



MICROSOFT OFFICE PRODUCTIVITY HACKS

PRESENTED BY: LIZ SUNDET—ADMINISTRATIVE PROFESSIONALS CONFERENCE

APRIL 18, 2018

LIZ SUNDET

Microsoft MVP, MBA, PMP, CBAP, CSM

Adjunct Instructor – RCTC/Mayo Clinic

Musician:



Fur-baby:



Biker—”Throttles Not Pedals”

Email: liz@lzsundet.com

Follow on Twitter: [@percusn](https://twitter.com/@percusn)



Connect with me on LinkedIn

- <http://www.linkedin.com/in/lzsundet>

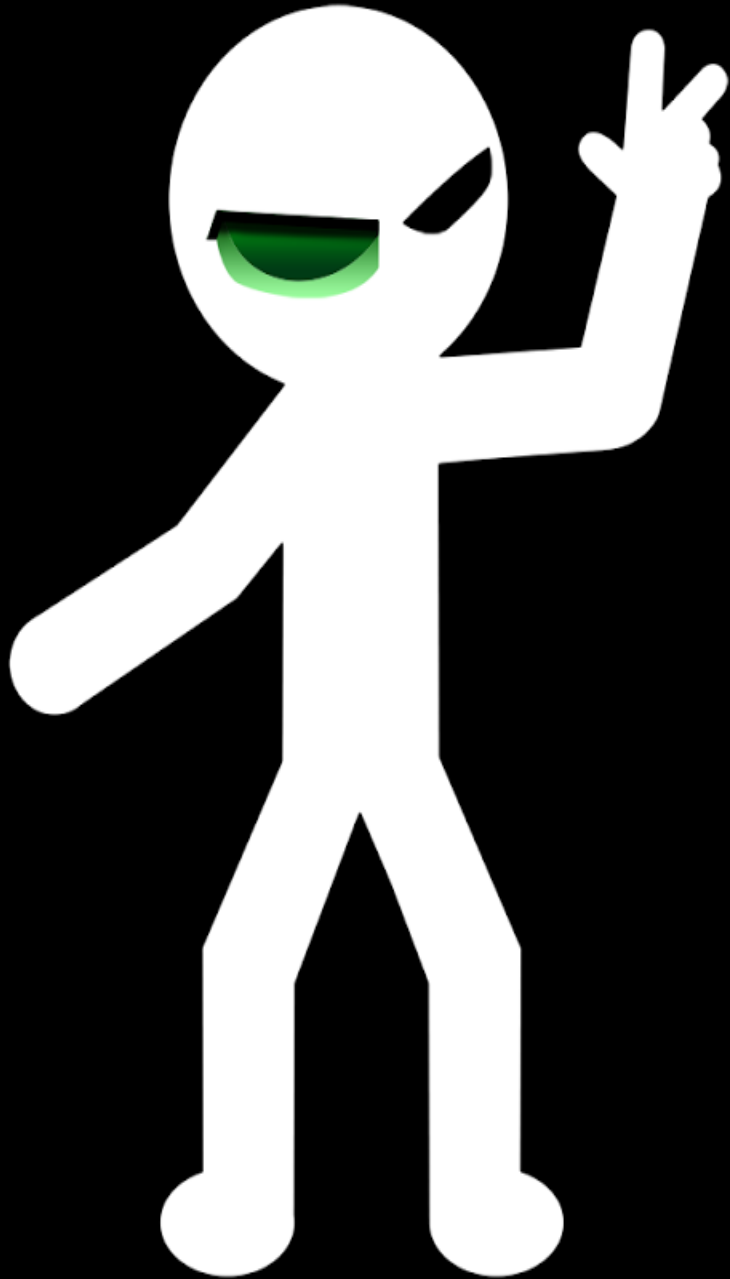


Microsoft®
Most Valuable
Professional

MY NINJA INSPIRATION: TOM DUFF

- One Minute Office Magic
- <https://oneminuteofficemagic.com/>
- Office 365 Productivity Tips





THE HACKER

Agenda:

- **Keyboard Shortcuts**
- **PowerPoint**
- **Email – Outlook**
- **Calendar**
- **OneDrive**
- **Personal Favorites**



KEYBOARD SHORT CUTS



CUT

CTRL + X

COPY

Ctrl + C

(or Ctrl + Insert)





PASTE

CTRL + V (OR SHIFT + INSERT)



UNDO
CTRL + Z



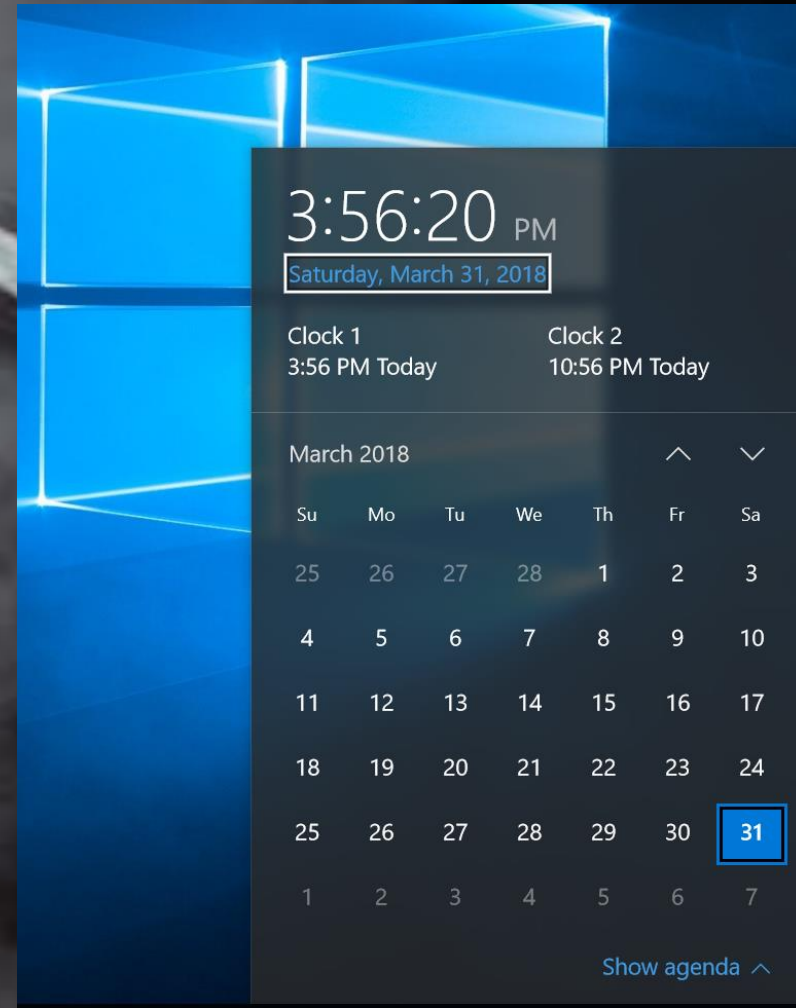
SHOW DESKTOP/
HIDE DESKTOP

Windows logo

key  + D

Show/Hide Clock and Calendar

WINDOWS LOGO
KEY  + ALT + D



The screenshot shows the Windows 10 taskbar with the clock and calendar widget. The clock displays the time 3:56:20 PM and the date Saturday, March 31, 2018. Below the clock are two additional clocks: Clock 1 (3:56 PM Today) and Clock 2 (10:56 PM Today). The calendar shows the month of March 2018, with the 31st highlighted. The background of the taskbar is the Windows 10 blue logo wallpaper.

3:56:20 PM
Saturday, March 31, 2018

Clock 1
3:56 PM Today

Clock 2
10:56 PM Today

March 2018

Su	Mo	Tu	We	Th	Fr	Sa
25	26	27	28	1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31
1	2	3	4	5	6	7

Show agenda ^

Open File Explorer
Windows logo key + E



SWITCH BETWEEN OPEN APPLICATIONS = ALT + TAB



LOCK YOUR PC WHEN YOU WALK AWAY
WINDOWS LOGO KEY + L



If you don't, other workplace Ninja's will send emails out on your behalf that you are hosting the happy hour that night



SELECT ALL ITEMS IN A DOCUMENT OR WINDOW

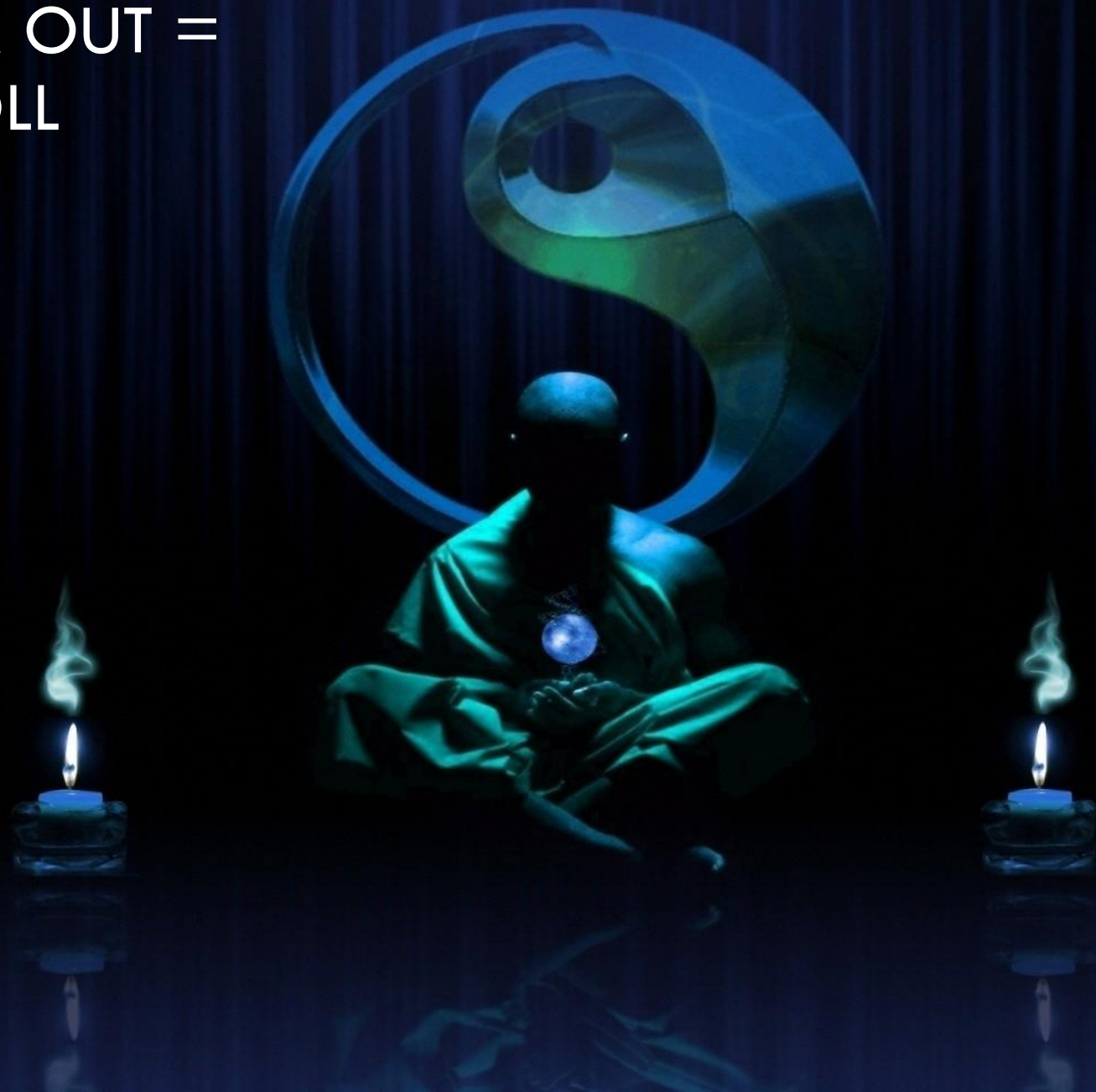
CTRL + A



CTRL + D
(OR DELETE)

DELETE THE
SELECTED ITEM AND
MOVE IT TO THE
RECYCLE BIN

ZOOM IN OR OUT =
CTRL + SCROLL
WHEEL



BECOME A ZEN MASTER



<https://support.microsoft.com/en-us/help/12445/windows-keyboard-shortcuts>

Know the PowerPoint of a Ninja



TURN ON DESIGN IDEAS

