CSP
CONCORDIA ST. PAUL

COFFEE Break
Microsoft Office
Efficiency Hacks

Welcome

- MS Word

- MS OneNote

- MS PowerPoint

- MS Excel

- Questions

Microsoft Word

References

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Track Changes

Helpful Hotkeys

References
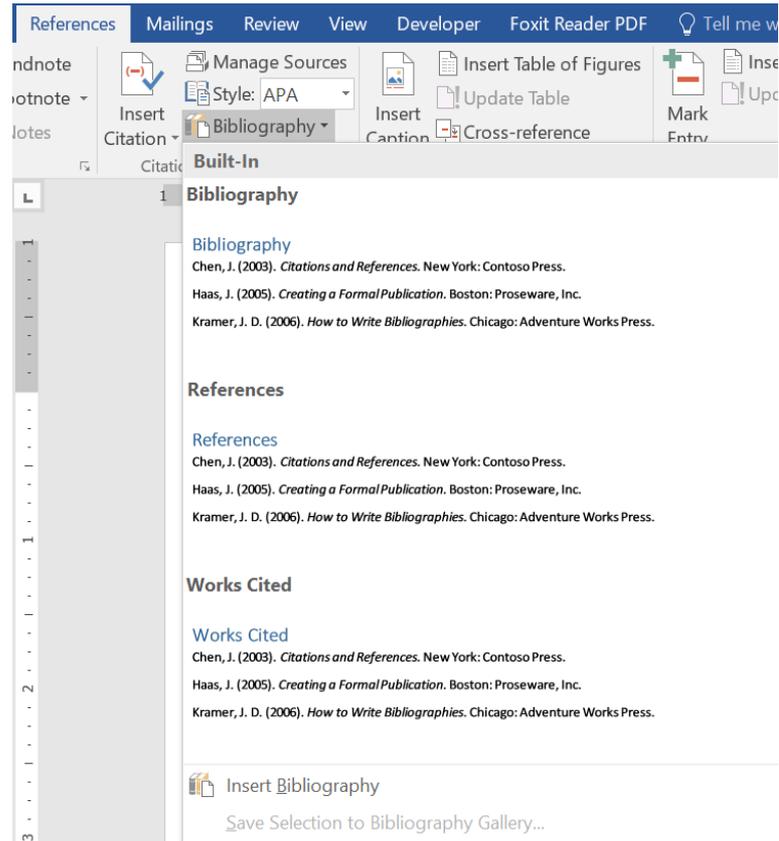
Ribbon (References) Insert Citations > Add New Source

References

Create Bibliography/ Reference Sheet →

Table of Contents

Use headings for your text
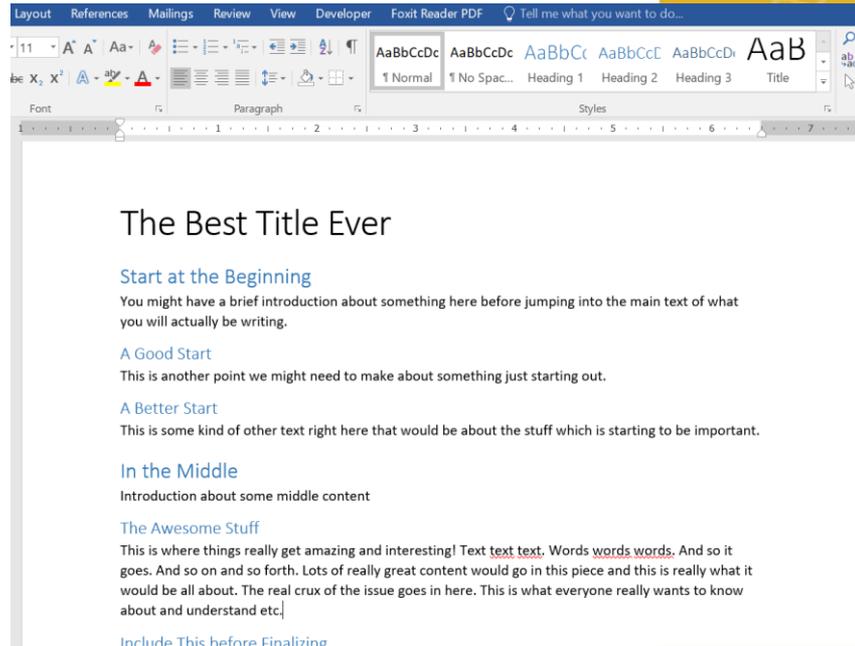
Table of Contents

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

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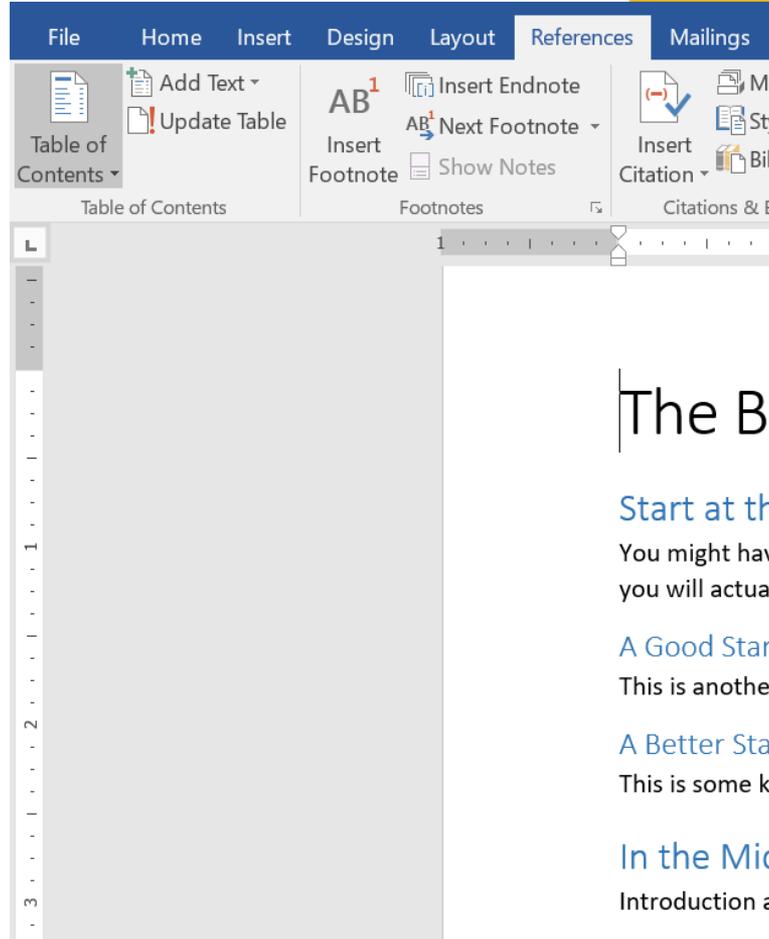
Track Changes

Ribbon (Review) > Track Changes
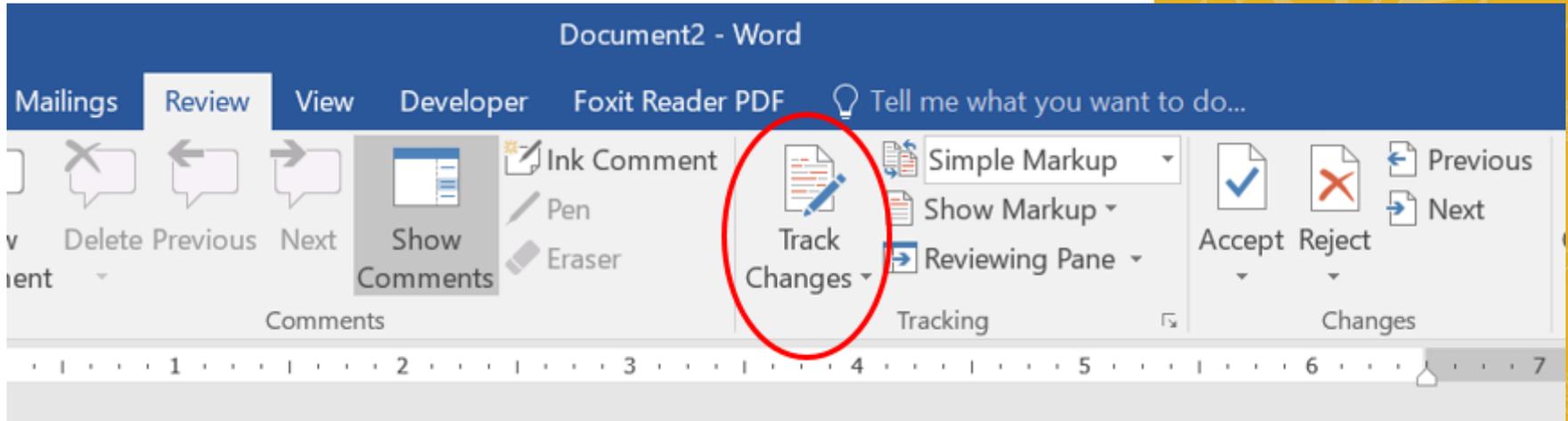
Track Changes

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

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
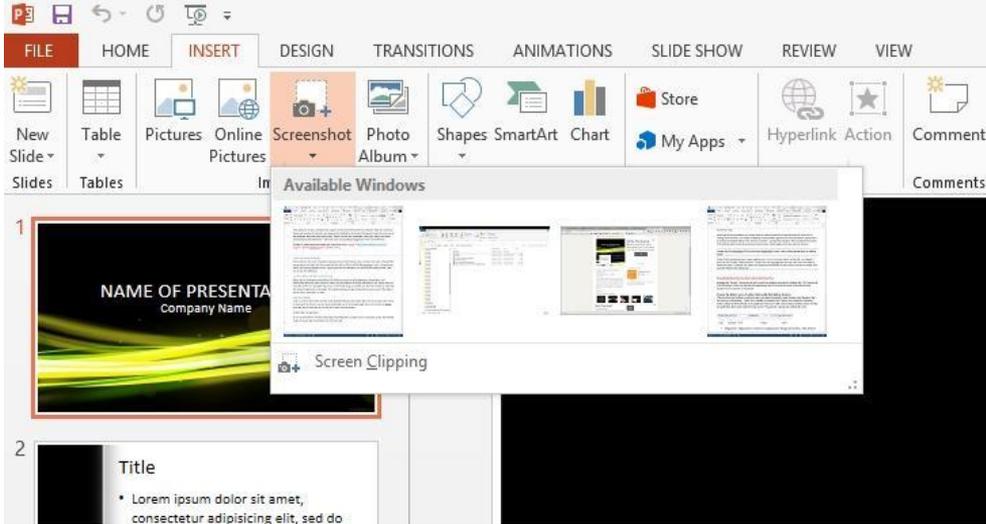
Feature 2 – Add Animation

- Click on the Animations tab

- Click Add Animation

- Add animation and/or timing in the animation pane

CSP

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
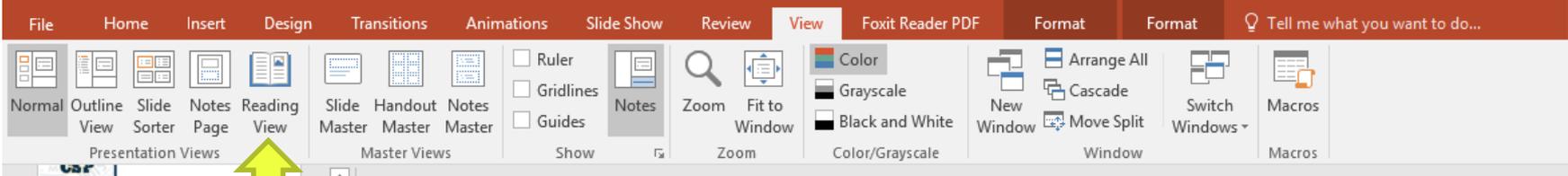
Feature 4 – Combine Shapes

- 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
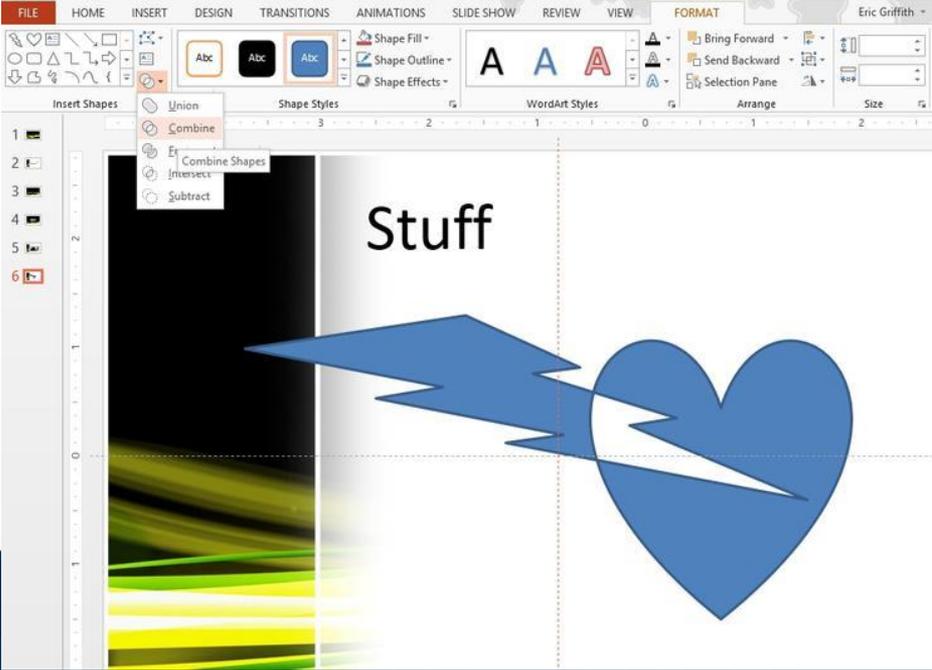
Feature 5 – Remove Background of a Picture

- 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
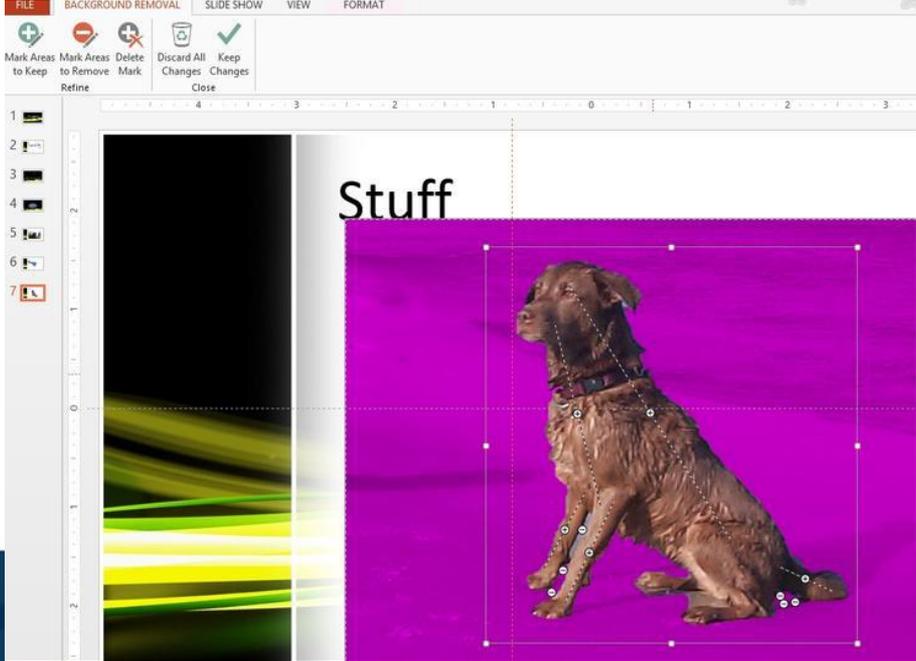
Feature 6 – Transition timing on slide

- 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
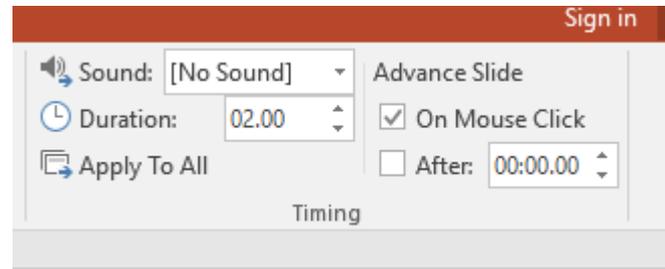
Feature 7 – Kiosk Presentation

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
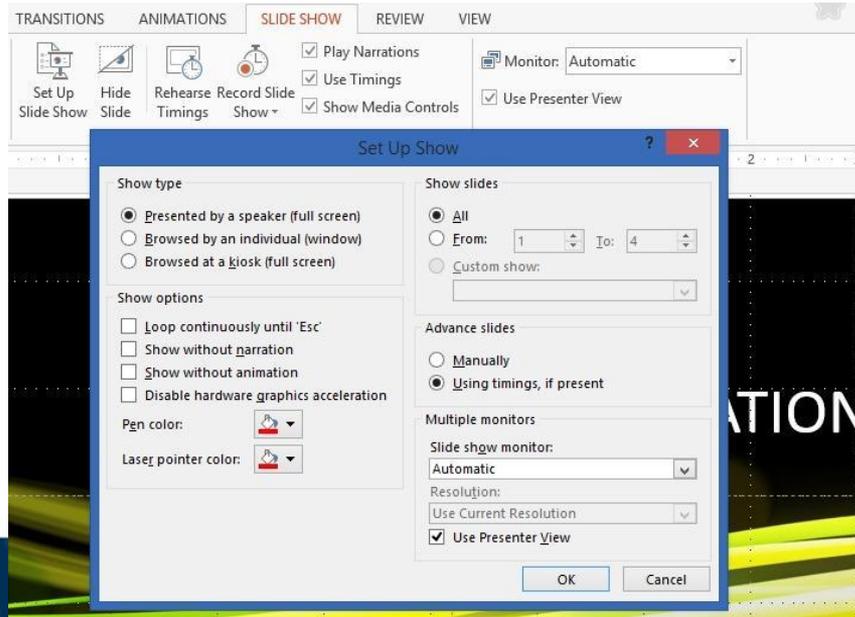
Feature 8 – Screen Recording

- 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
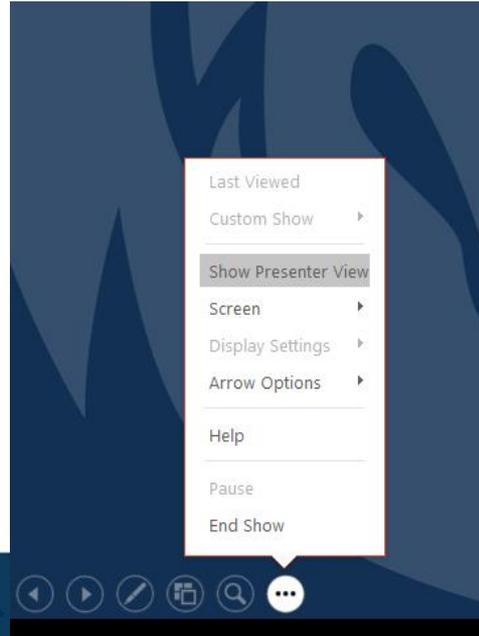
MS Excel

AGENDA

Formula vs Function
Function Argument
Window
Helpful Features

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 (=).

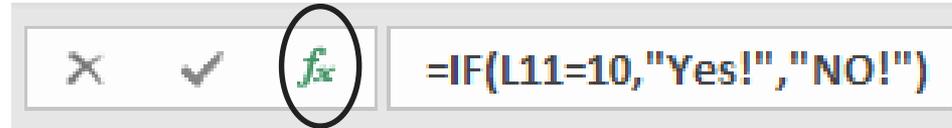An Excel function is a pre-built formula with a specific purpose. Excel provides hundreds of functions in various categories like dates and times, text, statistics, lookup, financial, engineering, etc.

MS Excel

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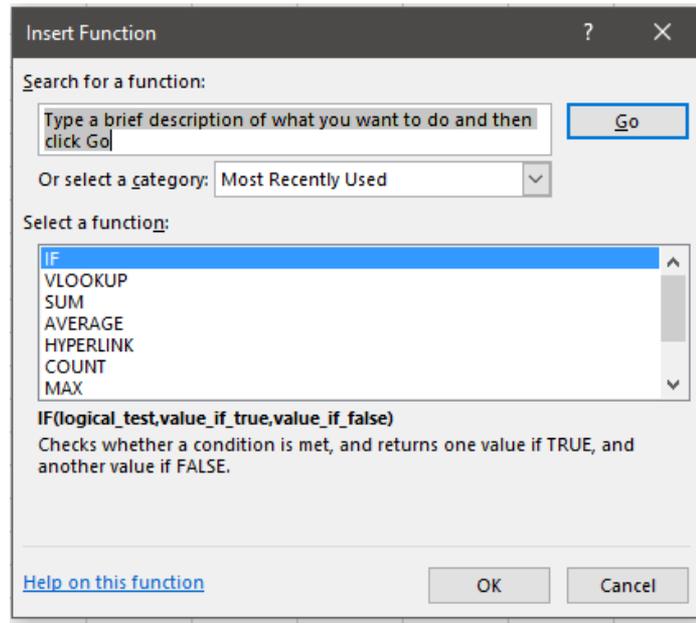**Function Argument Window**
Helpful Features

Shift **+** F3

OR

| ✕ | ✓ | *fx* | =IF(L11=10,"Yes!","NO!") |

MS Excel

Formula vs Function
Function Argument Window
Helpful Features

=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

MS Excel

Formula vs Function
Function Argument
Window
Helpful Features

$ Cell Reference $

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

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.

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

When you don't w
change in a formu
reference is requi
pressing the F4 k

Only a Sith deals in absolutes

MS Excel

Status Bar Customization

Formula vs Function
Function Argument Window
Helpful Features

MS Excel

Formula vs Function
Function Argument Window
Helpful Features

Status Bar Customization

| Average: 7 | Count: 13 | Numerical Count: 13 | |
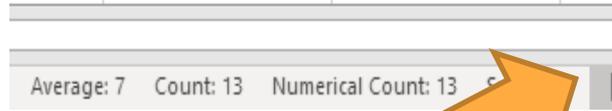
Right
Click
So
MANU
Options!!!
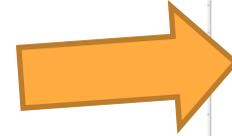
Customize Status Bar

✓	Cell Mode	Ready
✓	Flash Fill Blank Cells	
✓	Flash Fill Changed Cells	
✓	Signatures	Off
✓	Information Management Policy	Off
✓	Permissions	Off
	Caps Lock	Off
	Num Lock	On
	Scroll Lock	Off
✓	Fixed Decimal	Off
	Overtype Mode	
✓	End Mode	
✓	Macro Recording	Not Recording
	Accessibility Checker	
✓	Selection Mode	
✓	Page Number	
✓	Average	7
✓	Count	13
✓	Numerical Count	13
	Minimum	
	Maximum	
✓	Sum	91
✓	Upload Status	
✓	View Shortcuts	
✓	Zoom Slider	
✓	Zoom	100%

THANK YOU!!!!!!!