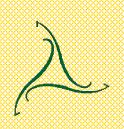


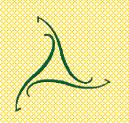
Maximizing Office

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

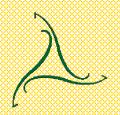
General tips and suggestions

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

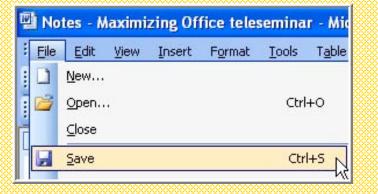
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	Select Text with Similar Formatting		

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

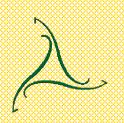
Learn different ways to highlight Hold the Shift key and use the arrows keys To highlight various pieces of text throughout your Word document (that aren't together, called non-contiguous), you can hold down the Control (Ctrl) key while highlighting each piece of text). This works in Excel, too.



Find what works best for you and learn those options Mouse (toolbars) **Right-click** (contextsensitive menu) Menus **Keyboard shortcuts**



shown on menus

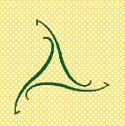


Learn the buttons on the toolbars Customize your toolbars – add buttons for features you use frequently

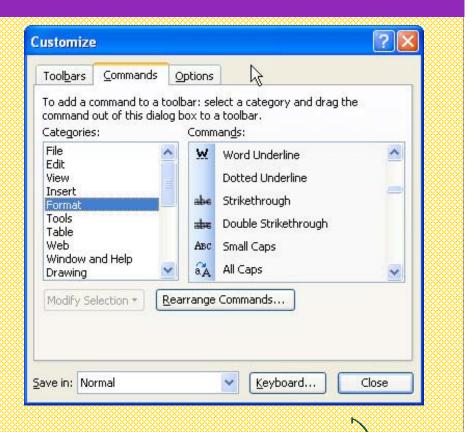


Click on the View menu, Toolbars, Customize

Click on the Commands tab...



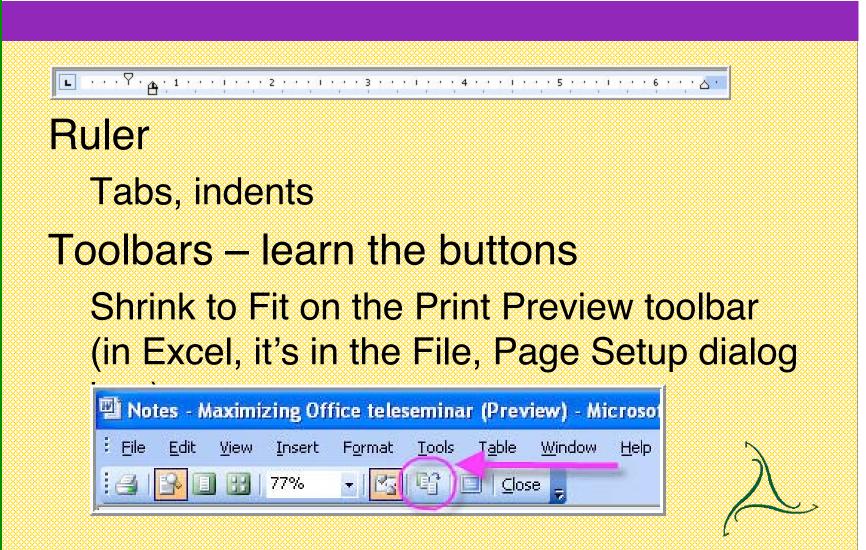
When you choose the main category/menu on the left side, the options for that show up on the right side. When you find a button you want to add, just click and drag it to where you want it on your toolbar.



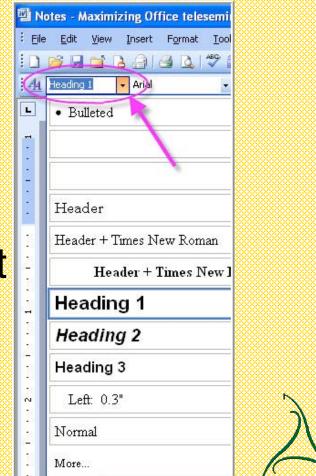
Сору	CTRL+C
Cut	CTRL+X
File Open	CTRL+O
File Save	CTRL+S
Find	CTRL+F
Paste	CTRL+V
Print	CTRL+P
Select all	CTRL+A
Undo	CTRL+Z

Use Help to search for more "keyboard shortcuts"





Format Paragraph Both tabs Styles, styles, styles AutoFormat AutoText, AutoCorrect Templates Normal template



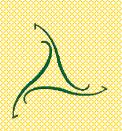
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	File Save	CTRL+S
	Find	CTRL+F
	Paste	CTRL+V
	Print	CTRL+P
	Select all	CTRL+A
	Undo	CTRL+Z
88		

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 Advanced Find 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

Preferences Mail Setup Mail Format Spelling Security Other PlanPlus	E-mail Options	3
E-mail Change the appearance of messages and the way they are handled. Junk E-mail E-mail Options Calendar Customize the appearance of the Calendar. Default reminder: 15 minutes Calendar Options Tasks Change the appearance of tasks. Reminder time: 8:00 AM Contact of Task Options Contacts Contacts Change default settings for contact and journal. Contact Options Notes Change the appearance of notes. Note Options Note Options OK Cancel Apply	Message handling After moving or deleting an open item: return to the Inbox Close original message on reply or forward Save copies of messages in Sent Items folder Automatically save unsent messages Read all standard mail in plain text Read all standard mail in plain text Advanced E-mail Options On replies and forwards When replying to a message Do not include original message When forwarding a message Include and indent original message text Prefix each line with: Mark my comments with: OK Cancel	Advanced E-mail Options Save messages Save unsent items in: Drafts AutoSave unsent every: ininutes In folders other than the Inbox, save replies with original message Save forwarded messages When new items arrive in my Inbox Play a sound Briefly change the mouse cursor Show an envelope icon in the notification area Display a New Mail Desktop Alert (default Inbox only) Desktop Alert Settings When sending a message Set importance: Normal Set sensitivity: Normal Messages expire after: days Allow comma as address separator Automatic name checking Delete meeting request from Inbox when responding Suggest names while completing To, Cc, and Bcc fields Add properties to attachments to enable Reply with Changes OK Cancel

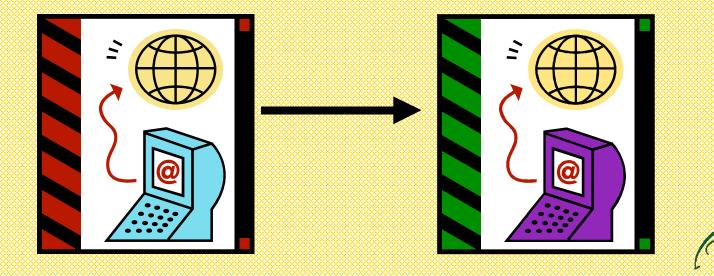
You are the star, not your visuals Avoid a lot of fancy animations, transitions - the audience has seen plenty of professionally done presentations... you will look like an amateur People are sick of PowerPoint anyway Don't rely too heavily on your visuals Your visuals are just a way to help the audience know the general topic, not the small details (like I have here!)

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!

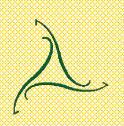
Try to keep the original point size of type

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



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

Next		
Previous		
Last <u>V</u> iewed		
<u>G</u> o to Slide 🔶 🕨		
Custom Sho <u>w</u>		
S <u>c</u> reen 🕨		Black Screen
Pointer Options 🕨		White Screen
Help	\square	Show/Hide Ink M <u>a</u> rkup
Pau <u>s</u> e		Speaker Notes
End Show		Switch Programs



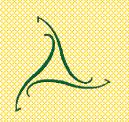
Microsoft Producer is a free program that lets you create a stand-alone multimedia presentation from your PowerPoint slides

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)

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

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