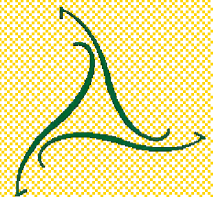




# Maximizing Office

SpeakerNet Teleseminar  
with Tricia Santos  
30 March 2004



# Maximizing Office

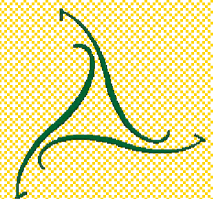
General tips and suggestions

Tips for all Office programs

Dazzling documents

Improve your Outlook

Polish your PowerPoint

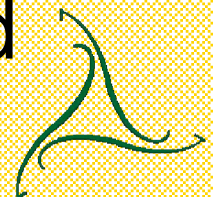


# General tips and suggestions

Get a large monitor (I use a 19" flat panel)

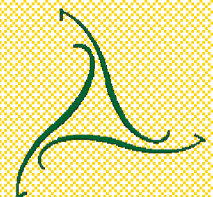
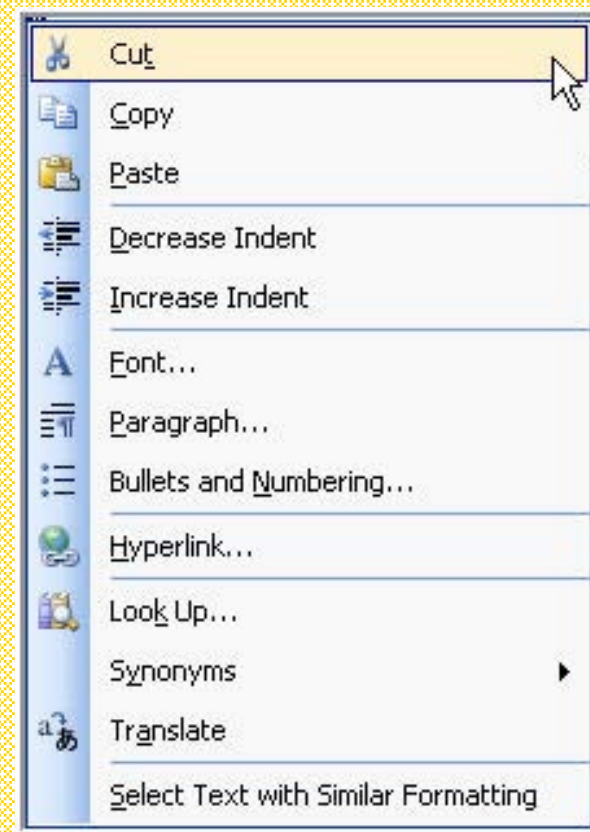
Match your colors exactly – find out what your RGB colors are and use those numbers when you assign colors to text, graphics, backgrounds, etc.

Learn to look at Properties – right-click on an item, object, or whatever, and choose Properties



# General tips and suggestions

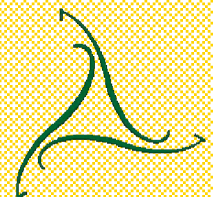
When in doubt,  
right-click  
Learn the  
concepts first;  
then, learn the  
keystrokes when  
you need them



# Tips for all Office programs

When you click on a menu, glance at the other options – it will help you get a feel for what else is available without putting a lot of effort into the process

The same holds true for dialog boxes – instead of quickly choosing what you want, look at the different dropdown lists and see what else you can do

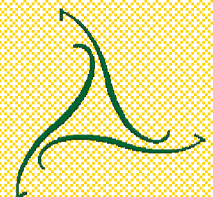


# Tips for all Office programs

## Learn different ways to highlight

Hold the Shift key and use the arrows keys

To highlight various pieces of text throughout your Word document (that aren't together, called non-contiguous), you can hold down the Control (Ctrl) key while highlighting each piece of text). This works in Excel, too.



# Tips for all Office programs

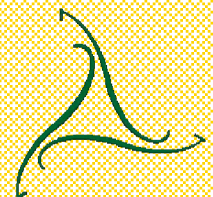
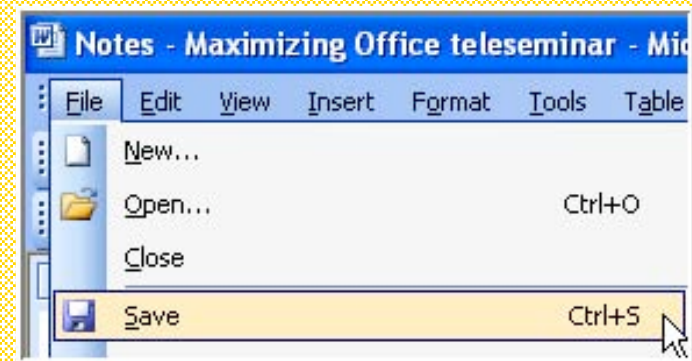
Find what works  
best for you and  
learn those options

- Mouse (toolbars)

- Right-click (context-sensitive menu)

- Menus

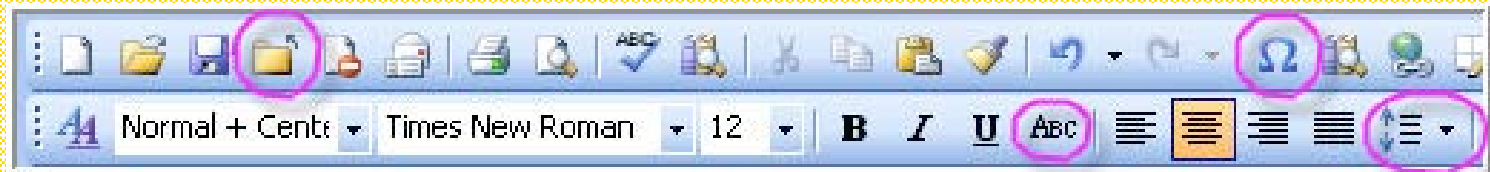
- Keyboard shortcuts  
– shown on menus



# Tips for all Office programs

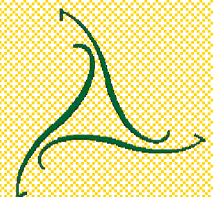
Learn the buttons on the toolbars

Customize your toolbars – add buttons for features you use frequently



Click on the View menu, Toolbars,  
Customize

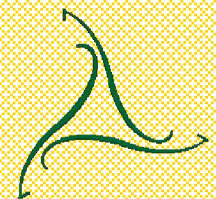
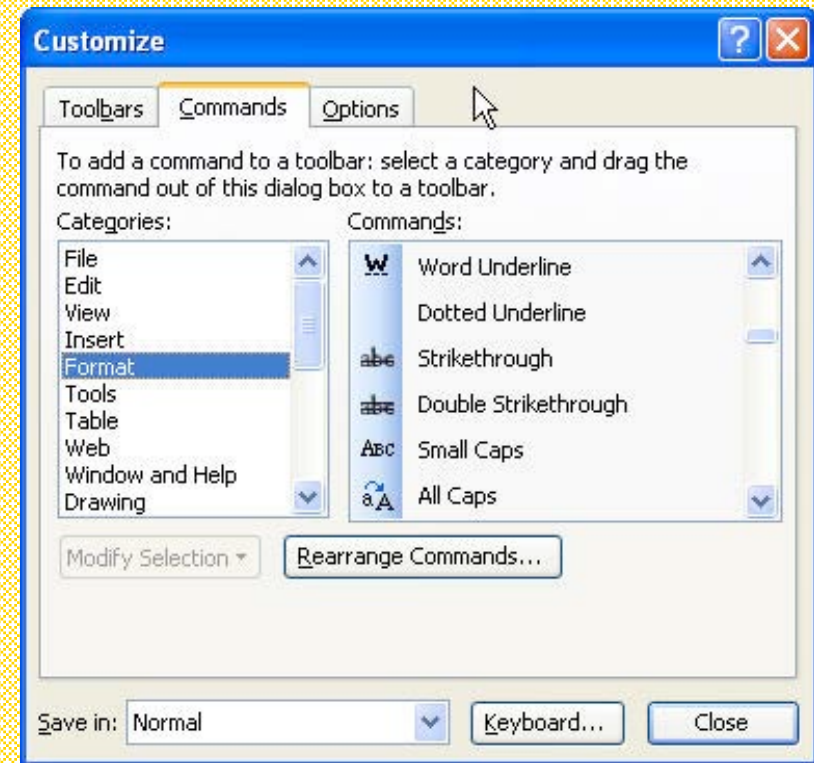
Click on the Commands tab...





# Tips for all Office programs

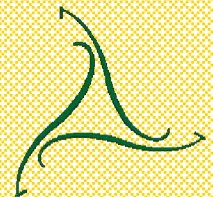
When you choose the main category/menu on the left side, the options for that show up on the right side. When you find a button you want to add, just click and drag it to where you want it on your toolbar.



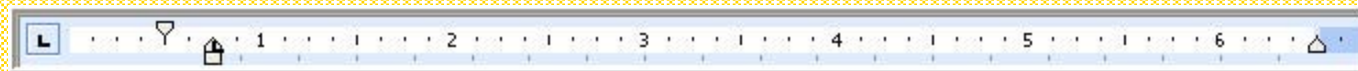
# Tips for all Office programs

Copy	CTRL+C
Cut	CTRL+X
File Open	CTRL+O
File Save	CTRL+S
Find	CTRL+F
Paste	CTRL+V
Print	CTRL+P
Select all	CTRL+A
Undo	CTRL+Z

Use Help to search for more “keyboard shortcuts”



# Dazzling documents

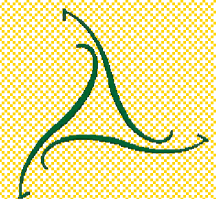
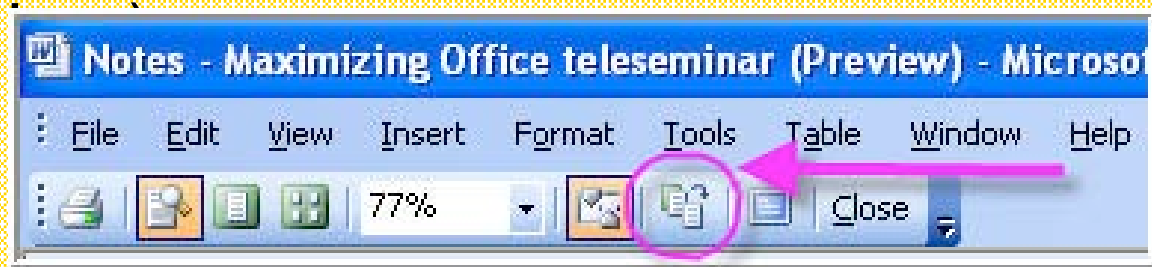


## Ruler

Tabs, indents

## Toolbars – learn the buttons

Shrink to Fit on the Print Preview toolbar  
(in Excel, it's in the File, Page Setup dialog)



# Dazzling documents

Format Paragraph

Both tabs

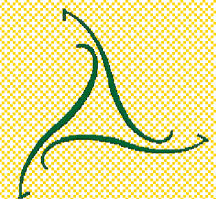
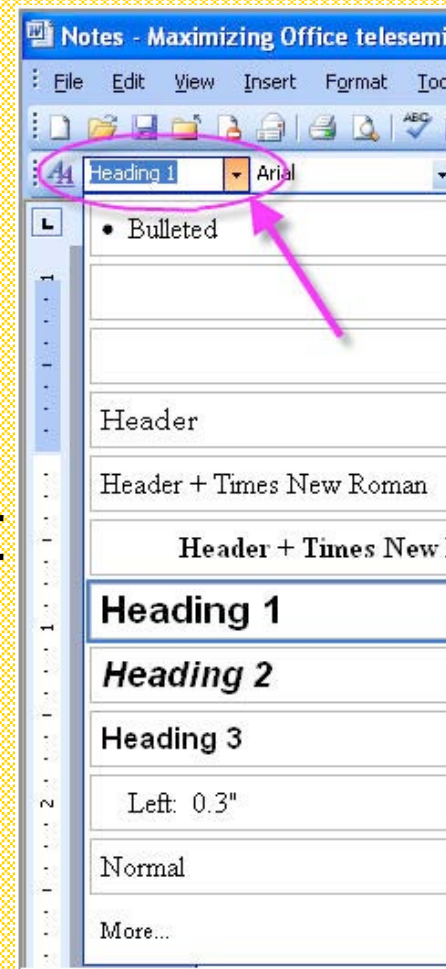
Styles, styles, styles

AutoFormat

AutoText, AutoCorrect

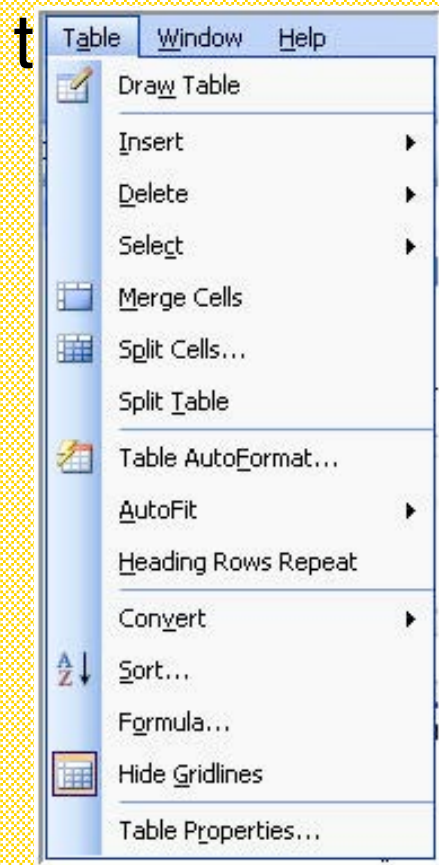
Templates

Normal template



# Dazzling documents

Tables (as opposed to

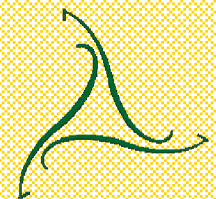
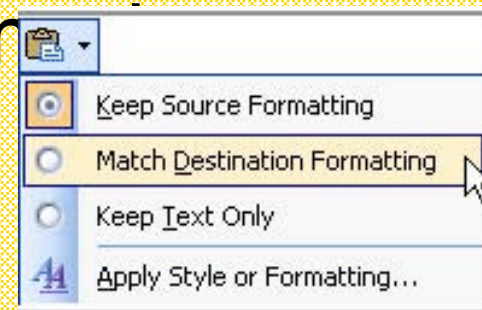


Copy	CTRL+C
Cut	CTRL+X
File Open	CTRL+O
File Save	CTRL+S
Find	CTRL+F
Paste	CTRL+V
Print	CTRL+P
Select all	CTRL+A
Undo	CTRL+Z



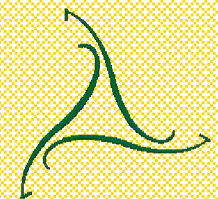
# Dazzling documents

Paste options – when you copy and paste text into Word, you can choose how it handles form



# Improve your Outlook

Check for new mail	F5 or CTRL+M
Create a new mail message	CTRL+N
Delete an e-mail message, contact, calendar item, or task	CTRL+D
Mark an e-mail message as read	CTRL+Q
Open an e-mail message	CTRL+SHIFT+M
Open <b>Advanced Find</b> dialog box	CTRL+SHIFT+F
Reply to current message	CTRL+R
Switch to Inbox	CTRL+SHIFT+I
Switch to Outbox	CTRL+SHIFT+O

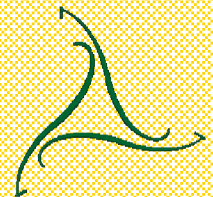


# Improve your Outlook

Right-click – it's the easiest way to find out what else Outlook does (like dial the phone to a contact)

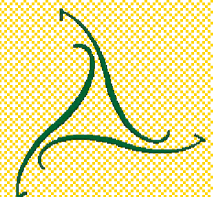
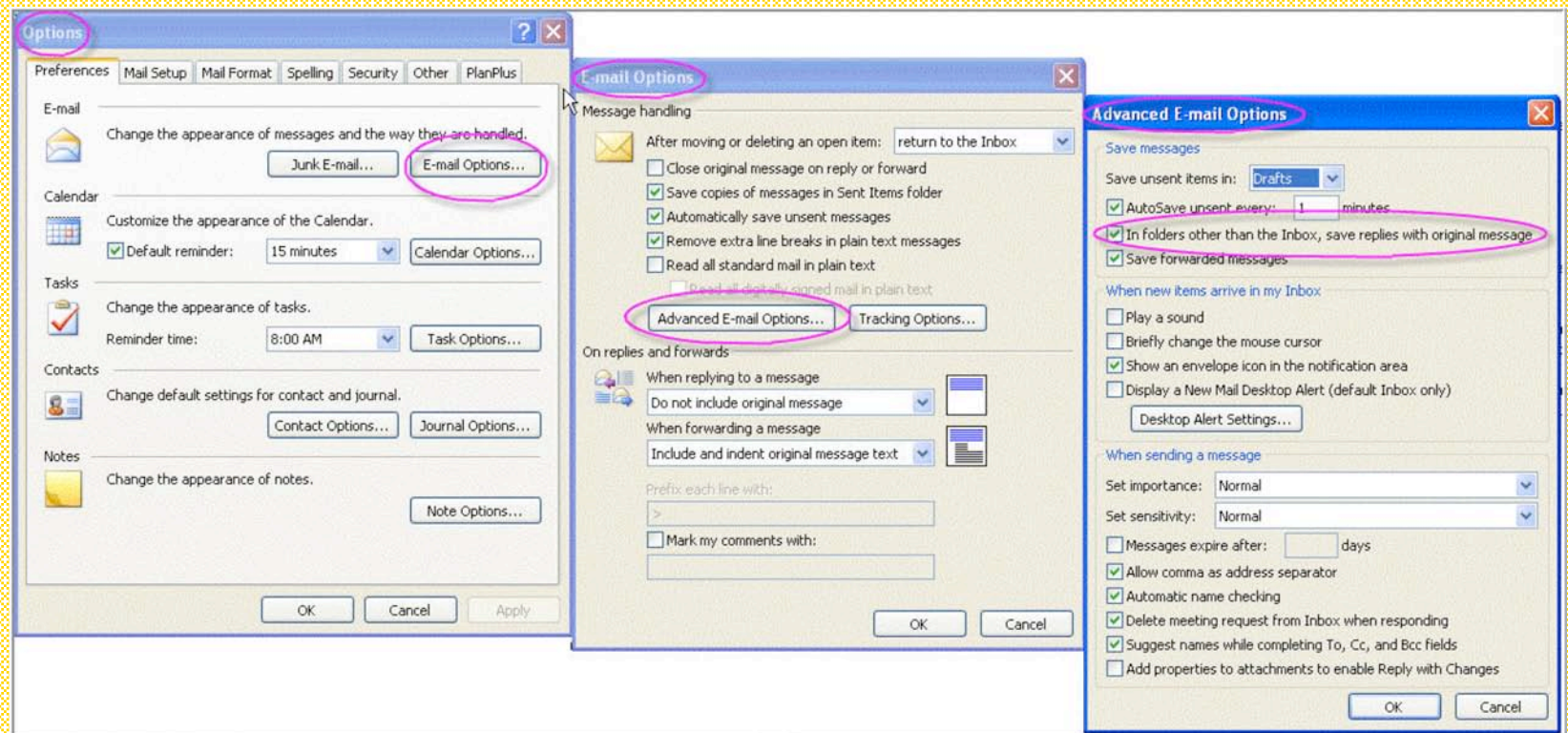
Use folders – keep your Sent messages in the same folders as the messages you receive

Save replies with original message in folders other than the Inbox...





# Improve your Outlook



# Polish your PowerPoint

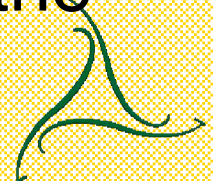
You are the star, not your visuals

Avoid a lot of fancy animations, transitions  
– the audience has seen plenty of  
professionally done presentations...  
you will look like an amateur

People are sick of PowerPoint anyway

Don't rely too heavily on your visuals

Your visuals are just a way to help the  
audience know the general topic, not the  
small details (like I have here!)



# Polish your PowerPoint

Create a custom/personalized template

Use your own unique background, graphics, fonts (you can modify a standard one)

Click on the View menu, View Master to create the design – then Save As a template which you can apply to any presentation

△ Also use this to make changes for all slides  
don't make the same change to each slide

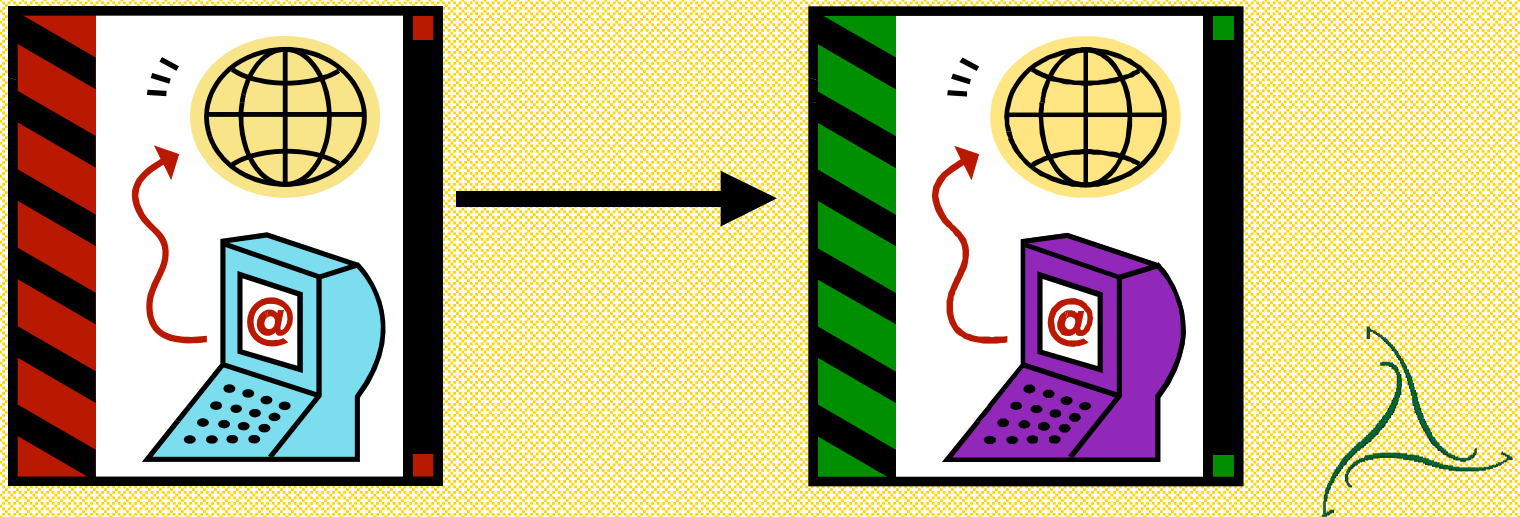


Aesthetics – get help!

# Polish your PowerPoint

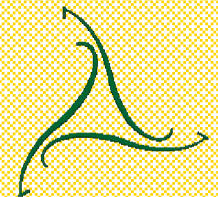
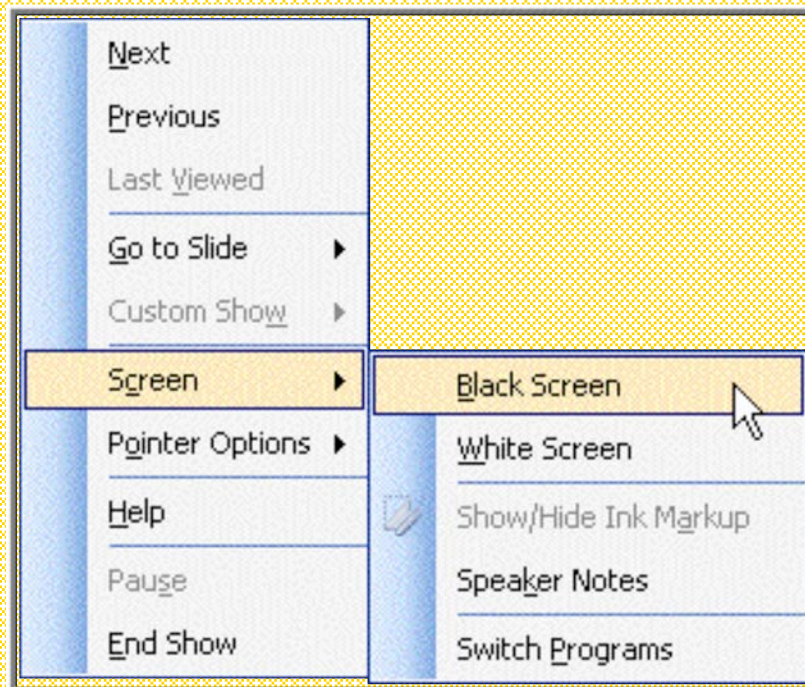
Try to keep the original point size of type

Recolor generic clipart to match your template (and use similar style)



# Polish your PowerPoint

During your presentation, right-click for a menu of options



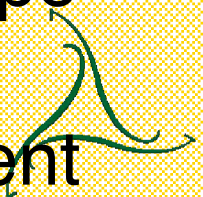
# Polish your PowerPoint

Microsoft Producer is a free program that lets you create a stand-alone multimedia presentation from your PowerPoint slides

<http://www.microsoft.com/office/powerpoint/producer/prodinfo/default.mspx>

You can save your slides as graphic files

File, Save As; click on the Save As Type dropdown list and choose your format (it will ask if you want to save the current slide or all slides)

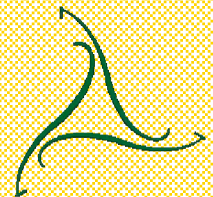


# Polish your PowerPoint

I would never use this as the visuals in a presentation – I used PowerPoint for this to create the handout

- Too much text on most slides

- Too few graphics



# Thank you

Tricia Santos

919.220.8177

tricia@triciasantos.com

www.triciasantos.com

