Windows

* [Search](https://support.microsoft.com/en-ca/help/17190/windows-10-search-for-anything)
* [Task bar](https://www.howtogeek.com/225568/how-to-configure-and-customize-the-taskbar-in-windows-10/)
	+ [Jump list](http://www.dummies.com/computers/operating-systems/windows-10/how-to-use-taskbar-jump-lists-in-windows-10/)
* [Windows keys](https://www.windowscentral.com/best-windows-10-keyboard-shortcuts)
* [Right click on windows button](https://www.cnet.com/how-to/windows-10s-secret-start-menu/)
* [Show Desktop](https://www.groovypost.com/howto/enable-desktop-peek-preview-windows-10/)
* [Notification Window](https://www.thurrott.com/windows/windows-10/5084/windows-10-tip-manage-notifications)
* [Start screen](https://www.cnet.com/how-to/how-to-manage-both-the-start-menu-and-start-screen-in-windows-10/)
* [New Desktop](https://www.cnet.com/how-to/how-to-use-multiple-desktops-in-windows-10/) (Multiple desktops)

Word

* [Quick Access Toolbar](https://support.office.com/en-us/article/Customize-the-Quick-Access-Toolbar-43fff1c9-ebc4-4963-bdbd-c2b6b0739e52#ID0EAABAAA=2016,_2013,_2010)
* [Start Screen](https://support.office.com/en-us/article/Turn-off-the-Start-screen-1F2834B4-09D4-490D-9C04-5D9F1B25FF70)
* [Tell me what you want to do](https://support.office.com/en-us/article/Do-things-quickly-with-Tell-Me-f20d2198-17b8-4b09-a3e5-007a337f1e4e)
* [Speak](https://support.office.com/en-us/article/Using-the-Speak-text-to-speech-feature-459E7704-A76D-4FE2-AB48-189D6B83333C)
* [Moving around in Word](https://support.office.com/en-us/article/Use-the-Navigation-pane-in-Word-394787BE-BCA7-459B-894E-3F8511515E55)
* 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](https://support.office.com/en-us/article/Change-or-set-the-default-font-20f72414-2c42-4b53-9654-d07a92b9294a)
* Line Break vs Paragraph break
	+ <https://support.office.com/en-us/article/Line-and-page-breaks-419441D0-0963-4CFE-A79F-57C83B92E5AE>
* [Bullets and numbering](https://support.office.com/en-us/article/Create-a-bulleted-or-numbered-list-9FF81241-58A8-4D88-8D8C-ACAB3006A23E)
* [Format Painter](https://support.office.com/en-us/article/Use-the-Format-Painter-4BB415A9-D4E4-42B7-B579-170ADC594E40)
* [Quick Parts](https://support.office.com/en-us/article/Use-Quick-Parts-and-AutoText-in-Word-7a527697-058f-4967-b8f1-aae0774e4813)
	+ [Cover Pages](https://support.office.com/en-us/article/Create-and-use-content-Building-Blocks-in-Word-documents-0b5a27ae-9776-4096-bcfc-98599f16cadc)
	+ [Quick Tables](https://support.office.com/en-us/article/Insert-a-table-by-using-Quick-Tables-CEA284F9-A559-40DE-A501-67DEE391C450)
	+ [Headers and Footers](https://www.youtube.com/watch?v=STd8g3JLoYY)
* [Auto Correct](https://www.youtube.com/watch?v=wYVNtwbzBSc)
* [Styles](https://support.office.com/en-us/article/Video-Create-and-change-styles-e8bc99ba-fb7c-4208-85c3-b2ea6cbec5d6)
	+ <https://support.office.com/en-us/article/Customize-or-create-new-styles-in-Word-d38d6e47-f6fc-48eb-a607-1eb120dec563>
* [Table of Contents](https://support.office.com/en-us/article/Create-a-table-of-contents-in-Word-882e8564-0edb-435e-84b5-1d8552ccf0c0)
* [Screen Shots](https://support.office.com/en-us/article/Insert-a-screenshot-or-screen-clipping-56ADE2AC-7285-4E7B-A0B1-40646B275703)
* [Cut copy paste photo options](https://support.office.com/en-us/article/Control-the-formatting-when-you-paste-text-20156A41-520E-48A6-8680-FB9CE15BF3D6)
* [Clear Formatting](https://support.office.com/en-us/article/Clear-formatting-199D9AB5-727D-4AB8-8C87-CCC641DA4F35)
* [Word Shortcut Keys](https://support.office.com/en-us/article/Keyboard-shortcuts-for-Microsoft-Word-on-Windows-95EF89DD-7142-4B50-AFB2-F762F663CEB2)

Excel

* [Excel Default settings](https://www.techrepublic.com/blog/10-things/10-excel-defaults-you-can-customize-to-work-the-way-you-want/)
* [Selecting Cells](https://support.office.com/en-us/article/Select-cells-ranges-rows-or-columns-on-a-worksheet-23f64223-2b6b-453a-8688-248355f10fa9)
* [Transpose](https://support.office.com/en-us/article/Transpose-rotate-data-from-rows-to-columns-or-vice-versa-3419F2E3-BEAB-4318-AAE5-D0F862209744)
* [Apply the Same Formatting and Data to Multiple Sheets at the Same Time](https://support.office.com/en-us/article/Select-one-or-multiple-worksheets-096b40c9-0ee7-4980-bac6-cc92aec7b266)
* [Group data](https://support.office.com/en-us/article/Outline-group-data-in-a-worksheet-08CE98C4-0063-4D42-8AC7-8278C49E9AFF)
* [Speak Cells](https://support.office.com/en-us/article/Converting-text-to-speech-in-Excel-3f2ca8c0-90e2-4391-8e69-573832ea7300)
* [Display Formulas](https://support.office.com/en-us/article/Display-or-hide-formulas-F7F5AB4E-BF24-4EFC-8FC9-0C1B77A5356F)
* [Get more information from Excel's status bar](https://support.office.com/en-us/article/Excel-status-bar-options-6055ECD9-E20F-4A7A-A611-4481BD488C55)
* [Drop down list](https://support.office.com/en-us/article/Create-a-drop-down-list-7693307A-59EF-400A-B769-C5402DCE407B)
* [Table](https://support.office.com/en-us/article/Overview-of-Excel-tables-7AB0BB7D-3A9E-4B56-A3C9-6C94334E492C)
	+ <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/Create-a-PivotTable-to-analyze-worksheet-data-A9A84538-BFE9-40A9-A8E9-F99134456576)
	+ <https://support.office.com/en-us/article/Video-Create-PivotTables-74ce8afc-2446-4816-80ee-20ca7fb71793>

Outlook

* Options
	+ [Always check spelling before sending](https://support.office.com/en-us/article/Check-spelling-before-sending-a-message-620B24FC-9CC5-4A2F-A26B-9FF4E02CC193)
* [Search](https://support.office.com/en-us/article/Learn-to-narrow-your-search-criteria-for-better-searches-in-Outlook-D824D1E9-A255-4C8A-8553-276FB895A8DA)
	+ <https://support.office.com/en-us/article/Find-a-message-or-item-with-Instant-Search-69748862-5976-47b9-98e8-ed179f1b9e4d>
* New Window
* [Categories](https://support.office.com/en-us/article/Create-and-assign-color-categories-A1FDE97E-15E1-4179-A1A0-8A91EF89B8DC)
* [Clean up](https://support.office.com/en-us/article/Video-Clean-up-your-Inbox-2fb652e5-b387-4147-9fff-25f2e32dfda9)
* [Flags](https://support.office.com/en-us/article/Video-Set-an-email-flag-reminder-or-color-a894348d-b308-4185-840f-aff63063d076)
* [Email to Appointment](https://www.techrepublic.com/blog/microsoft-office/how-to-turn-an-outlook-message-into-an-appointment-or-a-task/)
* [Email to Contact](https://www.extendoffice.com/documents/outlook/1127-outlook-add-contact-from-email.html)
* [Email to Task](https://www.techrepublic.com/blog/microsoft-office/how-to-turn-an-outlook-message-into-an-appointment-or-a-task/)
* Calendar
	+ Select dates on date navigator
	+ [Group Calendars](https://support.office.com/en-us/article/create-view-or-delete-a-calendar-group-04fc64f2-b658-450b-8dce-dd27ed660570)
	+ [Email Calendar](https://support.office.com/en-us/article/Send-an-Outlook-calendar-in-an-email-message-51ECCA41-8FB1-48AF-9383-B12E1C0D5512)
* Emails
	+ Attach emails
	+ Quick parts
		- [Create reusable text blocks for email messages](https://support.office.com/en-us/article/Create-reuseable-text-blocks-for-email-messages-8fb6c723-c960-4c8c-9790-3e43ddc4b186)
	+ Options
		- [Use voting buttons to create or respond to polls](Use%20voting%20buttons%20to%20create%20or%20respond%20to%20polls)
		- [Delay or schedule sending email messages](https://support.office.com/en-us/article/Delay-or-schedule-sending-email-messages-026af69f-c287-490a-a72f-6c65793744ba)
		- BCC
		- From
		- [Direct replies to](https://www.lifewire.com/direct-replies-to-email-special-address-outlook-1173677)
	+ Fonts
	+ [Show as conversations](https://support.office.com/en-us/article/Turn-on-or-off-Conversations-arrangement-in-the-message-list-96B6B5EA-DEF6-4A85-BE5A-6FCE272FE569)
	+ [Reading pane](https://support.office.com/en-us/article/Use-and-configure-the-Reading-Pane-to-preview-messages-2FD687ED-7FC4-4AE3-8EAB-9F9B8C6D53F0)
	+ Attachments
	+ HTML vs Rich Text
	+ [Automate common or repetitive tasks with Quick Steps](https://support.office.com/en-us/article/Automate-common-or-repetitive-tasks-with-Quick-Steps-A9CAF57E-0EB0-4B48-9141-A9904DA0AAF9)
	+ [Manage email messages by using rules](https://support.office.com/en-us/article/Manage-email-messages-by-using-rules-C24F5DEA-9465-4DF4-AD17-A50704D66C59)
	+ [Unread Mail Search folder](https://support.office.com/en-us/article/Restore-the-Unread-Mail-folder-A51A806F-9B83-4FE8-87D2-F1D7C1F55815)
	+ [Automatically change incoming message colors and fonts based on sender, subject, or recipients](https://support.office.com/en-us/article/Automatically-change-incoming-message-colors-and-fonts-based-on-sender-subject-or-recipients-4EFBF993-FB00-4F2C-9A3F-78E64E4455EC)
	+ People pane