

100 PRODUCTIVITY TIPS

by Nicolas Boucher

EXCEL

#	Question	Answer
1	How to autosum adjacent cells?	Alt + =
2	How to create a waterfall chart?	Insert > Chart > Waterfall
3	How to insert a new worksheet?	Shift + F11
4	How to track changes in a workbook?	Review > Track Changes > Highlight Changes
5	How to insert a new column?	Ctrl + Shift + "+"
6	How to delete a column?	Ctrl + -
7	How to change the theme of a workbook?	Page Layout > Themes
8	How to create a drop-down list in a cell?	Data > Data Validation > List
9	How to create conditional formatting rules?	Home > Conditional Formatting > New Rule
10	How to remove duplicate rows?	Data > Remove Duplicates
11	How to switch data from rows to columns or vice versa?	Transpose (found in: Home > Paste > Transpose)
12	How to sort data in ascending/descending order?	Home > Sort & Filter > Sort A to Z or Sort Z to A
13	How to create a custom number format?	Right-click > Format Cells > Number > Custom
14	How to adjust text orientation in cells?	Home > Alignment > Text Control > Orientation
15	How to start a new line in cell?	Alt + Enter
16	How to find the current date?	=TODAY()
17	How to adjust text orientation in cells?	Home > Alignment > Text Control > Orientation
18	How to build a waterfall chart in Excel?	Insert tab > Charts > Waterfall or Stock Chart
19	How to generate a random number?	=RAND()
20	How to show a value if the cell has an error?	=IFERROR(value, value_if_error)
21	How to count cells with numerical data?	=COUNT(range)
22	How to count cells with any data?	=COUNTA(range)
23	How to create a custom autofill list?	File > Options > Advanced > Edit Custom Lists
24	How to solve equations by changing cell values?	Goal Seek (found in: Data > What-If Analysis > Goal Seek)
25	How to optimize print in Excel?	Select Range of Cells, Go to Page Layout > Print Area > Set Print Area

POWERPOINT

#	Question	Answer
26	How to convert a text into a diagram?	Select text > Convert to SmartArt > Choose a SmartArt Graphic
27	How to set slide transitions?	Transitions > Transition to This Slide > Effect
28	How to loop a PowerPoint presentation?	Slide Show > Set Up Slide Show > Loop continuously
29	How to compress images in PowerPoint?	Select image > Picture Format > Compress Pictures
30	How to link Excel tables in PowerPoint?	Insert > Text > Object > Create from File > Browse to select Excel file
31	How to group objects?	Ctrl + G
32	How to design automatically slides?	Design > Designer > Choose a design idea
33	How to add headers and footers?	Insert > Text > Header & Footer
34	How to insert a chart in PowerPoint?	Insert > Chart > Select Chart Type
35	How to record a PowerPoint presentation?	Slide Show > Record Slide Show > Start Recording
36	How to insert a new slide?	Ctrl + M
37	How to duplicate a slide?	Ctrl + Shift + D
38	How to apply slide timings in PowerPoint?	Transitions > Timing > Duration
39	How to convert PowerPoint to video?	File > Export > Create a Video
40	How to hide slides?	Right click on the slide you want to hide > Select "Hide Slide"
41	How to create a photo album in PowerPoint?	Insert > Photo Album > New Photo Album
42	How to duplicate objects?	Select the object and then press Ctrl + D
43	How to start the slideshow from the beginning?	F5
44	How to start the slideshow from the current slide?	Shift + F5
45	How to animate text?	Select text > Animations > Animation options
46	How to crop images into shapes?	Select the image > Format > Select Crop > Choose Crop to Shape
47	How to rehearse your presentation?	Slide Show > Rehearse Timings > Practice Slides
48	How to hide a slide for a moment in a presentation?	Press B to show Black Screen or Press W to show a White Screen
49	How to activate the presenter view?	Connect to a second screen > Slide Show > Use Presenter view
50	How to align objects?	Alt + H, G, and then choose the alignment option

OUTLOOK

#	Question	Answer
51	How to recall an email in Outlook?	Open Sent Items > Message > Actions > Recall This Message
52	How to set out of office?	File > Automatic Replies > Send automatic replies
53	How to automatically delay all sent emails by 1 minute?	File > Manage Rules & Alerts > New Rule > Apply rule on messages I send
54	How to create a new email?	Ctrl + N
55	How to reply to a message?	Ctrl + R
56	How to reply to all in a message?	Ctrl + Shift + R
57	How to forward a message?	Ctrl + F
58	How to create a contact?	People > New Contact > Fill in Details
59	How to share your calendar?	Calendar > Share Calendar > Email Calendar
60	How to create a signature?	Mail > Signatures > New > Create Signature
61	How to recover deleted items in Outlook?	Folder > Recover Deleted Items > Recover Selected Items
62	How to create a new appointment?	Ctrl + Shift + A
63	How to create a new meeting request?	Ctrl + Shift + Q
64	How to send an email message?	Ctrl + Enter
65	How to schedule emails?	Options > Delay Delivery > Do not deliver before
66	How to change the default email font in Outlook?	File > Options > Mail > Stationery and Fonts > New mail messages > Font
67	How to find all mail from a sender quickly in Outlook?	Click in the Search box > Type from:sender's email or name
68	How to export Outlook contacts to a CSV file?	Go to File > Open & Export > Import/Export > Export to a file
69	How to delete an address from the Outlook Auto-Complete List?	Start typing the address > Highlight the address > Press Delete
70	How to set up a distribution list in Outlook?	Home > New Items > More Items > Contact Group > Enter Name > Add Members
71	How to automatically filter one sender's mail to a folder?	Rules > Select Always Move Messages From: [Sender] > Choose folder
72	How to block senders in Outlook?	Right-click email > Junk > Block Sender
73	How to forward emails automatically in Outlook?	Rules > Create Rule > Advanced Options > Forward
74	How to change the display name in Outlook?	File > Account Settings > Change Display Name
75	How to create a search folder based on a specific person?	Folder tab > New Search Folder > Mail from specific people

WORD

#	Question	Answer
76	How to jump to your most recent edits?	Shift + F5
77	How to track changes in Word?	Enable "Track Changes" for real-time editing visibility
78	How to insert a table in Word?	Insert tab > Select Table > Choose the number of rows and columns
79	How to create a template in Word?	File > Save As > Save as type: Word Template (*.dotx)
80	How to change line spacing in Word?	Home > Line and Spacing > Line Spacing Options
81	How to create a table of contents?	Use Styles for Headings and then Insert > Index and Tables
82	How to convert Word to PDF?	File > Save As > Save as type: PDF (*.pdf)
83	How to insert a header and footer in Word?	Insert > Header or Footer
84	How to insert a cover page?	Insert > Page > Cover Page > Choose style > Edit text and elements
85	How to format text in columns in Word?	Highlight text > Layout > Column > Select number of columns
86	How to insert a comment?	Alt + R, C
87	How to add page numbers?	Insert > Page Number > Choose Location
88	How to insert a chart in Word?	Use "Insert Chart" for visual representation of data
89	How to add a watermark?	Design (or Page Layout) > Watermark
90	How to use find and replace in Word?	Home > Replace or Ctrl+H
91	How to create a bibliography in Word?	Use "References" and "Insert Citation" for source attribution
92	How to add a caption to an image?	Right-click Image > Insert Caption
93	How to see how many words has your document?	Review tab > Select Word Count
94	How to create a mail merge ?	Mailings > Start Mail Merge > Step by Step Guide
95	How to set language in Word?	Review > Language > Set Proofing Language
96	How to insert or create equations?	Insert > Equation
97	How to add a page break?	Ctrl + Enter
98	How to create a template in Word?	Save frequently used formats as Word templates
99	How to select text to the beginning of the line?	Shift + Home
100	How to change capitalization the easy way?	Press Shift + F3 several times until you get what you want



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