/> Num Lock	On
<input type="checkbox"/> Scroll Lock	Off
<input checked="" type="checkbox"/> Fixed Decimal	Off
<input type="checkbox"/> Overtyping Mode	
<input checked="" type="checkbox"/> End Mode	
<input checked="" type="checkbox"/> Macro Recording	Not Recording
<input type="checkbox"/> Accessibility Checker	
<input checked="" type="checkbox"/> Selection Mode	
<input checked="" type="checkbox"/> Page Number	
<input checked="" type="checkbox"/> Average	7
<input checked="" type="checkbox"/> Count	13
<input checked="" type="checkbox"/> Numerical Count	13
<input type="checkbox"/> Minimum	
<input type="checkbox"/> Maximum	
<input checked="" type="checkbox"/> Sum	91
<input checked="" type="checkbox"/> Upload Status	
<input checked="" type="checkbox"/> View Shortcuts	
<input checked="" type="checkbox"/> Zoom Slider	
<input checked="" type="checkbox"/> Zoom	100%

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THANK YOU!!!!!!!