

# Microsoft Office Tips and Tricks

This Microsoft Office Tips and Tricks training covers how to understand Microsoft Office applications well enough to boost productivity and improve collaboration by optimizing Word, Excel, Outlook, and Teams. This course covers essential features and shortcuts to make your office tasks more efficient, intuitive, and personalized. Ideal for both technical and non-technical professionals seeking to enhance their Office skills.

[CBT Nuggets course material](#) →

## WEEK 1

### Excel Tips and Tricks

157 min.

Supplemental File	1
Introduction	1
Speed Up Data Entry	10
Navigation and Selection Shortcuts	8
Quick Tips for Formatting	10
Workarounds for Bulleted Lists	7
Options for Inserting Check Boxes	7
Charting Tips	5

### Word Tips and Tricks

Overview	1
Supplemental File	1
Introduction	1
Tips for Navigation and Selection	9
Troubleshoot Layout and Formatting	13
Tables Shortcuts	7
Clipboard Magic	8
Master the "Auto" Features!	13

### Outlook Tips and Tricks

Overview	1
Supplemental File	1
Introduction	1
Quick Fire Shortcuts!	7
Save Time When Creating Emails	8
Save Time When Managing Emails	8
Use a Rule to Always CC a Co-Worker	5

Calendar Tips and Tricks	10
5 Hidden Outlook Features	12

## WEEK 2

### PowerPoint Tips and Tricks

154 min.

Overview	1
Supplemental File	1
Introduction	1
Speed Up Slide Creation	10
Text Shortcuts	11
Graphics Tips	10
Quick Hacks for Logos and Pictures	5
Animation Tricks	11
Run the Slide Show Like a Pro!	8

### OneNote Tips and Tricks

Overview	1
Supplemental File	1
Introduction	1
Favourite OneNote Tricks!	8
Text Tips	7
Tags	8
Shortcuts for Notebook Structure	8
Use OneNote Alongside Other Apps	4
Tips for Taking Meeting Notes	8

### Microsoft Teams Tips and Tricks

Overview	1
Supplemental File	1

Introduction	1
Manage Your Teams-Life Balance	11
Channel and Chat Hacks	11
Tips for Team Owners	7
Better Online Meetings	11
Keyboard Shortcuts Roundup!	4

## WEEK 3

### General Office and Windows Tips and Tricks

48 min.

Overview	1
Introduction	1
General Office Tips	7
AutoSave and Document Recovery	10
The Document Inspector	8
Get Clever with the Clipboard!	10
Favourite Windows Shortcuts	9