**Microsoft Word**

* Familiarize the various tabs (**Home, Insert,** Design, **Layout,** References, **Mailings,** Review, View)
* Mail Merge <https://youtu.be/do9ujnZLIC4?si=IP_-GWK_h2No_3Uk>
* Shortcut keys

|  |  |
| --- | --- |
| **Shortcut** | **Action** |
| Ctrl + C | Copy |
| Ctrl + V | Paste |
| Ctrl + X | Cut |
| Ctrl + A | Select all |
| Ctrl + F | Find |
| Ctrl + H | Find and Replace |
| Ctrl + B | Apply **bold** formatting to text |
| Ctrl + I | Apply *italic* formatting to text |
| Ctrl + U | Apply underline to text |
| Ctrl + L | Align text to the left |
| Ctrl + E | Align text to the center |
| Ctrl + R | Align text to the right |
| Ctrl + J | Justify text |
| Ctrl + P | Print |
| Ctrl + S | Save |
| Ctrl + N | New document |
| Shift + Enter | Insert line break |
| F7 | Spell check |

* Changing text color
* Applying highlighting and strikethrough to text
* Formatting text as subscript and superscript
* Changing the case of text (Sentence case., lowercase, UPPERCASE, Capitalize Each Word, tOGGLE cASE)
* Adding bullets
* Adding and removing hyperlinks
* Headers and footers
* Change unit of measurement under File>Option>Advanced>Display>Show measurements in units of…
* Types of indentation (first line indent, hanging indent, right indent and left indent)
* Valid file formats/extensions (.doc, .docx, .docm, etc.)

**Microsoft PowerPoint**

* Familiarize the various tabs (**Home**, **Insert**, **Design**, **Transitions**, **Animations**, **Slide Show**, **Record**, Review, **View**)
* Adding new slides
* The different slide layouts

A screenshot of a slide

Description automatically generated

* Different views in the View tab
* Design vs. layout
* Resizing a photo to specific unit size (just add “cm” at the end if the default unit is by inches)
* Animation Pane
* Inserting symbols, comments, pictures, audio, video to a slide
* Hyperlinking shapes to navigate to different slides
* Valid file formats/extensions (.ppt, .pptx, .pptm, etc.)
* Shortcut keys

|  |  |
| --- | --- |
| **Shortcut** | **Action** |
| F5 | Start presentation from beginning |
| Shift + F5 | Start presentation from current slide |
| Ctrl + M | Insert new slide |
| Ctrl + D | Duplicate slide |
| Ctrl + N | New presentation |
| F7 | Spell check |

**Microsoft Excel**

* Familiarize the various tabs (**Home**, **Insert**, Page Layout, Formulas, **Data**)
* Formulas such as SUM, AVERAGE, \*, -
* VLOOKUP, HLOOKUP, COUNT, COUNTA, COUNTIF/S, SUMIF/S, IF, OR, AND
* LEFT, MID, RIGHT, LEN, CONCATENATE, TRIM, PROPER, UPPER etc. (text manipulation)
* Workbook vs. worksheet/spreadsheet
* Decreasing/increasing number of decimal places of a number
* Formatting cells
* Merging and splitting cells
* Sorting
* Conditional Formatting
* Charts/graphs
* PivotTables and Slicers
* Freeze Panes, Split view
* Columns are represented by letters while rows are represented by numbers
* Valid file formats/extensions (.xls, .xlsx, .xlsm)
* How to make header constant when printing multiple pages:

A screenshot of a computer

Description automatically generated

A screenshot of a computer

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