Microsoft Office 2010 Tips

Popular Keyboard Shortcuts

Keyboard shortcuts are especially useful if you’re a fast typist, because you can keep your hands on the keyboard. They are also useful on laptops if you struggle with a track pad.

Here are some useful shortcuts for Microsoft Outlook 2010:

- CTRL + 1 = Go To Mail
- CTRL + 2 = Go to Calendar
- CTRL + 3 = Go to Contacts
- CTRL + 4 = Go To Tasks
- CTRL + 5 = Go To Notes
- CTRL + . (period) = Go To next message (when a message is open)
- CTRL + , (comma) = Go To previous message (when a message is open)
- F3 = Go To Search Box
- CTRL + SHIFT + M = Create a mail message
- CTRL + SHIFT + K = Create a task
- CTRL + R = Reply to a message
- CTRL + F = Forward a message

Power Point Presentation Tips

Tired of boring, ineffective PowerPoint presentations? Here are a couple tips that may help you while creating your next presentation:

- Try using high contrast designs, such as dark backgrounds and light colored text.
- Consider the 6x6 rule: no more than 6 lines of text (typically bullet points) and 6 words per line (or bullet). Use phrases, not sentences or paragraphs, so the speaker doesn’t use the slide as a script (and will sound more natural) and the audience doesn’t get distracted or discouraged by too much text.
- Font size: If possible, go to the back of the presentation room and ensure all text can be read. Typically, text smaller than 24pt may be difficult to read.
- Use pictures to reinforce your point, but make sure the picture correlates with the text on the slide.
• Use video to engage your audience. PowerPoint 2010 now allows you to use videos from popular websites (like YouTube) easier than ever!
• While in your PowerPoint presentation, use keyboard shortcuts B (to black out the screen) and W (to white out the screen). F5 starts a slide from the beginning and Shift + F5 resumes where you last left off. Many buttons advance to the next slide, but spacebar is the largest and usually easiest to find/use.

**Tips provided by Melanie Rogers and Bradley LaFave with ETS Executive Training Solutions.**