



Making Moves with Microsoft



Microsoft - All Day



All Microsoft Applications

Similar features in most Microsoft applications

Word, Publisher, PowerPoint, etc.



Toolbar

Click Customize Toolbar/Ribbon

Click All/More Commands.

In the Choose commands from list, select All Commands.

Scroll down to the command, select it, and then click Add.

Click OK



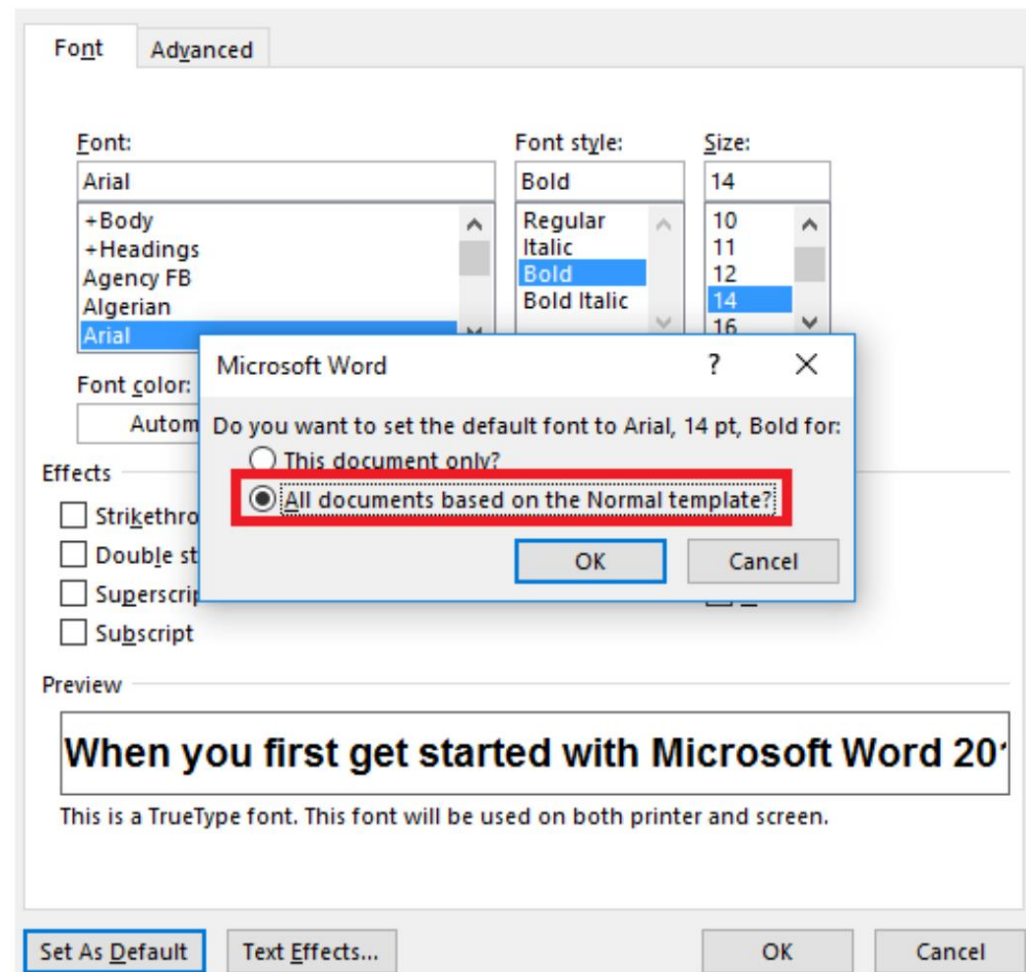
Word Short Cuts

Ask anyone who knows these shortcuts —

Ctrl + C to copy, Ctrl + V to paste, and Ctrl + X to cut —

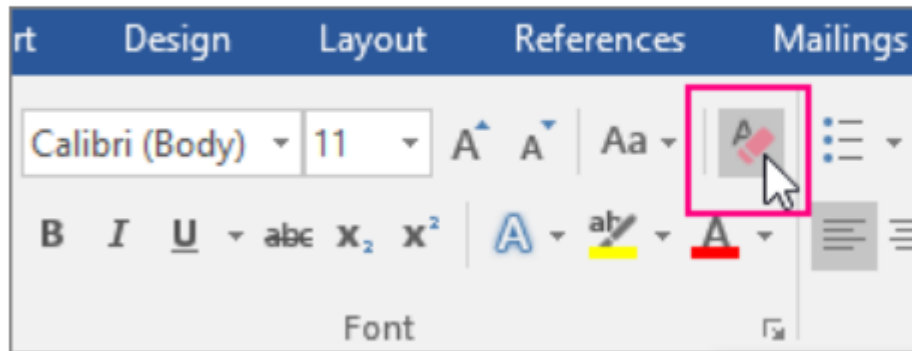
and they will testify to their critical timesaving nature

Default font in Microsoft Word



CLEAR ALL FORMATTING

On the **Home** tab, in the **Font** group, click **Clear All Formatting**.





Group Activity

Time Management

Speak

**Hands full? No problem!
Let Word read your documents aloud.**

Dear Supervisor,

I really appreciate your understanding and support regarding the changes we're making to the project plan.

I feel that these changes are going to streamline the current project, and facilitate the organization of those in the future.

Thank you for your confidence in me. I'm sure you're going to be pleased with the results. Have a wonderful day!



Thank you! 😊