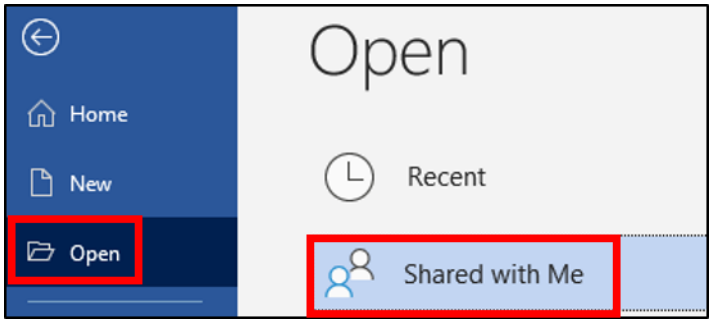
Office Apps – tonia.meakin@resolution-it.co.uk

Shared with Me

How to quickly find shared documents using Word, Excel and PowerPoint.

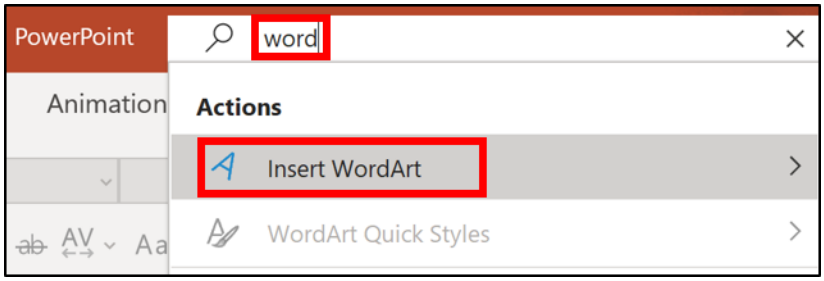
You know that a document has been shared with you, however you can't find the original email message or link in Teams.
Not to worry - you can easily find documents that have been shared with you by opening the relevant application (Word, Excel or PowerPoint) and selecting > Open > Shared with Me.

This will list the OneDrive and SharePoint files for that application that's been recently shared with you.



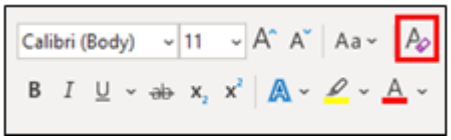
Tell Me/Search

Are you struggling to find a feature in Word, Excel or PowerPoint? By using the 'Tell Me/Search' feature in the title bar, this will help find what you are looking for and complete the task at the same time.



Clear All Formatting

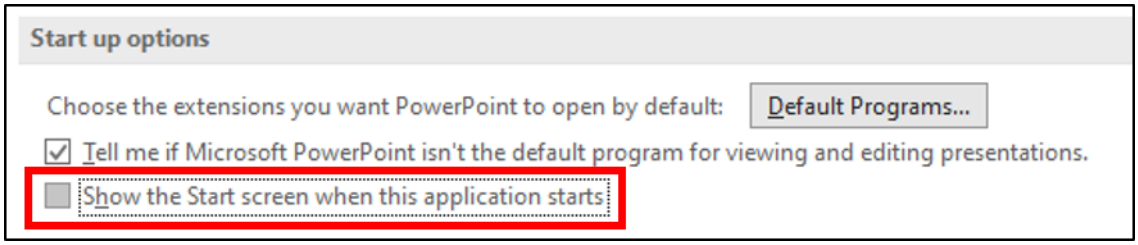
Have you ever wanted to quickly remove all formatting from a document or email and start again? Use the 'Clear All Formatting' button on the 'Home' ribbon in the 'Font' section to quickly clear any formatting.



Start quickly with a blank document

When you launch Microsoft Word, Excel or PowerPoint you can choose to go straight to a blank document, workbook or presentation rather than having to go through the start-up screen which asks you whether you want a blank document, workbook or presentation.

To do this go to File > Options > General > Start up options and remove the tick from "Show the Start screen when this application starts".



Microsoft Word

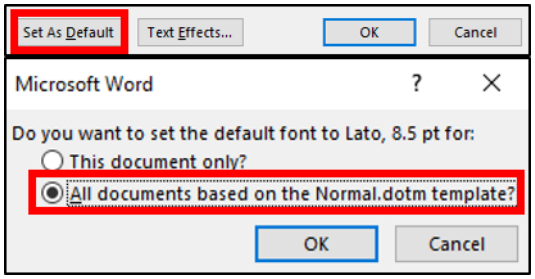
Default Font

If you use a specific font in all of your documents, you can change this to be your default in Word.

Use any of the font options on your ribbon to format the text as desired.

Select the text > right click > select 'Font'. In the Font dialog box > select 'Set As Default'. When prompted change the selection to 'All documents based on the Normal.dotm template?' > OK.

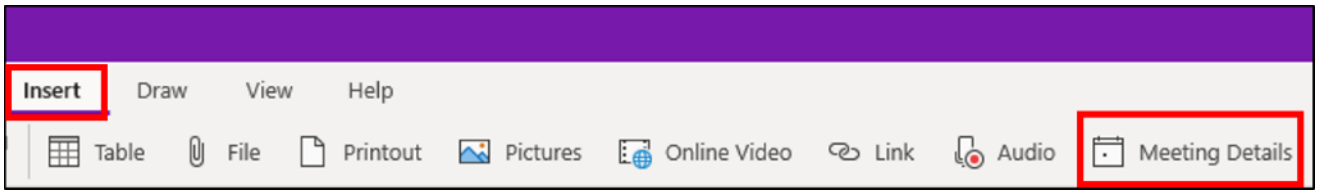
Now when you start Word or a new document your font settings will appear by default.



Microsoft OneNote

If you use OneNote for meeting notes, did you know that you can easily insert the meeting details from Outlook onto your notebook page?
Start a new page ready for your meeting, then select > Insert > Meeting Details. From the pane on the right select the appropriate meeting from the list.

This will insert all the information recorded about the meeting such as title, meeting date and time, participants and notes.



Windows 10

Clipboard History

Save valuable time copying and pasting frequent items by using your clipboard history.

Press 'Windows + V' to select from a list of your previously copied items.

This is fantastic if you use repetitive information rather than having to recopy information over and over. You can also pin anything you use regularly, so that it's even available after you have rebooted your device! Great for things such as addresses, telephone numbers, frequently used sentences and much more.