

TAKE-HOME TIPSHEET



Word



Excel



Power
Point



Outlook



OneNote



OneDrive



Publisher
(PC only)



Access
(PC only)



Skype for
Business



Share
Point



Microsoft
Teams

OUTLOOK

Mention – Spend less time on emails by skipping the To: field and beginning to type right in the message. When you begin a name with @, a dropdown will appear of your contacts. When you select a contact in the message, it will automatically be added to the To: field.

LinkedIn Integration (Coming Soon) – Currently, you can click on the contact who sent you an email to view a contact card. If the sender is another employee in your O365-using company, you can view their SharePoint profile to see what they've most recently worked on and any available organizational chart information. Although not yet rolled out to all users, the LinkedIn integration will allow you to click on a sender's rich contact card to view a mini version of their LinkedIn profile and mutual connections so you really know who you're emailing.

WORD

Smart Lookup – If you've ever come across a word or place name in a document that you didn't recognize and didn't want to ask about for fear of embarrassment, try the Smart Lookup tool. Simply highlight the term and right-click. Choose Smart Lookup from the dropdown menu, and a panel will open to the right of your document. There, you can explore online information about the term or click on Define without ever having to switch to your browser.

Work Offline – A helpful tip for the mobile version of Word, Excel, or PowerPoint. When you're working outside the office or in an area with unstable internet, you can enable Offline Access to help protect your data and your business. Find it under the Settings menu to continue working on documents offline and sync any changes made when you have an internet connection. Offline access is also available in your SharePoint Online document libraries.

EXCEL

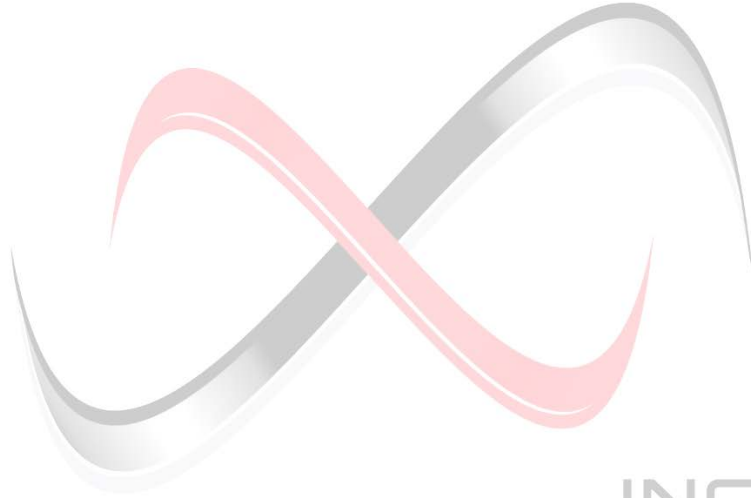
Forecast – When you have historical data in your spreadsheet, Excel can forecast your future. Make sure any dates are properly formatted and increments are even across the series (weekly, monthly, etc.). Select your data to chart and click Data on the ribbon. Choose Forecast sheet and any options, and click Create. A new sheet with a forecast chart and table will be made.

Filter by Color – If you use highlighting and font color coding to keep track of your data, you can use the Filter function to sort by it. Simply click on Sort & Filter in the ribbon and select Filter. Click on the arrow button at the top of the column you want to sort by, and choose Sort by Color. Any fill or font colors used in that column will appear for you to sort your data.

POWERPOINT

Doodle – In addition to the best PowerPoint tip—keep your presentations visual (no reading paragraphs of text)—you can increase engagement by circling an easily missed detail or writing audience responses right as you present. Simply type CTRL+P when you are in Slide Show mode. Hold down your mouse or pointer and draw. Type "E" to erase, and CTRL+H to hide the pen.

Mobile Apps – O365 offers mobile apps in certain business plans for Word, Excel, and PowerPoint. So if you have an iPad you do everything else on, you can download the apps for all the same business-level security and sharing features. For added protection, companies have the ability to remotely wipe data from selected devices.



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