

Helpful Sites

- [Microsoft Cheat Sheets](#)
- [Have I Been Pwned](#)

Windows

- [Search](#)
- [Task bar](#)
 - [Jump list](#)
- [Windows keys](#)
- [Right click on windows button](#)
- [Show Desktop](#)
- [Notification Window](#)
- [Start screen](#)
- [New Desktop](#) (Multiple desktops)

Word

- [Quick Access Toolbar](#)
- [Start Screen](#)
- [Tell me what you want to do \(Now also called Search\)](#)
- [Send as PDF Attachment](#) (Remember to use Search to find commands)
- [Dictate](#)
- [Speak](#)
- [Moving around in Word](#)
- [Selecting Text](#)
 - <https://support.office.com/en-us/article/Select-text-5AE24034-1C93-4805-BC2D-00AAF6235C97>
 - <https://support.office.com/en-us/article/Word-scrolls-too-quickly-when-I-select-text-e14b7cb4-85b0-46e5-a1e7-7b277bc2f572>
- [Default Text setting](#)
- [Line Break vs Paragraph break](#)
 - <https://support.office.com/en-us/article/Line-and-page-breaks-419441D0-0963-4CFE-A79F-57C83B92E5AE>
- [Bullets and numbering](#)
- [Format Painter](#)
- [Quick Parts](#)
 - [Cover Pages](#)
 - [Quick Tables](#)
 - [Headers and Footers](#)
- [Auto Correct](#)

- [Styles](#)
 - <https://support.office.com/en-us/article/Customize-or-create-new-styles-in-Word-d38d6e47-f6fc-48eb-a607-1eb120dec563>
- [Table of Contents](#)
- [Screen Shots](#)
- [Cut copy paste photo options](#)
- [Clear Formatting](#)
- [Word Shortcut Keys](#)

Excel

- [Excel Default settings](#)
- [Selecting Cells](#)
- [Transpose](#)
- [Apply the Same Formatting and Data to Multiple Sheets at the Same Time](#)
- [Group data](#)
- [Speak Cells](#)
- [Display Formulas](#)
- [Get more information from Excel's status bar](#)
- [Drop down list](#)
- [Table](#)
 - <https://support.office.com/en-us/article/Video-Use-Excel-tables-to-manage-information-1c3d9852-4b0b-4496-a1fc-30c5121fb05e>
- [Pivot Tables](#)
 - <https://support.office.com/en-us/article/Video-Create-PivotTables-74ce8afc-2446-4816-80ee-20ca7fb71793>
- [FlashFill \(Best to help clean up Text\)](#)

Outlook

- Options
 - [Always check spelling before sending](#)
- [Search](#)
 - <https://support.office.com/en-us/article/Find-a-message-or-item-with-Instant-Search-69748862-5976-47b9-98e8-ed179f1b9e4d>
- New Window
- [Categories](#)
- [Clean up](#)
- [Flags](#)
- [Change Email to Appointment](#)
- Calendar
 - [Select dates on date navigator](#)

- [Group Calendars](#)
- [Email Calendar](#)
- Emails
 - Attach emails
 - Quick parts
 - [Create reusable text blocks for email messages](#)
 - Options
 - [Use voting buttons to create or respond to polls](#)
 - [Delay or schedule sending email messages](#)
 - BCC
 - From
 - [Direct replies to](#)
 - Fonts
 - [Show as conversations](#)
 - [Reading pane](#)
 - [Automate common or repetitive tasks with Quick Steps](#)
 - [Manage email messages by using rules](#)
 - [Unread Mail Search folder](#)
 - [Automatically change incoming message colors and fonts based on sender, subject, or recipients](#)

Teams

- [Planner](#)