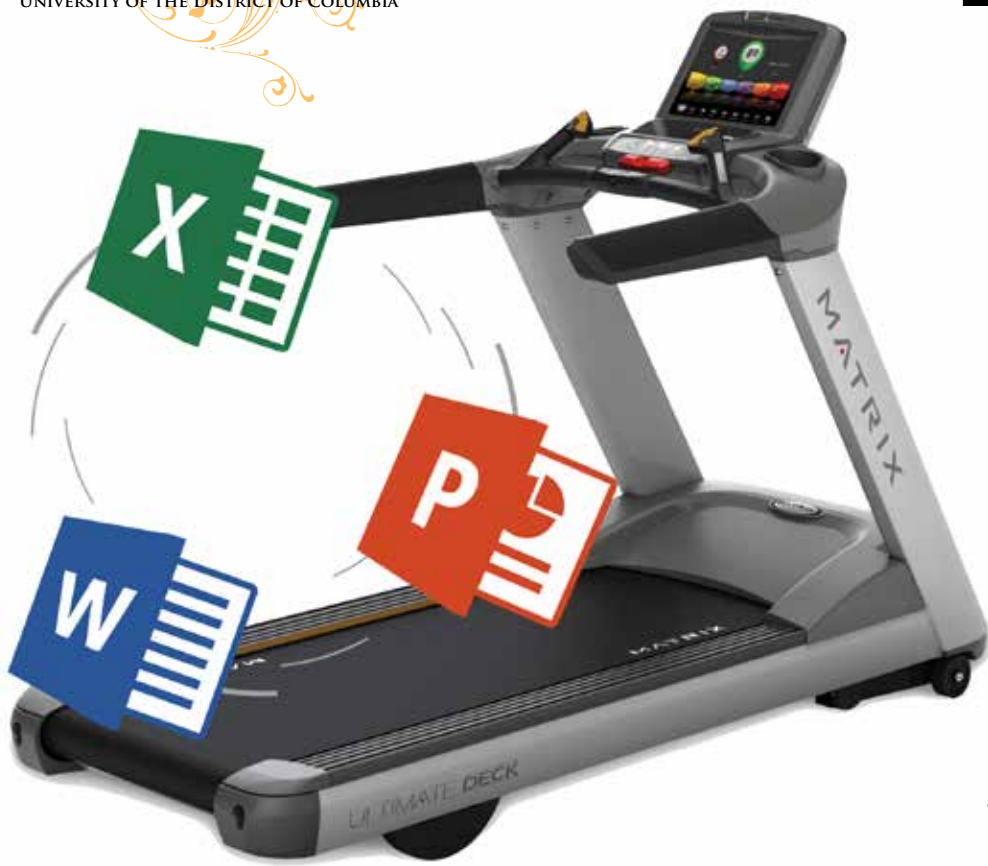


Tech Gym:

Come Work out
Your Word, PPT,
and Excel Muscles



April 20, 2017
at 3:30 p.m.

Building 41 - Room 104

Do you use Word, PowerPoint and Excel? Do you know how to accomplish what you need to do, but wonder what other tools they contain that could help with your work?

Come to our Tech Gym session to work out your tech muscles! Improve your efficiency and productivity in Microsoft Word, PowerPoint or Excel. Know how to navigate in older version, but not sure where to find everything in Office 2016?



Word

- Using Track Changes/Comments
- Formatting your document, including (but not limited to) spacing, borders, tabs, bullets, and format painter
- Using Find and Replace
- Using Footnotes and Endnotes
- Page Breaks & Section Breaks
- Using keyboard shortcuts



PowerPoint

- Improving your aesthetics and making your PPT pop
- Embedding images, videos, links
- Using templates
- Reordering your slides



Excel

- Formatting spreadsheets including inserting rows/columns, deleting rows/columns, renaming tabs, printing to fit page & changing margins
- Formatting cells, including sizing, wrap text, borders, & merge and center
- Designating the type of cell (\$, % etc.)
- Creating charts & graphs
- Using formulas
- Formatting your Excel document for printing

This list doesn't cover what you want to know? Email lrdreference@udc.edu to let us know what you want to see covered in the Tech Gym and we'll explore for future workshops.