



Tips & Tricks in Word, Excel & PowerPoint 2010 / 2007

Course Duration:

7 Hours / 1 Day

1 Formatting Tricks

- Quickly Modifying the Normal Style
- Setting Up the Quick Style Gallery to Suit the Way You Work
- Selecting Text with Similar Formatting
- Copying Formatting from One Section to Another
- Comparing the Formatting of Two Text Selections
- Removing Formatting with Precision
- Replacing One Style with Another
- Applying Formatting from the Keyboard
- Specifying a Custom Bullet Image
- Creating an Inline Numbered List
- Converting Uppercase Words to Another Case
- Ensuring Consistent Document Formatting

2 Document Tricks

- Showing More Items on the Recent Documents List
- Clearing the Recent Documents List

- Locking Document Formatting
- Viewing Two Documents Side by Side

3 Page Layout Tricks

- Creating a Custom Watermark
- Displaying Text with Line Numbers
- Using Continuous Numbers in Two Separate Numbered Lists
- Using Multiple Page Number Formats in the Same Document
- Making the First Page Header and Footer Unique
- Using Different Odd and Even Page Headers

4 Workbook and Worksheet Tricks

- Applying Text or Formatting to Multiple Worksheets
- Keeping Track of Worksheet Changes
- Sharing a Workbook with Other Users
- Preventing Users from Changing Parts of a Worksheet
- Transposing Range Rows and Columns

5 Data Analysis Tricks

- Calculating Multiple Solutions to a Formula
- Plugging Multiple Input Values into a Formula
- Determining the Break-Even Point
- Highlighting Cells Above or Below a Certain
- Highlighting Values Below the Median
- Analyzing Cell Values with

Data Bars

- Applying Percentile-Based Icon Sets

6 Chart Tricks

- Plotting the Average on the Value Axis
- Stacking a Picture as a Bar Chart Data Marker
- Charting a Dynamic Range
- Automatically Expanding a Chart to Include New Data
- Displaying a Second Vertical Axis
- Charting Small Values with a Bar of Pie Chart
- Creating a Scrolling Chart
- Plotting a Best-Fit Trendline
- Plotting Forecasted Values

7 Slide and Presentation Tricks

- Converting a Word Outline into a PowerPoint Presentation
- Creating Custom Bullets
- Replacing Fonts Throughout a Presentation
- Recoloring a Picture to Match Your Presentation
- Creating a Custom Slide Layout
- Hiding a Slide Master Object on One Slide
- Using Multiple Slide Masters

8 Animation Tricks

- Making Bullets Display Individually
- Animating Chart Elements
- Animating an Organization Chart
- Uncovering Parts of an Image, One at a Time
- Playing a Video to Introduce a Slide

- Emphasizing the Current Bullet Point

9 Slide Show Tricks

- Adding Narration to a Slide Show
- Setting Up an Automatic Slide Show
- Playing CD Tracks During a Slide Show
- Controlling a Slide Show from the Keyboard