Change is everything

BrainStorm

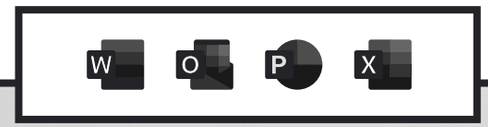
7 SUPER SHORTCUTS

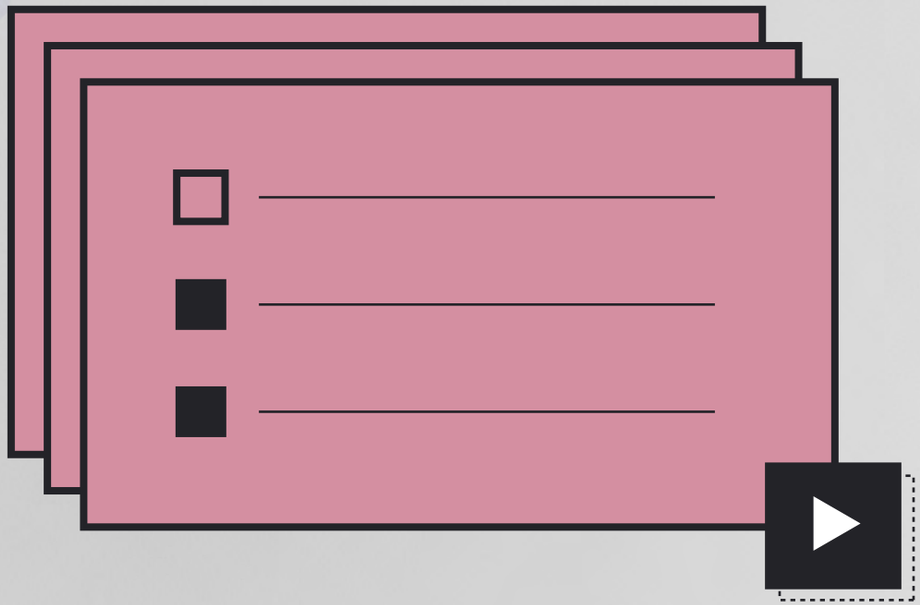
Secrets of Microsoft superheroes

POW!

Muscle up your macros

Run actions (like clicks, formatting, and images) automatically with Macros. You'll be able to quickly add company letterhead, titled slides, email templates, and more.





Fill up in a flash

If Excel isn't your #1 sidekick, it should be. Use AutoFill to help you repeat days, months, and numbers in any column. FlashFill will also ID patterns in your data — now that's helpful.

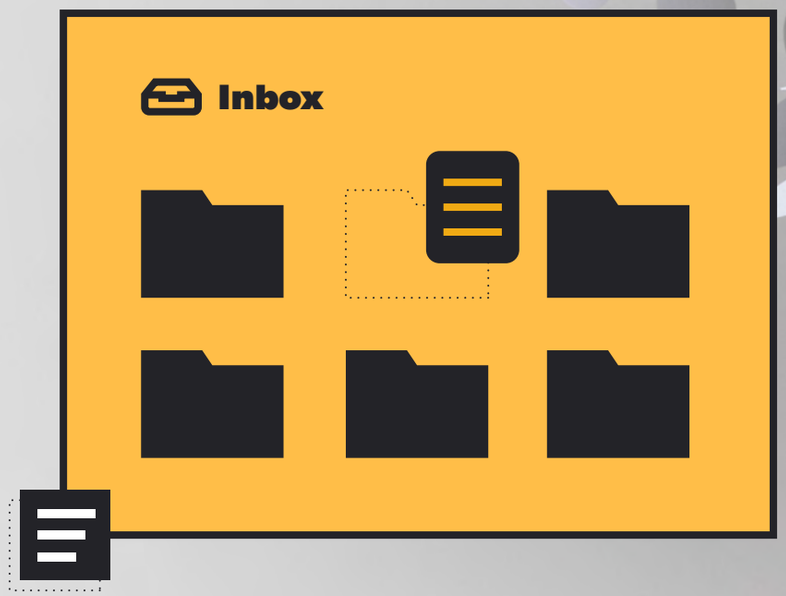
Bulk up in mail merge

Be a hero. Personalize your emails — in an instant — with mail merge. You can insert personal data (like names, numbers, etc.) into letters. Create labels, directories, and more in mail merge.

Dear: 86 Jordan

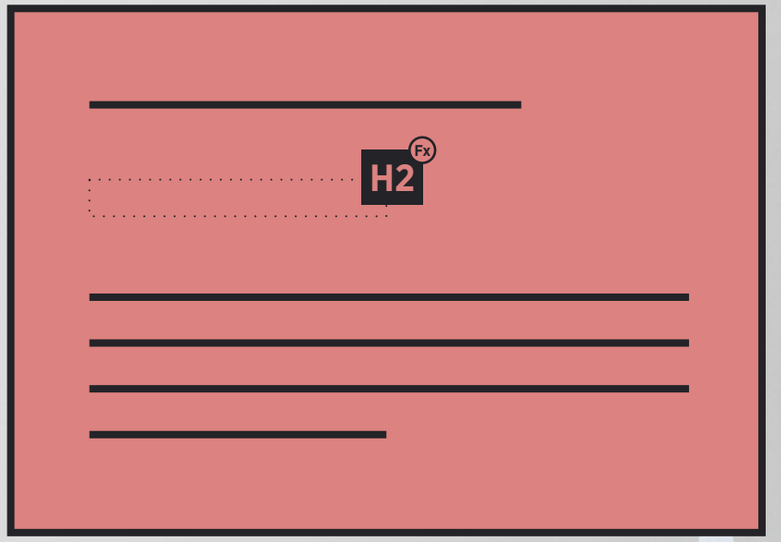
Scale up with inbox rules

As a software superhero, you have better things to do than sort your email. So, let Outlook do the work instead. Create rules to sort messages as they arrive — save yourself tons of time.



Power up in quick parts

Rescue yourself. Save the content you use all the time as a quick part—there's no need to re-type things over and over anymore. The next time you need it just click that piece, to insert it.



Style up your text

A superhero like you shouldn't spend your work-day cleaning up Word formatting. Choose a text style to consistently show off your professional, polished look in all the best fonts.

Build up with linked data

To get current data like stock prices, populations, or geographical statistics in just a few clicks, import linked data (e.g., Stocks and Geography) to Excel.

Now your users can be a hero in Microsoft 365.

With these 7 tips, you'll save them time, friction– maybe even rescue kittens from a burning building. At the very least, they'll be way more productive.

Change is everything

Supercharge your productivity. Speak to a Microsoft 365 training expert today.

Talk to an expert

Change is everything

BrainStorm

BrainStorm transforms organizations by using technology to empower people and activate change.

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