

Microsoft Word

Insert Hyperlink
Insert and Format Image
Apply Style
Format Tab Stops
Convert Text to Table
Apply and Format Bullets
Format Margins
Adjust Page Orientation and Size
Remove and Add Page Breaks
Using Widow and Orphan Control
Create Table Contents based on Styles
Insert Page Numbers with Different First Page
Using Find and Replace
Check Document for Spelling & Grammar

COMING SOON

Format Paragraph Spacing and Alignment
Add Watermark
Add & Format Picture Border
Use the Highlight Tool
Add Comments
Add and Remove Table Columns
Apply Table Style
Sharpen Picture
Insert & Format Text Box
Indent Text
Modify Style
Format Text as Columns
Use Track Changes
Promote and Demote List Items

Microsoft Excel

Edit Cells
Add and Delete columns & rows
Resize columns & rows
Format Numbers
Merge & Center
Format Borders
Using AutoSum
Using AutoFill
Using Find & Replace
Check Spelling
Rename Worksheet
Search for Duplicates
Format Page Orientation
Format Page Margins

COMING SOON

View Gridlines
Copy Worksheet(s)
Format Text Alignment and Orientation
Create Named Ranges
Use the Format Painter
Freeze Panes
Apply Filter
Establish Autofill Pattern
Use Comments
Concatenate Data
Insert and Move Chart or Graph
Set Print Titles
Clear and Set Print Area

Microsoft PowerPoint

Insert Slide
Add Slide Text
Format Text
Align Text
Insert & Move Picture
Insert Hyperlink
Change Design Template
Format Slide Background
Insert Video
Copy & Paste Slide
Hide Slide(s)
Delete Slide(s)
Add Transitions
Add Slide Notes

COMING SOON

Rearrange Slides
Change Bullets Into Numbering
Change Slide Layout
Insert Table
Merge Cells
Add Text Box
Format Text Box
Add Data Labels to Chart
Update Chart Data
Use Comments
Add & Format Animation
Insert Footers
Create Custom Slide Shows
Align Objects