

PRODUCTIVITY POWER HACKS

FOR EVERYONE
IN MS WORD & EXCEL!

Sample footer text



Boosting Efficiency with Word Shortcuts and Tools



Pinning/ Unpinning :

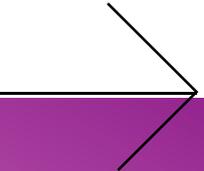
Pinning keeps the ribbon visible at all times, while unpinning hides it to save space, appearing only when needed

Format Painter :

A tool that copies formatting from one selection and applies it to another instantly

Custom Ribbon :

A personalized toolbar that lets you group your most-used commands into custom, easily accessible tabs



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Quick Parts :

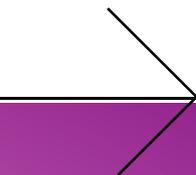
A feature that saves and reuses frequently typed text or images to insert them into documents instantly.

Spike :

A tool to collect multiple separate items from different locations and paste them all together as one block.

Read Aloud:

A text-to-speech feature that reads your document aloud to help you review or proofread hands-free



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=Rand() :

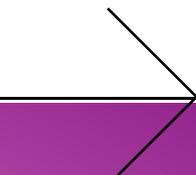
A shortcut that generates random placeholder text for testing layouts and formatting

Text to Tables:

A feature that converts comma, tab, or character-separated text into a structured grid

Find and Replace :

A tool that instantly finds and updates text or formatting throughout your entire document



Boosting Efficiency with Excel Shortcuts and Tools

Simple Navigation :

Press Ctrl + Arrow Key to instantly jump to the edge of your data, bypassing manual scrolling entirely.

Auto Fill :

Automatically populates cells with series of numbers, dates, or formulas by following an established mathematical or chronological sequence.

Flash Fill :

A smart data assistant that identifies patterns to extract, combine, or reformat information—like splitting names or organizing emails—entirely without formulas.



Boosting Efficiency with Excel Shortcuts and Tools

Freeze and Unfreeze Panes :

Locks rows or columns in place so headers remain visible while scrolling through large datasets

Quick Analysis Tool :

It offers instant access to data visualization features like charts, sparklines, and conditional formatting for a selected range of cells.

Pivot Tables:

A tool that instantly summarizes, calculates, and reorganizes large datasets to uncover hidden patterns.



GIVE

US

YOUR

FEEDBACK



Workshop Evaluation