Platform to Share – Crib Sheet
Thursday 11 February 2021 | 09:00 – 10:00

Outlook

Date Shortcut:

When adding a new appointment in you calendar, you can type phrases into the date selector rather than scrolling through a calendar:

Start time	Thu 11/02/2021
End time	next thursday

Mark emails as read/unread:

Hover over the email in your inbox and select the blue bar to the left of the email:

Jordan Lamb
FW: [EXTERNAL]

Jordan Lamb
FW: [EXTERNAL]

Polls in an email:

When creating an email, head to *Insert > Poll*. A pop-up will appear on the right of your screen. Add your questions and answer options. You'll see a preview of your poll before adding it to the email. Adding the poll to your email will automatically CC you. This is so you can easily access the results via your inbox.

Reading Pane:

The reading pane is the preview that appears when you select an email. You can hide this reading pane by going to *View > Reading Pane >* then selecting *Off*. You can also change where the reading pane is positioned in this menu.

Outlook Search Folder:

Creating a Search Folder sets rules to a folder to search for specific emails. For example, you can setup a folder to show all unread emails. To add a search folder to your Outlook, you need to go to the *Folder* tab at the top, then click on *New Search Folder*.

New Search Folder
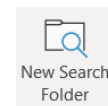
Delay Delivery:

Set emails to send at a later time. When writing an email, go to *Options > Delay Delivery*. You'll find the settings under deliver options.

Delivery options

☐ Have replies sent to

☑ Do not deliver before 11/02/2021 17:00

Once delayed, the email will sit in your Outbox, enabling you to edit it anytime ahead of delviery. Outlook must be open at the delayed time to send.

Quick Steps:

The quick steps feature allows you to perform actions by clicking one button. You can access the quick steps in the *Home* tab. Microsoft provide some templates that can be used, for example the "To Manager" quick step, which will forward emails to your manager in Office 365.

Emails   → To Manager
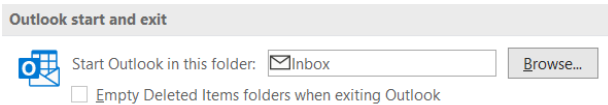Team Email ✓ Done
Reply & Delete Create New

Quick Steps

Rules:

Rules allow you to set up events that occur when a specific actions are met. For example, you can set up a rule that moves all emails from a specific person into a specific folder.
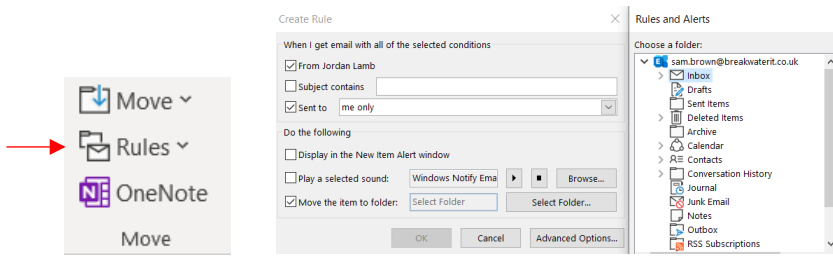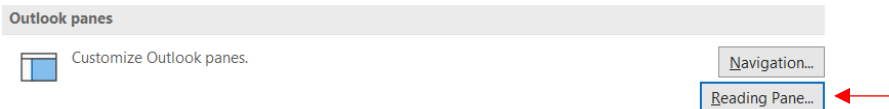

Start Outlook In:

You can choose what you see when you open Outlook e.g. Mail, Calendar. Go to *File > Options > Advanced > Start Outlook*

Turning off Auto-read

When you click through emails, they will not automatically mark as read. To do this, go *to File > Options > Reading Pane* then untick *Mark Item as Read when Selection Changes*.

Word

Dictate:

Types the words for you as you speak. This can be found in the *Home* tab.

Generate Random Text

Type the following into a Word document and hit Enter:

=Rand()
Random text from Microsoft Support Page

=Rand.old()
Random text

=lorem()
Genertate lorem ipsum text

To specify the length of text, you can input numbers in the brackets. For example: =lorem(2,3) will generate lorem ipsum text with 2 paragraphs, and each paragraph will have 3 sentences.

Highlighting:

A word = 2 quick mouse clicks
Sentence = hold ctrl and click a word in the sentence
Paragraph = 3 quick mouse clicks

Changing Case:

 You can change the cases in your text using this button on the *Home* tab.

Font Dialog:
Edit text using the font dialog. To open this, use ctrl+D

Keyboard Shortcuts:

Ctrl+A = Select all copy in the document
Ctrl+X = Cut highlighted text
Ctrl+C = Copy highlighted text
Ctrl+V = Paste copied or cut text
Ctrl+B = Turn text bold
Ctrl+I = Turn text itallic
Ctrl+U = Underline text
Ctrl+Z = Undo a change
Ctrl+Y = Redo the change

Holding Ctrl when deleting text deletes the entire word rather than one letter at a time.

Shift+F5 takes you back to the last point on the document you were editing.

Creating line breaks:
Type three hyphen (-) symbols and hit enter to create a line on your page. Shift+hyphen creates a low line one character at a time.

Format Painter:
When your cursour is flashing on a piece of text or you've highlighted some text, hit the Format Painter button in your *Home* tab. You then highlight another piece of text. This will copy the formatting e.g. fonts, text size etc. You can also do this using Ctrl+shift+C to copy the formatting and Ctrl+shift+V to paste.
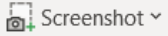
Focus Mode:
Focus mode allows you to see your Word document without formatting options and your Windows toolbar, removing all distractions. The Focus button can be found at the bottom right of Word.

Add Screenshots in Word:
Go to *Insert > Screenshot.* You can then select any open window to insert. You can also use the Screen Clipping option to insert a section of a window, rather than the full window.

Read Aloud:
When you've finished a document, you can have it read back to you. Go to *Review > Read Aloud.* You can also change the voice and reading speed whilst it's reading using the settings button.
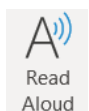
Bullet Points:
When you have a list of bullet points, rather than cutting or dragging to re-order them, have your cursor on the point you want to move and press Alt+shift, then use the arrow keys to move it up and down. You can also use Alt+shift and the left and right arrows to move bullets inward, making sub-points.

Find and Replace:
If you want to change a particular word throughout a document, select *Replace* on your *Home* tab.
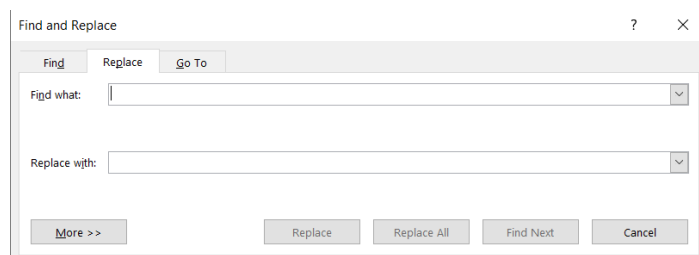
PowerPoint

Slide Master:
Slide master allows you to style your presentation so all of your slides are consistent. This includes logos, backgrounds, font types and more. To access this, go to *View > Slide Master.* Remember that if you want the changes to apply to all slides, you must edit the Master slide at the top of the slide stack on the left.
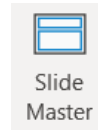
Animations and Images:
PowerPoint gives you access to a range of 3D models to use free of charge. Go to *Insert > 3D Models > Stock 3D Models.* Once inserted, you can click to rotate them to different angles. You can also animate them. Go to *Animations* and select from the menu

You can also use the *Effects Options* and the *Animations Pane* to change intensity of movement, timings etc.
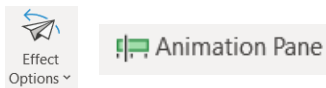
Aligning Content:
If you have images and text in a slide, and you want to align them, select all the content you want to align, go to *Shape Format > Align* and select from the options.

Search Bar:
If you can't find a particualr option, such as the align setting, use the search bar at the very top. You can search for functions and the options will appear. The search function is available across all Office apps.

Zoom Whilst Presenting:
If you're presenting and the content on screen is small, you can use a zoom function to make it bigger. This option is available when you're in presenter mode.
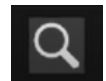
Live Captions:
Whilst presenting, you can enable live captions to make your presentation more accessible. They can also be translated into another language. This option is available when you're in presenter mode. To use the feature well, you need to speak clearly and have a strong internet connection.