MS OFFICE

CHEATSHEET

ACCENTURE

MS Word

SHORTCUTS:

CTRL + C: COPY SELECTED TEXT OR ITEM.

CTRL + V: PASTE COPIED TEXT OR ITEM.

CTRL + X: CUT SELECTED TEXT OR ITEM.

CTRL + Z: UNDO THE LAST ACTION.

CTRL + Y: REDO THE LAST UNDONE ACTION.

CTRL + B: BOLD THE SELECTED TEXT.

CTRL + I: ITALICIZE THE SELECTED TEXT.

MS Word

CTRL + U: UNDERLINE THE SELECTED TEXT.

CTRL + S: SAVE THE DOCUMENT.

CTRL + P: OPEN THE PRINT DIALOG BOX.

CTRL + F: FIND TEXT IN THE DOCUMENT.

CTRL + H: REPLACE TEXT IN THE DOCUMENT.

CTRL + ENTER: INSERT A PAGE BREAK.

CTRL + SHIFT + L: APPLY BULLET POINTS TO SELECTED TEXT.

F12: SAVE AS DIALOG BOX.

MS Word

- **STYLES PANE**: APPLY CONSISTENT FORMATTING TO TEXT USING PREDEFINED STYLES.
- **TRACK CHANGES**: REVIEW AND EDIT DOCUMENTS BY TRACKING ALL MODIFICATIONS.
- **TABLE OF CONTENTS**: AUTOMATICALLY GENERATE A TABLE OF CONTENTS BASED ON YOUR DOCUMENT HEADINGS.

MS Word

- **MAIL MERGE**: CREATE PERSONALIZED LETTERS, LABELS, AND EMAILS.
- **SMARTART:** INSERT VISUAL ELEMENTS TO REPRESENT INFORMATION.
- **REFERENCES TAB**: INSERT CITATIONS, FOOTNOTES, ENDNOTES, AND MANAGE YOUR BIBLIOGRAPHY.
- **REVIEW PANE**: ACCESS SPELLING AND GRAMMAR CHECK, THESAURUS, AND WORD COUNT.

MS Word

- **MAIL MERGE**: COMBINE A TEMPLATE WITH A DATA SOURCE TO PRODUCE PERSONALIZED DOCUMENTS. (LETTERS, LABELS, EMAILS)
- **TRACK CHANGES:** REVIEW > TRACK CHANGES TO SEE WHO MADE WHAT CHANGES TO THE DOCUMENT.
- **STYLES AND FORMATTING:** USE STYLES TO ENSURE CONSISTENT FORMATTING ACROSS YOUR DOCUMENT.
- **REFERENCES AND CITATIONS**: REFERENCES > INSERT CITATION FOR ACADEMIC PAPERS AND REPORTS.

MS Word

- **TABLE OF CONTENTS:** REFERENCES > TABLE OF CONTENTS TO AUTOMATICALLY GENERATE A TABLE OF CONTENTS.
- **MARGINS:** LAYOUT > MARGINS TO SET THE MARGIN SIZES.
- **ORIENTATION:** LAYOUT > ORIENTATION TO SWITCH BETWEEN PORTRAIT AND LANDSCAPE.
- **COLUMNS:** LAYOUT > COLUMNS TO SPLIT TEXT INTO MULTIPLE COLUMNS.

MS Excel

SHORTCUTS:

- CTRL + N: CREATE A NEW WORKBOOK.
- CTRL + O: OPEN AN EXISTING WORKBOOK.
- CTRL + W: CLOSE THE CURRENT WORKBOOK.
- CTRL + S: SAVE THE WORKBOOK.
- CTRL + P: OPEN THE PRINT DIALOG BOX.
- CTRL + F: FIND TEXT OR NUMBERS IN THE WORKSHEET.
- CTRL + H: REPLACE TEXT OR NUMBERS IN THE WORKSHEET.
- CTRL + Z: UNDO THE LAST ACTION.

MS Excel

- CTRL + Y: REDO THE LAST UNDONE ACTION.
- CTRL + ARROW KEYS: MOVE TO THE EDGE OF THE DATA REGION.
- SHIFT + SPACE: SELECT AN ENTIRE ROW.
- CTRL + SPACE: SELECT AN ENTIRE COLUMN.
- ALT + ENTER: START A NEW LINE WITHIN A CELL.
- CTRL + ; (SEMICOLON): INSERT THE CURRENT DATE.
- CTRL + SHIFT + $: APPLY CURRENCY FORMAT.
- F2: EDIT THE ACTIVE CELL.

MS Excel

- **AUTOSUM**: QUICKLY SUM A RANGE OF CELLS.
  - =SUM(A1:A5)
- **VLOOKUP/HLOOKUP**: LOOK UP VALUES IN A TABLE AND RETURN CORRESPONDING DATA.
  - =VLOOKUP(A2, B2:E10, 4, FALSE)
- **PIVOT TABLES**: SUMMARIZE, ANALYZE, AND EXPLORE LARGE DATASETS.
- **CONDITIONAL FORMATTING**: HIGHLIGHT CELLS THAT MEET CERTAIN CRITERIA.
- **DATA VALIDATION**: RESTRICT THE TYPE OF DATA ENTERED INTO A CELL.
- **CHARTS**: VISUALIZE DATA USING VARIOUS CHART TYPES.
- **SORT & FILTER**: ORGANIZE AND EXTRACT DATA BASED ON SPECIFIC CRITERIA.

MS Excel

- **SUM FUNCTION**

- **Formula:** =SUM(A1:A10)

- **Explanation:** The SUM function is one of the most basic yet powerful functions in Excel. It is used to add up a range of numbers. In this example, =SUM(A1:A10) will calculate the sum of the values in cells A1 through A10. If the cells contain numerical values, the function will add them together and return the total. For instance, if A1 contains 5, A2 contains 10, and so on up to A10, the SUM function will add these values and return their total.

MS Excel

- **VLOOKUP FUNCTION**
- **Formula:** =VLOOKUP(value, table, col_index, [range_lookup])
- **Explanation:** VLOOKUP stands for "Vertical Lookup." It is used to search for a value in the first column of a specified table and return a value in the same row from another column. Here's a breakdown of the parameters:
- **value:** The value you want to search for.
- **table:** The range of cells that contains the data, including the column you want to return the value from.
- **col_index:** The column number in the table from which you want to return a value.
- **[range_lookup]:** This is optional. It specifies whether you want an exact match (FALSE) or an approximate match (TRUE).

MS Excel

- **IF Function**
- **Formula:** =IF(condition, value_if_true, value_if_false)
- **Explanation:** The IF function is a logical function that returns one value if a condition is true and another value if it's false. It's commonly used to make decisions within your spreadsheet.
- **condition:** The logical test you want to perform. It could be a comparison, like A1 > 10.
- **value_if_true:** The value to return if the condition is true.
- **value_if_false:** The value to return if the condition is false.

- **Example:** Suppose you want to check if a student passed an exam. You could use =IF(B2 >= 50, "Pass", "Fail"). If the value in B2 is 50 or greater, the formula returns "Pass"; otherwise, it returns "Fail."

MS Excel

- **CONCATENATE Function**

- **Formula**: =CONCATENATE(A1, B1)
- **Explanation**: The CONCATENATE function in Excel is used to combine or join text from different cells into one cell. This function is particularly useful when you need to merge data from multiple columns into a single column.

- **Example**: If cell A1 contains "Hello" and cell B1 contains "World", the formula =CONCATENATE(A1, B1) will result in "HelloWorld". If you want a space between the two words, you can modify the formula to =CONCATENATE(A1, " ", B1), which will give "Hello World".

MS Excel

- **COUNTIF Function**

- **Formula:** =COUNTIF(range, criteria)
- **Explanation:** The COUNTIF function counts the number of cells in a specified range that meet a certain criterion. This function is useful for tasks like counting the number of times a specific value appears in a dataset.

- **Example:** Suppose you have a list of scores in the range B2 and you want to count how many times the score "90" appears. You would use the formula =COUNTIF(B2:B10, 90). If "90" appears three times in that range, the formula will return 3.

MS Excel

- **AVERAGE Function**

- **Formula:** =AVERAGE(A1:A10)

- **Explanation:** The AVERAGE function calculates the mean of the numbers in a specified range. It sums all the values in the range and then divides by the number of values.

- **Example:** If you have test scores in cells A1 through A10, and you want to find the average score, you would use the formula =AVERAGE(A1:A10). If the scores are 80, 85, 90, 95, 100, 70, 75, 85, 90, 100, the formula will calculate the average, which is 87.

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Adesh Kulkarni
SUCCESS STORY

THROUGH **TELEGRAM**

Sir I want to share good news! I got into TCS.
The mock sessions by you and Aditya sir were so helpful. Many questions were similar. Also your videos were spot-on for cracking TCS. Thank you for all the support.

Moulik
SUCCESS STORY

THROUGH **TELEGRAM**

Bhaiya my tcs digital is cleared, Thanks a lot. Your mock session was very beneficial. Couldn't have done it without it.

Vikram Reddy
SUCCESS STORY

THROUGH **TELEGRAM**

I got a digital offer today Thanks. Your mock interview helped me a lot in cracking the interview .It helped me in boosting my confidence It was really helpful for me 💗
Thanks a lot

MS Powerpoint

- SHORTCUTS:
- CTRL + N: CREATE A NEW PRESENTATION.
- CTRL + M: INSERT A NEW SLIDE.
- CTRL + D: DUPLICATE THE SELECTED SLIDE.
- CTRL + S: SAVE THE PRESENTATION.
- CTRL + P: OPEN THE PRINT DIALOG BOX.
- CTRL + Z: UNDO THE LAST ACTION.

MS Powerpoint

- CTRL + Y: REDO THE LAST UNDONE ACTION.
- CTRL + SHIFT + >: INCREASE FONT SIZE.
- CTRL + SHIFT + <: DECREASE FONT SIZE.
- F5: START THE SLIDESHOW FROM THE BEGINNING.
- SHIFT + F5: START THE SLIDESHOW FROM THE CURRENT SLIDE.
- CTRL + K: INSERT A HYPERLINK.
- CTRL + G: GROUP SELECTED OBJECTS.

MS Powerpoint

- **SLIDE MASTER:** CUSTOMIZE THE LAYOUT AND DESIGN OF SLIDES THROUGHOUT YOUR PRESENTATION.

- **TRANSITIONS:** ADD VISUAL EFFECTS WHEN MOVING FROM ONE SLIDE TO ANOTHER.

- **ANIMATIONS**: ANIMATE TEXT AND OBJECTS ON A SLIDE.

- **SPEAKER NOTES**: ADD NOTES FOR REFERENCE DURING A PRESENTATION.

MS Powerpoint

- **REHEARSE TIMINGS:** PRACTICE THE TIMING OF YOUR PRESENTATION.

- **DESIGN IDEAS:** GET LAYOUT SUGGESTIONS BASED ON YOUR SLIDE CONTENT.

- **SMARTART:** INSERT ORGANIZATIONAL CHARTS, PROCESS DIAGRAMS, AND OTHER VISUAL ELEMENTS.

- **MASTER SLIDE:** VIEW > SLIDE MASTER TO EDIT THE DESIGN OF ALL SLIDES IN THE PRESENTATION.

MS Powerpoint

- **SLIDE LAYOUTS**: HOME > LAYOUT TO CHOOSE FROM PREDEFINED SLIDE LAYOUTS.

- **THEMES**: DESIGN > THEMES TO APPLY A CONSISTENT LOOK TO ALL SLIDES.

- **TRANSITIONS**: TRANSITIONS TO ADD TRANSITION EFFECTS BETWEEN SLIDES.

- **ANIMATIONS**: ANIMATIONS TO ADD ANIMATIONS TO OBJECTS ON SLIDES.

MS Outlook

SHORTCUTS:
- CTRL + N: CREATE A NEW EMAIL, APPOINTMENT, OR TASK.
- CTRL + R: REPLY TO THE SELECTED EMAIL.
- CTRL + F: FORWARD THE SELECTED EMAIL.
- CTRL + SHIFT + M: CREATE A NEW EMAIL MESSAGE.
- CTRL + SHIFT + A: CREATE A NEW APPOINTMENT.
- CTRL + SHIFT + Q: CREATE A NEW MEETING REQUEST.
- CTRL + SHIFT + K: CREATE A NEW TASK.
- CTRL + ENTER: SEND AN EMAIL.
- CTRL + S: SAVE A DRAFT OF THE EMAIL.
- CTRL + 1: GO TO MAIL VIEW.
- CTRL + 2: GO TO CALENDAR VIEW.
- CTRL + 3: GO TO CONTACTS VIEW.

MS Outlook

- **RULES:** AUTOMATE EMAIL ORGANIZATION AND MANAGEMENT BASED ON CRITERIA.

- **QUICK STEPS:** APPLY MULTIPLE ACTIONS TO EMAILS WITH A SINGLE CLICK.

- **CALENDAR SHARING:** SHARE YOUR CALENDAR WITH OTHERS AND VIEW THEIRS.

- **OUT OF OFFICE ASSISTANT:** SET AUTOMATIC REPLIES FOR WHEN YOU'RE AWAY.

MS Outlook

- **FOLDERS:** ORGANIZE EMAILS, TASKS, AND CALENDAR EVENTS IN CUSTOM FOLDERS.

- **SEARCH:** QUICKLY FIND EMAILS, ATTACHMENTS, CONTACTS, AND CALENDAR EVENTS.

- **PEOPLE PANE:** VIEW SOCIAL NETWORK UPDATES AND RECENT COMMUNICATIONS WITH CONTACTS.

- **FOLDERS:** ORGANIZE EMAILS USING FOLDERS FOR BETTER MANAGEMENT.

MS Outlook

- **RULES:** FILE > MANAGE RULES & ALERTS TO AUTOMATE EMAIL ORGANIZATION.
- **SEARCH:** CTRL + E TO SEARCH WITHIN YOUR EMAILS.
- **FLAGS:** MARK IMPORTANT EMAILS WITH FLAGS FOR FOLLOW-UP.
- **CREATE APPOINTMENT**: CTRL + SHIFT + A
- **CREATE MEETING REQUEST:** CTRL + SHIFT + Q
- **CREATE TASK:** CTRL + SHIFT + K
- **VIEW CALENDAR:** CTRL + 2
- **SWITCH BETWEEN MAIL AND CALENDAR:** CTRL + 1 (MAIL) AND CTRL + 2 (CALENDAR)

THANK YOU