Office 365 Cool Features

Microsoft Word

1) Tell Word what you want to do

Recent versions of Word have a very helpful "Tell me what you want to do" field above the ribbon toolbar which you've probably been ignoring. It's not just for beginners. Type a few words related to any command to quickly navigate through Word's labyrinthine menus.

2) Find your previous location

Back in the office to put the finishing touches to that document you were working on yesterday? Don't waste valuable seconds scrolling to find the section you were working on. Just open the document and press SHIFT+F5; Word will take you directly to the last place you edited.

4) Double-click to hide white space

If you're viewing a document in the print layout (as if it's actually on a page), then you can quickly hide the superfluous white space by hovering the mouse cursor over the gap between the page and toolbar, then double-clicking. Double-click again to bring it back.

5) Quickly insert hyperlinks

Once you're inserting links this way, you'll never go back to the more long-winded methods. Highlight the text you want to build a link on, hit Ctrl+K, and then paste in your URL and hit Enter. Easy. And the same trick also works in Google Docs, by the way.

6) Double-click to write anywhere

Messing around with tables and columns to get the perfect layout can be time-consuming, but Word is able to handle basic page layouts without any help from you. Just double-click in any position on the page where you want text, and start typing.

7) Insert screenshots

Just click on Insert > Screenshot. Word will show you the windows you currently have open on your desktop. Just choose the one you want and you can insert a screenshot of it into your document.

8) Change the default font

Veteran Word users will know you can change the font Word uses for new documents from the Font dialog box. In Word 2016, click the pop-out arrow in the lower left of the Font pane on the ribbon toolbar, set your values accordingly, then click Set As Default.

9) Make the ribbon your own

You know you don't have to settle for the default ribbon layout that Microsoft gives you? Get the tools you use most often to the fore by choosing File, then Options, then Customize Ribbon. Edit the existing tabs or set up a brand new one for yourself.

10) Select arbitrary areas of text

Need a text selection that goes vertically rather than horizontally? Want to start a selection in the middle of a word? Just hold down Alt before you click and drag, and you'll be able to select any rectangle of text you like, ready for formatting or deleting.

11) Hide spelling and grammar mistakes in one document

Newer versions of Word let you turn off those red and green lines for the current document only if you don't want them cluttering up your pages. Open the File menu, then click Options and then Proofing. Tick the two Hide...options at the foot of the dialog box.

12) Add text to the spike

The spike is a temporary holding place for text cut from the document. Use Ctrl+F3 to add text to the spike, or Ctrl+Shift+F3 to paste it. On the Insert tab, open the Quick Parts menu (above the Text heading), then pick AutoText to view the spike's current contents.

13) Make your own AutoCorrect rules

AutoCorrect can be by turns very useful and very frustrating, but you can set your own rules by opening File and Options, then the Proofing tab, then clicking AutoCorrect Options. You can set up your own auto-replace rules for text snippets if you like.

14) Get rid of unwanted formatting

The wrong formatting can really mess up a document, whether you've edited it yourself or pasted it in from somewhere else. Use Ctrl+Space or click the Clear All Formatting button (an eraser on an A on the Home tab) to remove formatting from highlighted text.

15) Save yourself some eye strain

Ploughing through long documents isn't usually much fun (depending on the document), but you can save some of the strain on your eyes by switching to Read Mode (from the icon on the View ribbon) and then selecting View then Page Color and Sepia from the list.

16) Delete entire words at a time

This is quite an elementary one that you might not be aware of. You don't have to peck away at the keyboard to delete text. Hold down Ctrl while pressing Backspace and you can erase entire words at a time, making it much easier to clear out your unwanted prose

17) Edit a PDF file

If someone sends you a PDF that you'd like to convert into a Word document to edit, you can. Just open it and respond "OK" when it asks you if you to convert the PDF. This will prevent the formatting problems associated with editing or copying and pasting from the PDF.

You can also save a Word file as a PDF (click File > Export > Create PDF/XPS), or save just a portion of a file as a PDF (select a page range). And you can password-protect the PDF, too.

18) Tell me what you want to do

This new helpful feature can help you find and execute quite a few actions. Insert pictures, share the document, insert a chart from excel, or even print. You'll find this box next to the acrobat tab. To use it just type in simple text and it'll bring up suggestions based on what you've typed to choose from. For example, if you needed to insert a check box you would type in and click on "check box" and it will insert it for you. If you're looking for help on that topic, there is also an option at the bottom which will say "Get help on. . ." that you can get information from.

19) Smart Lookup is the answer.

Highlight the word > right-click on it > select Smart Lookup.

A pane is going to pop up on the right-hand side. First, you'll see some great research links providing you with more information about the word. Over to the right, you'll see the Define tab, which you can click on if you just want a definition of the term in question.

Microsoft Excel

20) Quickly add up data

Quickly add up an entire column or row of data by clicking in the first empty adjacent cell and pressing ALT+= (that's the equals key). Excel will then automatically sum all of the numbers it can find in that row or column.

21) Display formulas

If you want to see quickly which cells contain a formula, or would prefer all the formulas on a page to be visible, just press CRTL+' (that's the acute accent key, beside the "1" on most keyboards). You can toggle back to the values view by pressing the same keys again.

22) Combine text from two or more cells into one

Say you've got first names and last names in separate columns, and you want to combine them into one. In a third cell type =(. Then click the cell that contains the first text you wish to combine and type &" "& (a space enclosed in quotation marks). Click the next cell with the text that you want to combine. Hit enter, and you're set.

23) Data maps

A new addition to Excel is a feature that can take the rows of data you have supplied and turn it into a map. It converts everything into images and organizes them into a state or country format based on the information you provide. You can find Power Map under the Insert/Map tab in your Excel document.

24) Reformat data in a snap

The fill down command used by hitting control-D, which populates a row based on the information you provide has helped people who fill out spreadsheets be more productive. Flash Fill on the other hand will learn what you're doing and reformat itself to match it after you click accept. While this isn't a new feature, it is a convenient tool for those on a Windows computer.

25) Jump to the start or end of a column

You're hundreds of rows into a spreadsheet, and you need to get back to the first or last cell. Scrolling works but takes time. The quickest way is to press CTRL+↑ (that's the up arrow) to go to the top of a column or CTRL+↓ (the down arrow) to jump to the bottom of a column.