

Productivity Tips

The tips below will help you to increase your productivity when using Microsoft Office and Microsoft SharePoint

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Shortcut keys

Shortcut keys can save you heaps of time. Many of the commands in Microsoft Office have a shortcut key. Here are a few of our favourites.

MICROSOFT OFFICE

F12	Save As
Ctrl+O	Open
Ctrl+N	New file or item
Ctrl+P	Print
Ctrl+S	Save
F1	Help

OUTLOOK

Ctrl+Shift+M	New Email
Ctrl+Shift+A	New Appointment
Ctrl+Shift+Q	New Meeting Request
Ctrl+Shift+C	New Contact
Ctrl+Shift+N	New Note
Ctrl+Shift+K	New Task

EXCEL

F11	Create Chart
Ctrl+:	Insert Date
Ctrl+Shift+::	Insert Time
Ctrl+Home	Go to cell A1

POWERPOINT

F5	Run Slideshow
Shift+F5	Run Slideshow from Current Slide

When a Slideshow is running:

B	Black/Unblack the screen
W	White/Unwhite the screen

WORD

Ctrl+M	Indent
Ctrl+A	Select All
Ctrl+Q	Clear Paragraph Formats
Ctrl+Alt+M	Insert Comment

Outlook: using the 4D's

Get on top of your email using the 4Ds

DELETE

If you don't need to keep it, delete it.

DO IT

If it can be actioned in 2 minutes or less, do it.

DELEGATE

If someone else can do it, delegate it.

DEFER

If it can't be actioned in less than 2 minutes, defer it.

Quick access toolbar



Do you want to increase your productivity by clicking less?

You can by adding key commands to your Quick Access Toolbar. Every Office application has one.

The Quick Access Toolbar above has commands for Email, Email as PDF Attachment, Quick Print and Print Preview and Print. They are now a single mouse click away.



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Microsoft SharePoint

You can store documents in SharePoint and access them whenever and wherever you are online on almost any device... You can reduce multiple versions of a document being circulated with SharePoint by emailing a link instead:

Open the document in the native application e.g. Word. From the File tab Share it as a Link. Colleagues can now click on the link to always access the latest version of the document.

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