

MAKING SOCIAL CARE TECHNOLOGIES ACCESSIBLE TO ALL

Topic 2. Office Applications

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Course Introduction

1. Course overview
2. Target group
3. Training objectives

Course Introduction



1. Course overview

What is the course about?

The “Office Applications” course is designed to provide social care workers with essential skills in utilizing **productivity tools**, including **word processing** (Word, Google Docs, Pages), **spreadsheets** (Excel, Google Sheets, Numbers), and **presentation software** (PowerPoint, Google Slides, Keynote). Participants will gain insights into practical tips, globally accepted best practices, and features relevant to their roles.

Why does it matter?

The relevance of this curriculum emerged in the SociALL project’s transnational research: many healthcare professionals, while familiar with basic office applications, often **lack awareness of advanced features and practices**. The course aims to bridge this gap and to transform office applications into a valuable support system for care organizations, enhancing efficiency, communication, and overall impact.

Course Introduction



2. Target group

Who is the course for?

Virtually **any professional working in the care sector** can follow this course. Specifically, the course caters to professionals in the care sector, including social workers, counsellors, healthcare providers, management, and support staff. It is designed for individuals who regularly create, use, or consult documents through office applications in their professional roles.

Can I follow it?

The curriculum is tailored for individuals with **limited skills in office applications**. It is ideal for those who may not have received formal training and have learned through trial-and-error during their professional careers. While basic knowledge of office applications is preferred, no specific expertise in different suites (Microsoft, Google Apple) is required, making it accessible to a broad audience.

Course Introduction



3. Training objectives

What can I learn from the course?

- Identify various **office applications** and their **functions**
- Explore and master **key features** of each tool
- Learn and use **shortcuts**
- Improve document **quality** through **best practices**
- Gain **confidence** in proficiently using office applications
- Learn where to **seek support** for **technical issues**

What will it change?

By the end of the training, participants and their organization will be able to:

- Produce **more readable, understandable, and visually appealing** documents, spreadsheets, presentations
- Create documents **faster** with higher **confidence**
- Utilize digital tools more **extensively**
- Reorganize processes, shifting from paper-centric to **office application-centric** workflows for improved **efficiency** and **adaptability**

1. Introduction to office applications

1. Software Suites
2. Basic Features Common to Office Applications
3. Office Applications in Care Sector
4. Common Keyboard Shortcuts

1. Introduction to office applications

1.1. Software Suites



Microsoft Office Suite includes **Microsoft Word** for word processing, **Excel** for spreadsheets, **PowerPoint** for presentations.



Google Workspace comprises **Google Docs** for word processing, **Google Sheets** for spreadsheets, **Google Slides** for presentations.



Apple iWork Suite consists of **Pages** for word processing, **Numbers** for spreadsheets, and **Keynote** for presentations.



1. Introduction to office applications

1.2. Basic Features Common to Office Applications

File Management

- ❖ **Save files:** “File” -> “Save” (or Ctrl+S) and choose a name/location for your file
- ❖ **Rename files:** right-click the file -> select “Rename” -> type the new name in the file title.
- ❖ **Change file formats:** “File” -> “Export” or “Make a copy” -> choose a format (pdf, docx, ...) -> select “Export” or “Download”
- ❖ **Version history:** “File” -> Version/Revision history

Printing

- ❖ **Printing Settings/Options/Preview:**
 - > “File”
 - > “Print” (or Ctrl+P)
 - > Choose options
 - > “Preview”



1. Introduction to office applications

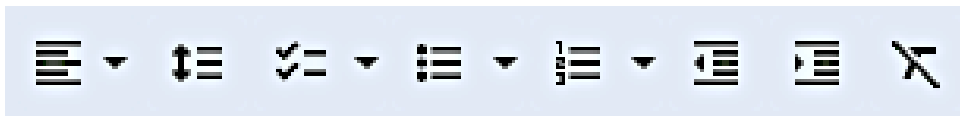
1.2. Basic Features Common to Office Applications

Layout & Formatting

- ❖ **Font and Paragraph formatting:** “Home” -> select the colour/size/shape



- ❖ **Page Layout:** “Home” -> click on the chosen parameters



- ❖ **Templates:** “File” -> “New” -> select Template

Editing Tools

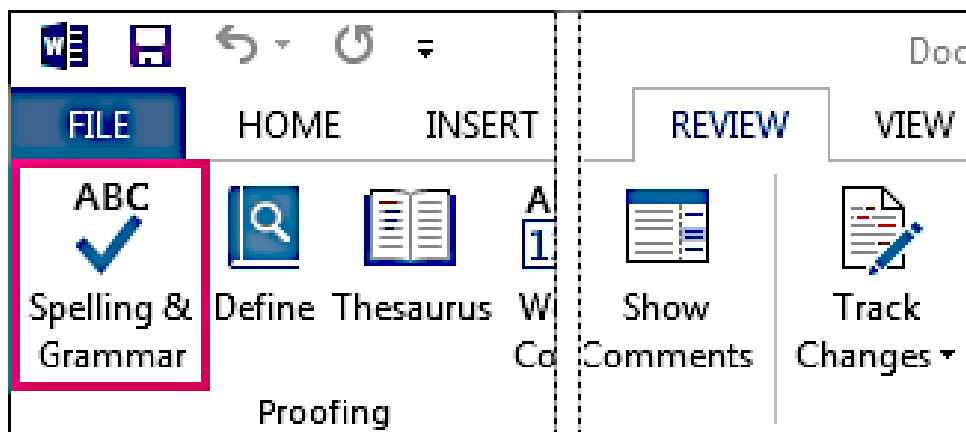
- ❖ **Cut:** “Home” or “Edit” -> “cut” (or Ctrl+X)
- ❖ **Copy:** “Home” or “Edit” -> “copy” (or Ctrl+C)
- ❖ **Paste:** “Home” or “Edit” -> “paste” (or Ctrl+V)
- ❖ **Undo/Redo:** “Home” or “Edit” -> “undo” or “redo” (or Ctrl+Z / Ctrl+Y)
- ❖ **Inserting images:** “Insert” -> “Image” -> choose your picture
- ❖ **Tables:** “Insert” -> “Table” (or Ctrl+T)
- ❖ **Hyperlinks:** “Insert” -> “Link” (or Ctrl+K)

1. Introduction to office applications

1.2. Basic Features Common to Office Applications

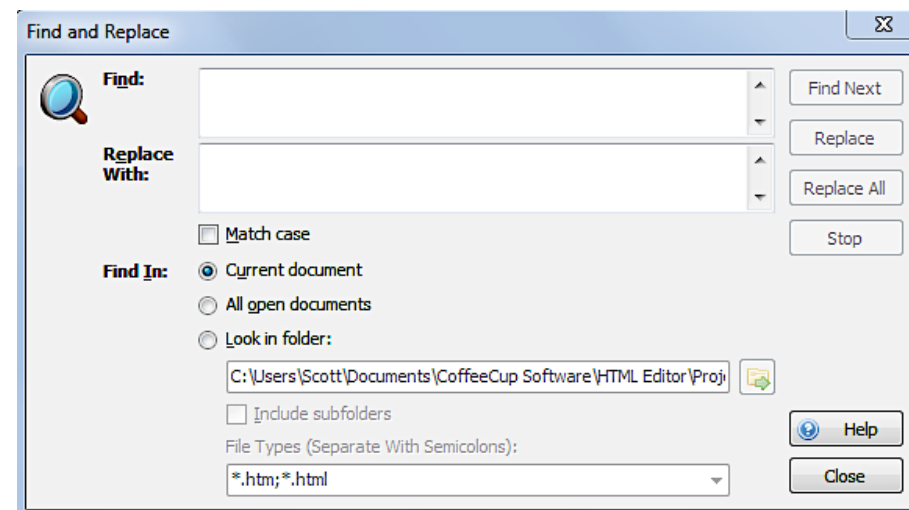
Spelling & Grammar Check

- ❖ It allows you to check for any type of mistake in your text



Find & Replace

- ❖ “Home” or “Edit” -> “Find” -> “Replace” (or Ctrl+F)

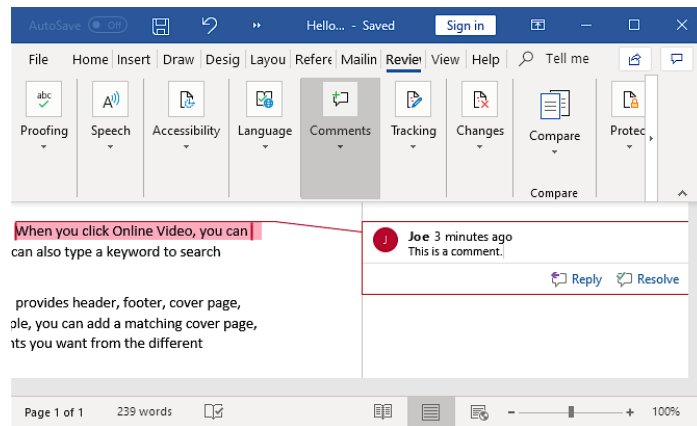


1. Introduction to office applications

1.2. Basic Features Common to Office Applications

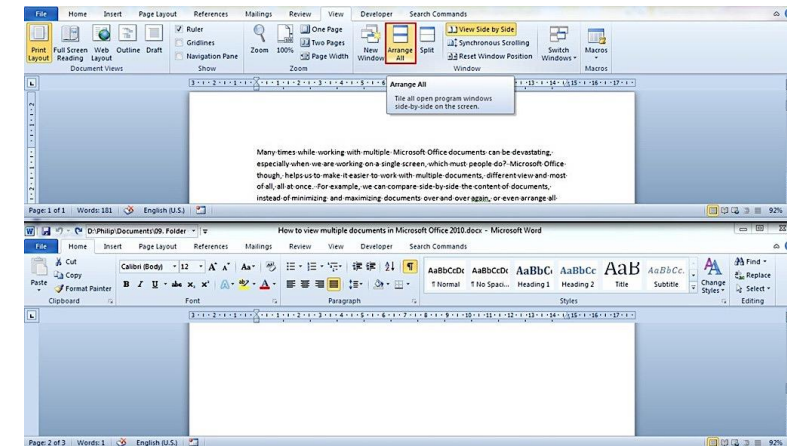
Collaboration

- ❖ **Track changes:** “Edit” or “Tools” or “Review” -> “Track changes”
- ❖ **Comments:** “Review” or “Insert” -> “Comment”
- ❖ **Notes:** “Insert” -> “Notes”



View Options

- ❖ **Zoom In/Out:** “Presentation” -> “Zoom” (or Ctrl+mouse scroll)
- ❖ **Multiple Views:** reduce the size of your documents -> organize them on your desktop



1. Introduction to office applications



1.3. Office Applications in Care Sector

Document Management and Reporting:

Usage: Care providers often use word processing software (e.g., Microsoft Word, Google Docs) to create and manage documents such as care plans, assessments, and progress reports.

Example: Nurses and caregivers may document patient assessments, medication records, and care plans using word processing applications.

Spreadsheets for Resource Planning:

Usage: Spreadsheet applications (e.g., Microsoft Excel, Google Sheets) are employed for resource planning, scheduling, and managing staff rosters.

Example: Care managers can use spreadsheets to create staff schedules, track employee hours, and manage resource allocation based on patient needs.

1. Introduction to office applications



1.3. Office Applications in Care Sector

Database Management for Patient Information:

Usage: Database applications (e.g., Microsoft Access, custom software) help in organizing and managing patient information securely.

Example: Health care providers use databases to store and retrieve patient records, ensuring easy access to relevant medical history, allergies, and treatment plans.

Email and Communication Tools:

Usage: Email applications (e.g., Microsoft Outlook, Gmail) and communication platforms facilitate efficient communication among care team members.

Example: Caregivers can use email to coordinate patient care, share important updates, and communicate with other healthcare professionals.

1. Introduction to office applications

1.3. Office Applications in Care Sector

Presentation Software for Training and Education:

Usage: Presentation software (e.g., Microsoft PowerPoint, Google Slides) is utilized for training sessions, educational programs, and staff meetings.

Example: Training programs for caregivers or informational sessions for patients can be conducted using presentation tools to enhance understanding and engagement.

1. Introduction to office applications

1.4. Common Keyboard Shortcuts

Ctrl (Cmd) + Z

Undo the last action.

Press and hold the Ctrl key (Cmd on Mac) and then press the Z key

Ctrl (Cmd) + C

Copy selected text or object.

Press and hold the Ctrl key (Cmd on Mac) and then press the C key.

Ctrl (Cmd) + U

Underline selected text.

Press and hold the Ctrl key (Cmd on Mac) and then press the U key

Ctrl (Cmd) + B

Bold selected text.

Press and hold the Ctrl key (Cmd on Mac) and then press the B key

Ctrl (Cmd) + V

Paste copied or cut text or object.

Press and hold the Ctrl key (Cmd on Mac) and then press the V key

Ctrl (Cmd) + S

Save the current document.

Press and hold the Ctrl key (Cmd on Mac) and then press the S key

2. Word Processing Applications

1. Overview of Word Processing Applications: Microsoft Word, Google Docs, Pages
2. Overview of Useful Features
3. Video Example – Microsoft Word
4. Video Example – Google Docs
5. Video Example – Pages
6. Practical Tips and Tricks
7. Best Practices

2. Word processing applications



2.1. Overview of word processing applications



Microsoft Word: A flagship application in the Microsoft Office suite, known for its extensive features and widespread use in professional environments.



Google Docs: A cloud-based platform by Google, enabling real-time collaboration, accessibility, and seamless sharing among users.



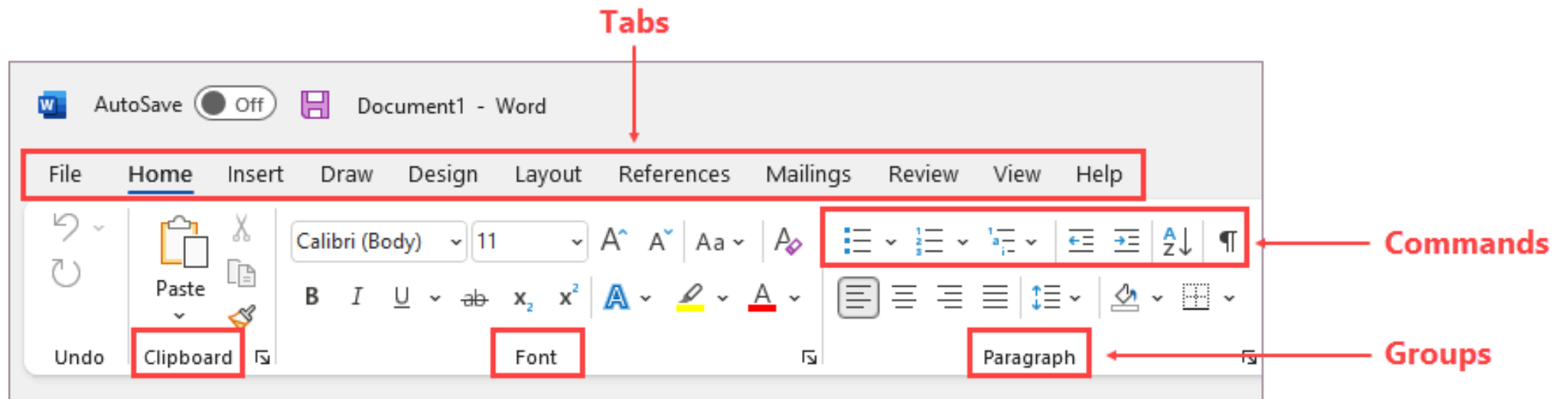
Pages: An integral part of Apple's suite, offering a user-friendly interface and integration with other Apple devices

2. Word processing applications

2.2. Overview of Useful Features

Enhance your document's look

- ❖ Find options like **bold** or *italic* in the toolbar for a polished appearance
- ❖ Explore options for page layout, margins, size of the characters, text flow, and user-friendly templates
- ❖ Generate a Table of Contents for easy navigation: “Insert” or “References” -> “Table of Contents”



2. Word processing applications

2.3. Video Example – Microsoft Word



2. Word processing applications

2.4. Video Example – Google Docs



2. Word processing applications

2.5. Video Example – Pages

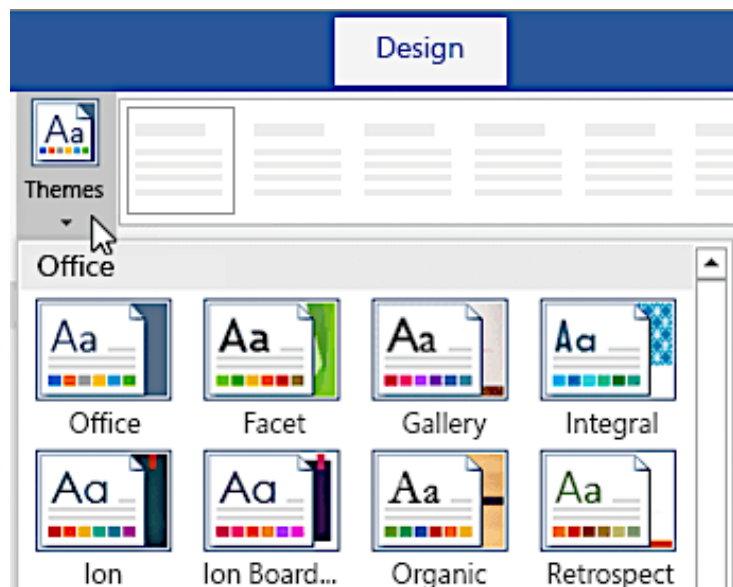


2. Word processing applications

2.6. Selection of practical tips and tricks

Use themes to maintain document consistency

- ❖ Apply predefined styles for headings, titles, and paragraphs to ensure a professional and uniform appearance



The "Format Painter" tool

- ❖ Use it to quickly copy formatting from one part of the document to another. Click on the tool, then click and drag over the text you want to format similarly.



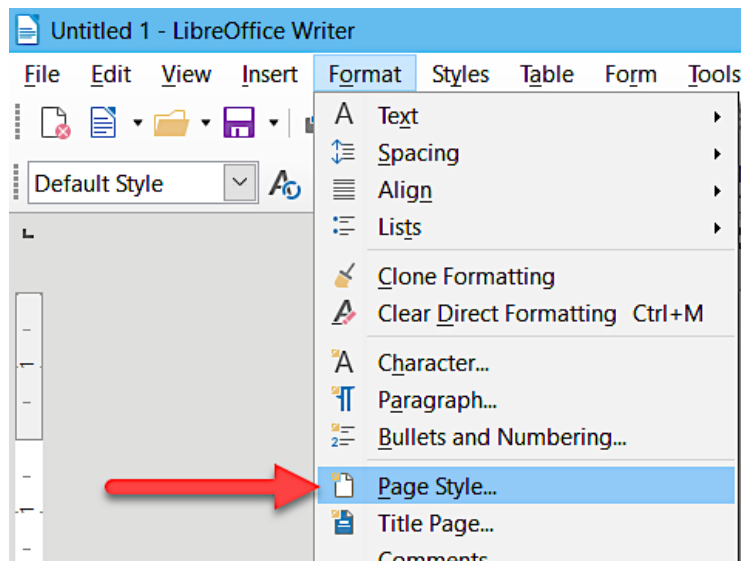
2. Word processing applications

2.6. Selection of practical tips and tricks

Structure your document

- ❖ Leverage headings to organize and structure your document effectively. Assign appropriate heading levels to different sections for clarity and easy navigation.

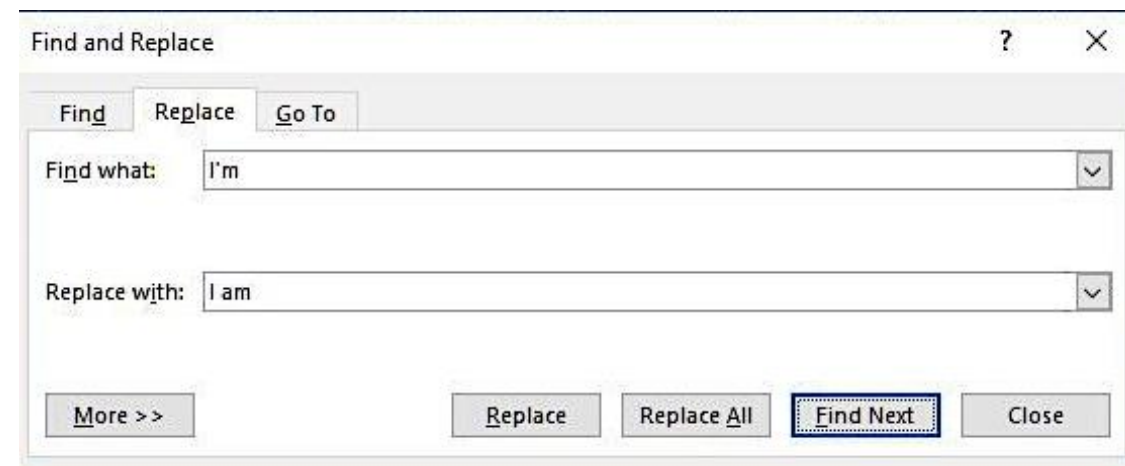
=> Use the “Format” menu



The "Find and Replace" tool

- ❖ Save time and effort by using the "Find and Replace" feature. Locate specific words or phrases and replace them throughout the document seamlessly.

=> Use the “Edit” menu (or “Ctrl+F”)

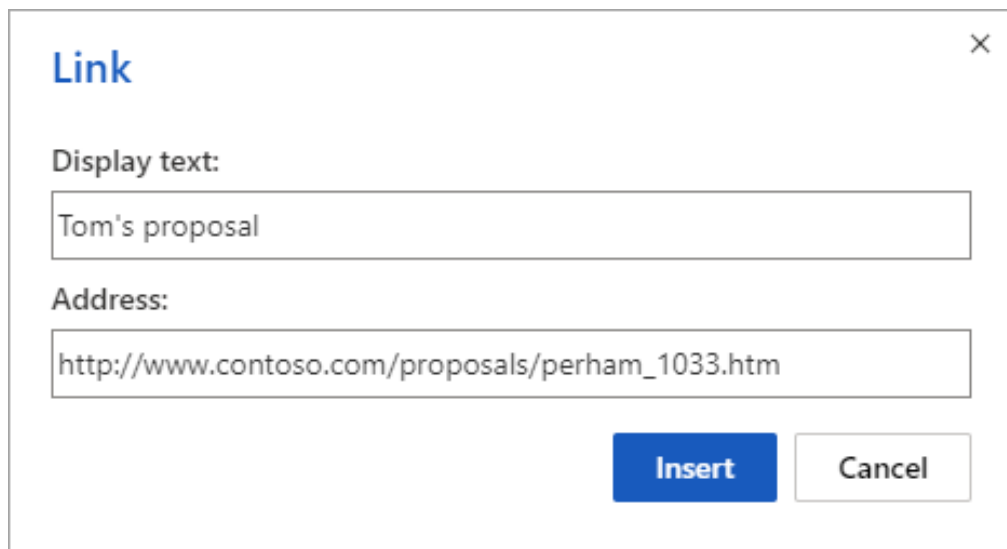


2. Word processing applications

2.6. Selection of practical tips and tricks

Enhance document's connectivity

- ❖ Incorporate hyperlinks, link to external websites/documents, or even other sections within your document for quick access to additional information



Use shortcuts

- ❖ Explore and memorize keyboard shortcuts for common actions. This boosts efficiency and minimizes the need for extensive mouse navigation.



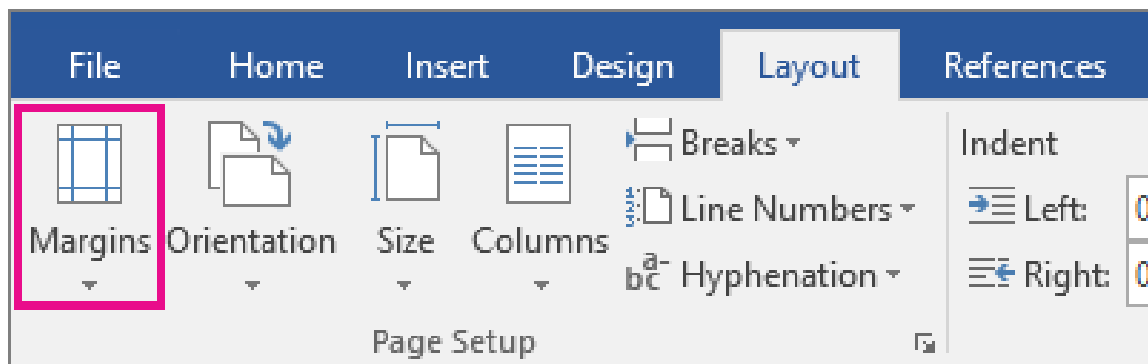
2. Word processing applications

2.6. Selection of practical tips and tricks

Optimize your page layout

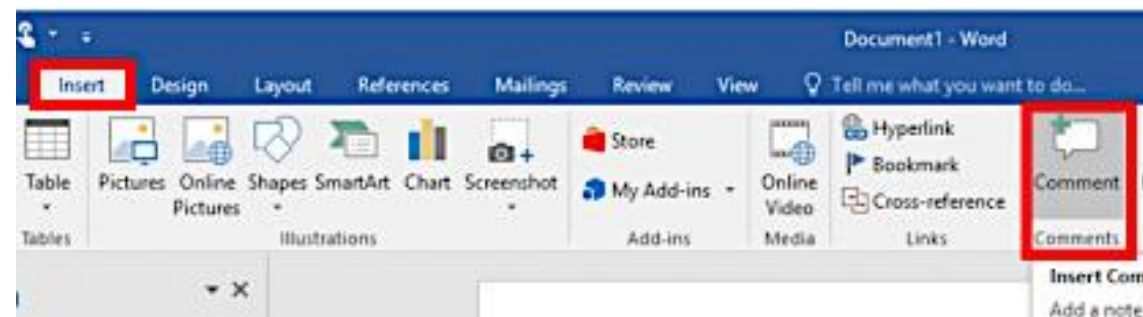
- ❖ Adjust margins, orientation, and page breaks. A well-organized layout enhances the readability and visual appeal of your document.

=> “References” or “File” or “Layout” menu



Explore collaboration features

- ❖ Use comments and tracked changes. These tools foster effective teamwork and communication when multiple individuals are working on the same document



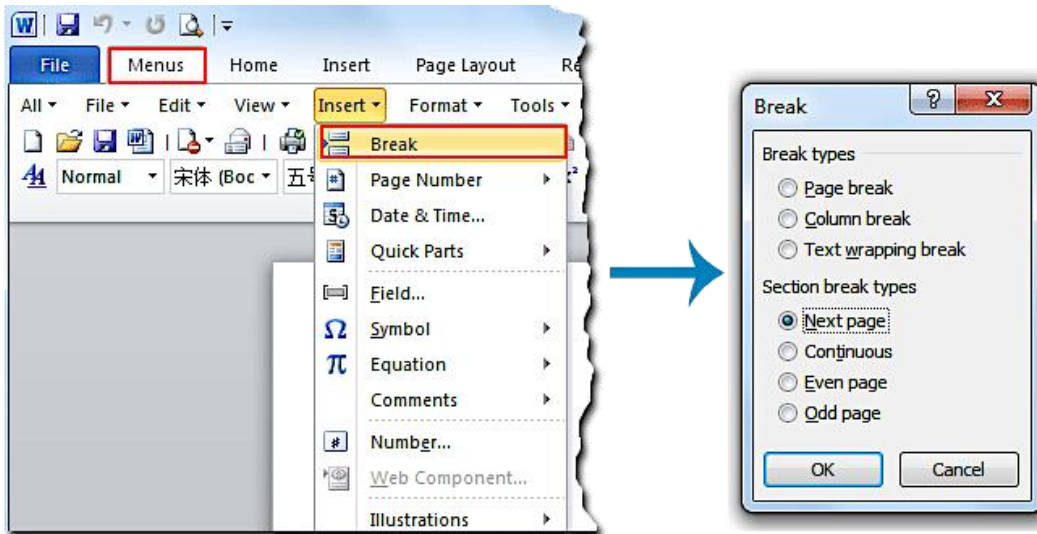
2. Word processing applications

2.6. Selection of practical tips and tricks

Section breaks

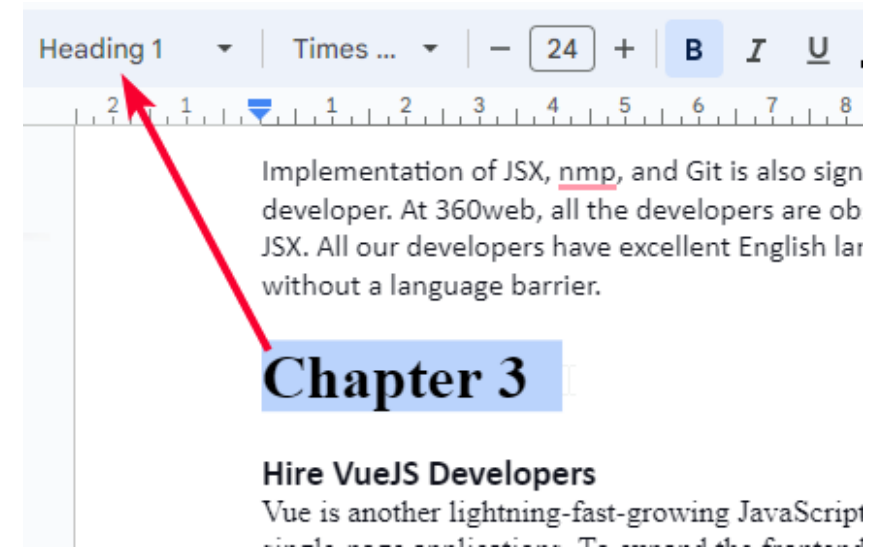
- ❖ Segment your document, this is particularly useful when dealing with different layouts, headers, or footers within a single document.

=> "Insert" or "Layout" -> "Break"



Document's properties

- ❖ Manage information, and add keywords, tags, and summaries to enhance document searchability and organization.



2. Word processing applications



2.7. Collection of globally accepted best practices

Use good habits

- ❖ Develop a habitual approach **to saving your work regularly**. This minimizes the risk of data loss in case of unexpected interruptions and ensures that your progress is continuously safeguarded.
- ❖ **Maintain consistent formatting throughout your documents**. Utilize styles for headings, titles, and paragraphs to create a cohesive and polished look. Consistency enhances readability and professionalism.
- ❖ **Leverage built-in editor's resources**. Most office applications offer spelling and grammar checkers. Utilize these tools to enhance the quality and correctness of your documents.
- ❖ **Implement version control practices**, especially in collaborative settings. Save different versions of your document or use built-in version control features to track changes and manage document evolution.
- ❖ **Invest time in learning and mastering keyboard shortcuts**. This not only enhances your efficiency but is a universally recognized best practice for navigating office applications swiftly.

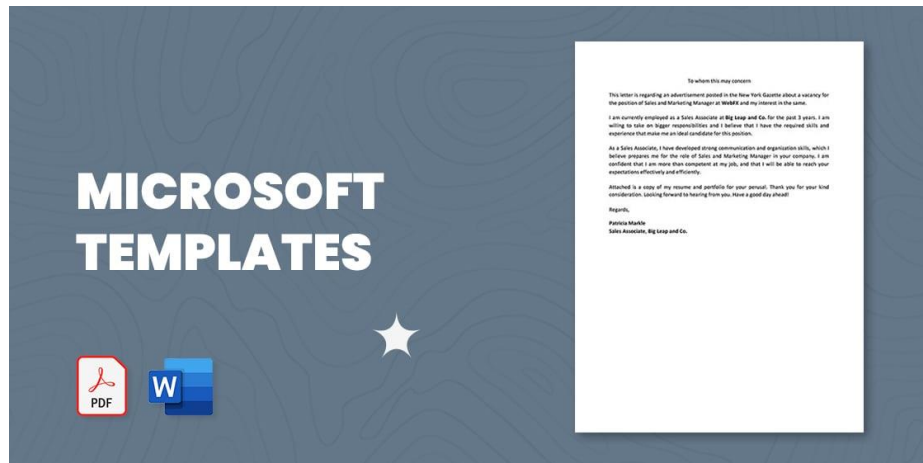
2. Word processing applications

2.7. Collection of globally accepted best practices

Create templates

- ❖ **Invest time in creating templates** for recurring document types. Templates ensure consistency, save time, and maintain a professional appearance across various documents.

=> “File” -> save as a template



3. Spreadsheets

1. Overview of Spreadsheets: Excel, Google Sheets, Numbers
2. Overview of Useful Features
3. Video Example – Excel
4. Video Example – Google Sheets
5. Video Example – Numbers
6. Practical Tips and Tricks

3. Spreadsheets

3.1. Overview of spreadsheets



Microsoft Excel: A leading spreadsheet application in the Microsoft Office suite, known for its powerful data analysis and visualization features.



Google Sheets: A cloud-based spreadsheet application by Google, facilitating real-time collaboration, data sharing, and accessibility.



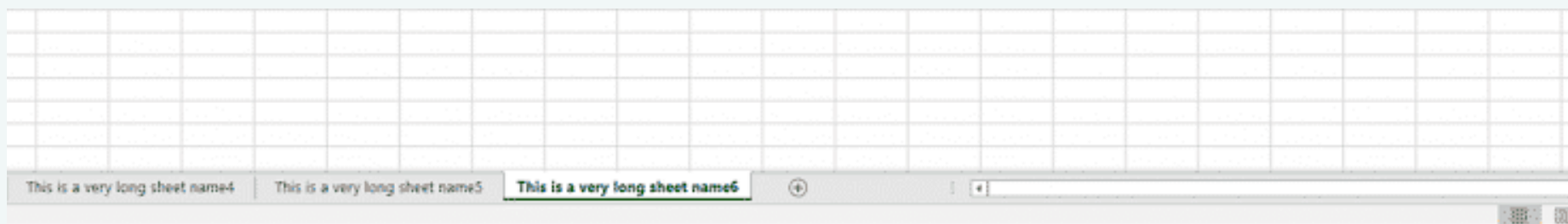
Numbers: An integral part of Apple's suite, offering a user-friendly interface and integration with other Apple devices.

3. Spreadsheets

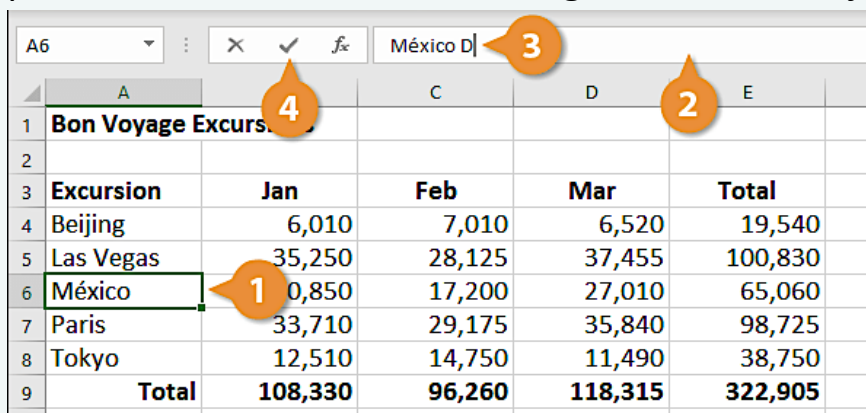
3.2. Overview of useful features

❖ Navigate sheets at the bottom

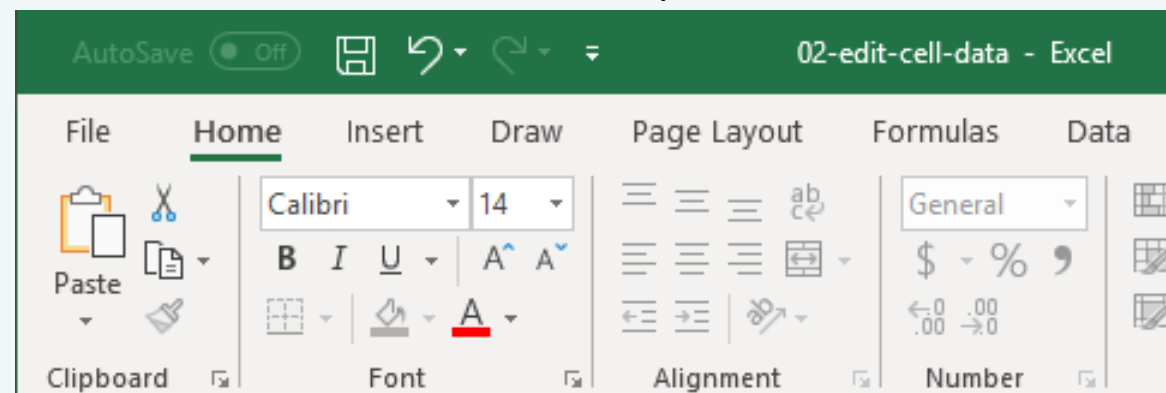
=> Use right-click for sheet actions. Click cells for data entry or manipulation.



❖ Input data in cells and format using the toolbar. Adjust fonts, colours, and borders for clarity.



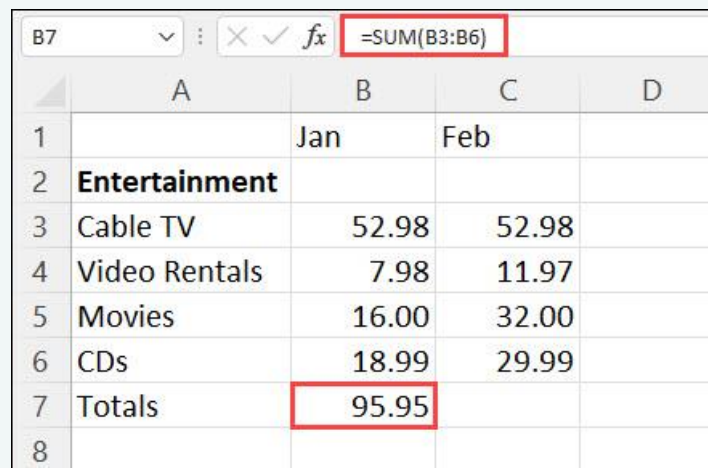
Excursion	Jan	Feb	Mar	Total
Beijing	6,010	7,010	6,520	19,540
Las Vegas	35,250	28,125	37,455	100,830
México	10,850	17,200	27,010	65,060
Paris	33,710	29,175	35,840	98,725
Tokyo	12,510	14,750	11,490	38,750
Total	108,330	96,260	118,315	322,905



3. Spreadsheets

3.2. Overview of useful features

- ❖ Write and use the correct formulas, learn what their purpose is and why they are written in a specific way.
 - ❖ Start with an equal sign and enter formulas (e.g., =A1+B1). Explore functions like SUM and AVERAGE for calculations.
- ⇒ You need to use “=” to make the office application understand that you are writing a formula and not just a text



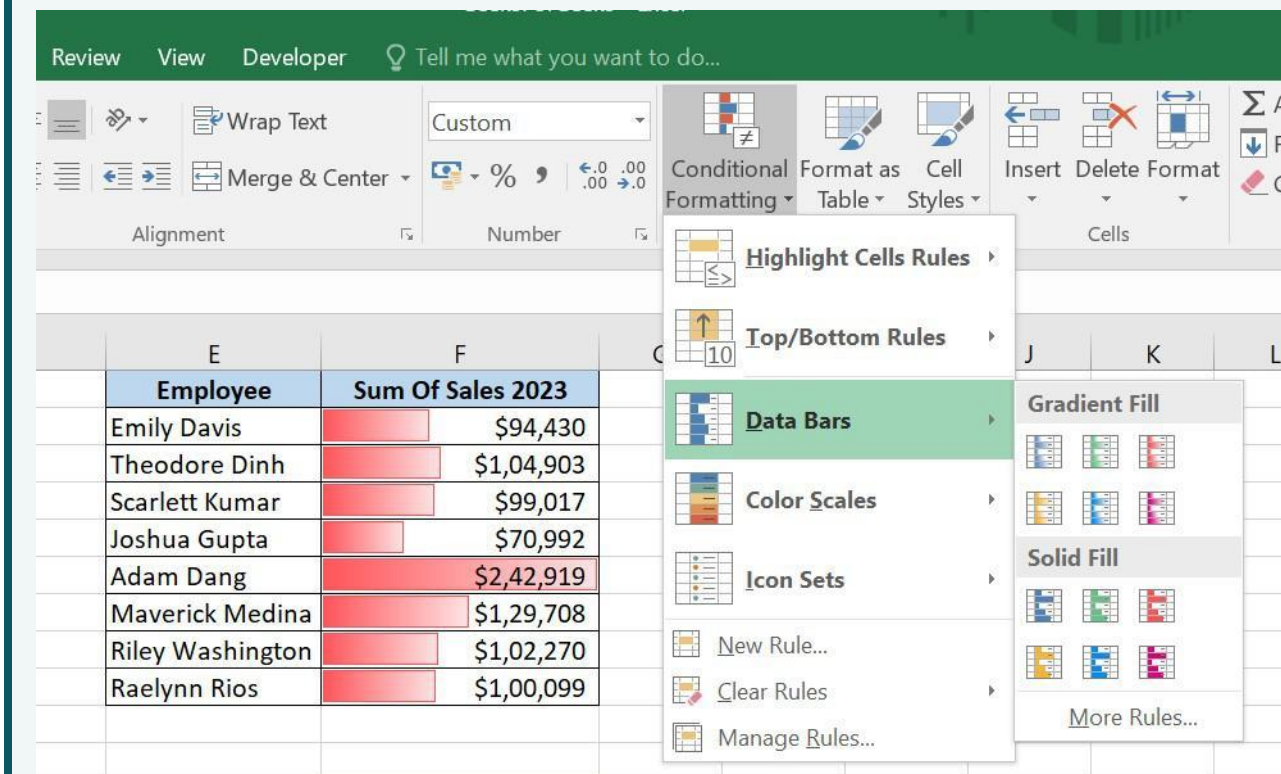
	A	B	C	D
1		Jan	Feb	
2	Entertainment			
3	Cable TV	52.98	52.98	
4	Video Rentals	7.98	11.97	
5	Movies	16.00	32.00	
6	CDs	18.99	29.99	
7	Totals	95.95		
8				

- ❖ Use cell references in formulas (e.g., A1 or B2) for dynamic calculations. Lock references with (\$) for stability.
- ⇒ (\$) is like a superglue: it sticks the formula to a specific cell's value, even when you move the formula around

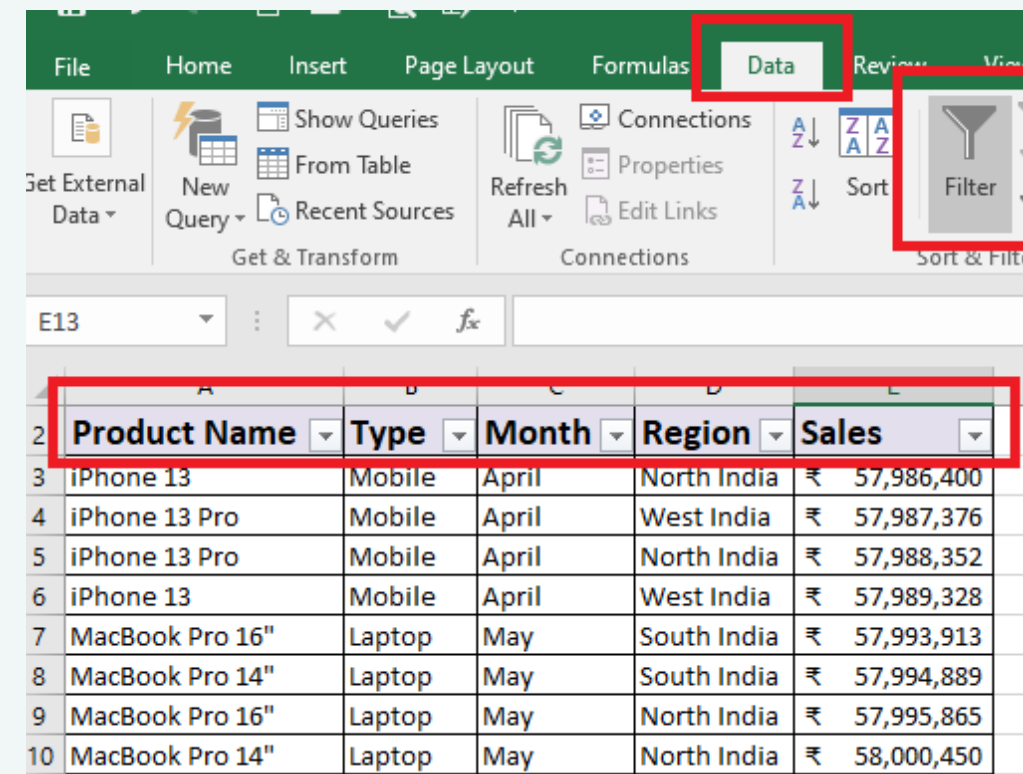
3. Spreadsheets

3.2. Overview of useful features

- ❖ Highlight cells, go to "Format," and choose "Conditional formatting" to apply rules based on conditions.
- ❖ Organize data by sorting or filter for specific values. Highlight data, go to "Data," and choose "Sort" or "Filter."



Employee	Sum Of Sales 2023
Emily Davis	\$94,430
Theodore Dinh	\$1,04,903
Scarlett Kumar	\$99,017
Joshua Gupta	\$70,992
Adam Dang	\$2,42,919
Maverick Medina	\$1,29,708
Riley Washington	\$1,02,270
Raelynn Rios	\$1,00,099

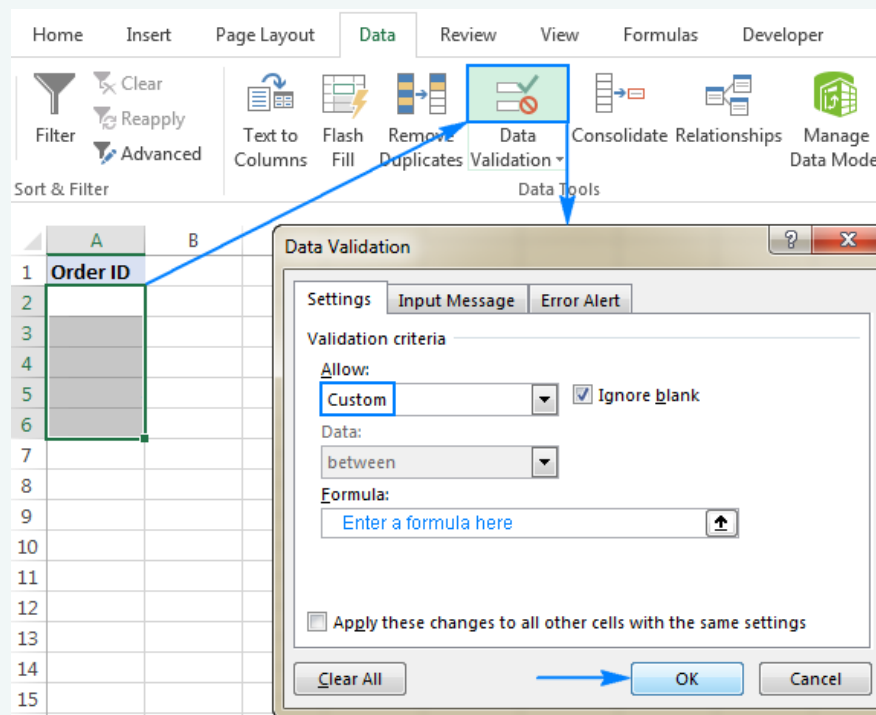


Product Name	Type	Month	Region	Sales
iPhone 13	Mobile	April	North India	₹ 57,986,400
iPhone 13 Pro	Mobile	April	West India	₹ 57,987,376
iPhone 13 Pro	Mobile	April	North India	₹ 57,988,352
iPhone 13	Mobile	April	West India	₹ 57,989,328
MacBook Pro 16"	Laptop	May	South India	₹ 57,993,913
MacBook Pro 14"	Laptop	May	South India	₹ 57,994,889
MacBook Pro 16"	Laptop	May	North India	₹ 57,995,865
MacBook Pro 14"	Laptop	May	North India	₹ 58,000,450

3. Spreadsheets

3.2. Overview of useful features

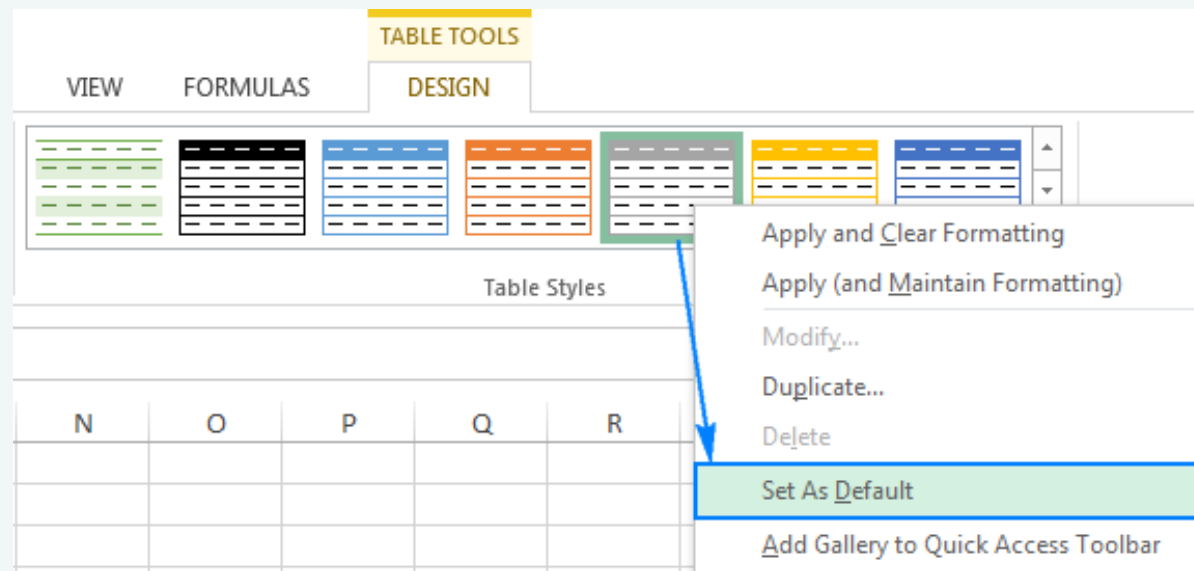
- ❖ Select data, go to "Insert," and choose a chart type for visualizing data effectively.
 - ❖ Restrict data input to predefined criteria. Select cells, go to "Data," and choose "Data validation."
- => This ensures that you only have relevant data



3. Spreadsheets

3.2. Overview of useful features

- ❖ Summarize large datasets by highlighting data, going to "Data," and selecting "Pivot table."
- ❖ Use different table styles for different tasks ("Design" menu)
- ❖ Highlight a column, row or part of the table, as well as changing their width and height ("Home" menu)



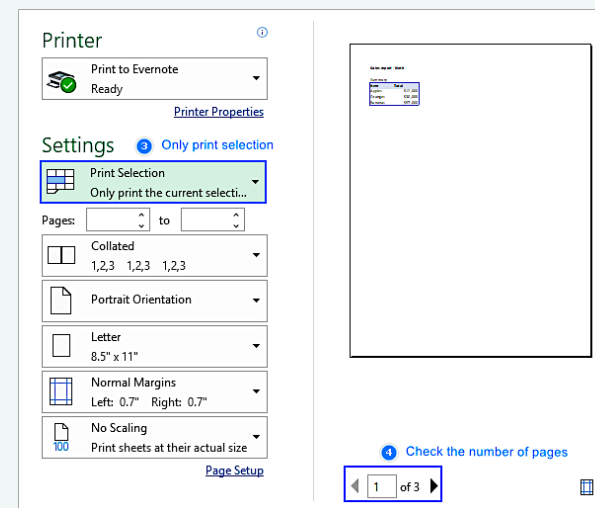
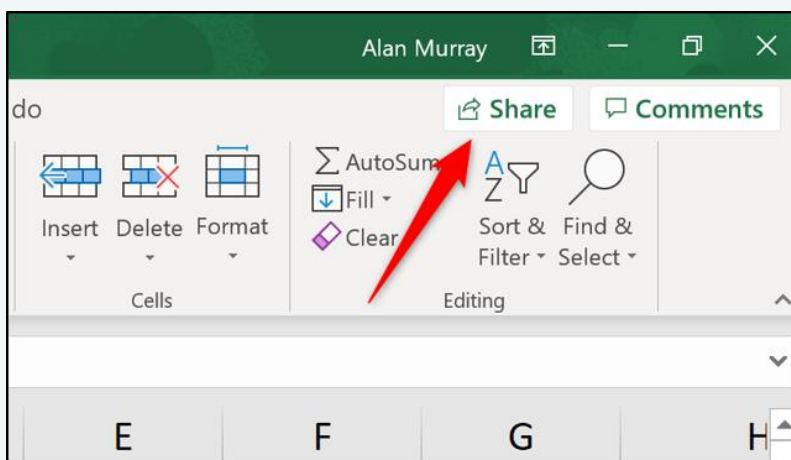
The image shows a spreadsheet titled 'Marketing Plan Data'. At the top, there is a 'Status Color Legend & Toggle' section with a 'Go to Marketing Plan Lists' button. The legend includes: Not Started (ON), In Progress (ON), Delayed (ON), Complete (ON), Custom 1 (ON), Custom 2 (ON), Custom 3 (ON), and Custom 4 (ON). Below the legend is a table with columns: Task, Status, Owner, Assigned to, Anticipated Start Date, Anticipated End Date, Actual Start Date, Actual End Date, Estimated Cost, and Actual Cost. The table contains 13 rows of data, with each row's cells colored according to its status.

Task	Status	Owner	Assigned to	Anticipated Start Date	Anticipated End Date	Actual Start Date	Actual End Date	Estimated Cost	Actual Cost
Product Analysis	Not Started	John C.	John C.	01/07/20	01/08/20	28/06/20		\$1,500	\$1,250
Design Storyboards	In Progress	Mark M.	John C.	15/07/20	15/08/20	13/07/20		\$2,000	\$1,840
Review Storyboard Design	Delayed	Mark M.	John C.	01/08/20	20/08/20			\$1,450	
Research Analysis Phase I	Complete	Kamil A.	Andrew L.	01/06/20	01/07/20	01/06/20	28/06/20	\$3,000	\$3,200
Advertising Content Creation Phase I	Custom 1	Kamil A.	Timothy S.	01/09/20	15/09/20			\$500	
Product Requirement Definitions	Custom 2	Timothy S.	Vivian A.					\$575	\$125
Prototype Development Specifications	Custom 3	Kamil A.	Gabe F.	12/09/20	25/09/20			\$1,750	
Quality Control, Progress Reports	Custom 4	Mark M.	Kamil A.	01/07/20	01/10/20	01/07/20		\$925	\$250
Create Storyboards	Not Started	Mark M.	John C.	15/07/20	15/08/20	13/07/20		\$2,000	\$1,840
Review Storyboards with Graphic Artists	Delayed	Mark M.	John C.	01/08/20	20/08/20			\$1,450	
Research Analysis Phase II	Complete	Kamil A.	Andrew L.	01/06/20	01/07/20	01/06/20	28/06/20	\$3,000	\$3,200
Advertising Content Creation Phase II	Not Started	Kamil A.	Timothy S.	01/09/20	15/09/20			\$500	

3. Spreadsheets

3.2. Overview of useful features

- ❖ Add and remove rows and columns by clicking directly on them or using keyboard shortcuts
=> It allows you to quickly delete data
- ❖ Check the printer settings and use header and footer before printing the spreadsheet ("File" -> "Print")
=> It allows you to have an optimized printing
- ❖ For cloud-based platforms, click "Share." Invite collaborators, set permissions, and collaborate seamlessly
=> It allows other people to work on your document



3. Spreadsheets

3.3. Video Example – Microsoft Excel



3. Spreadsheets

3.4. Video Example – Google Sheets



3. Spreadsheets

3.5. Video Example – Numbers



3. Spreadsheets

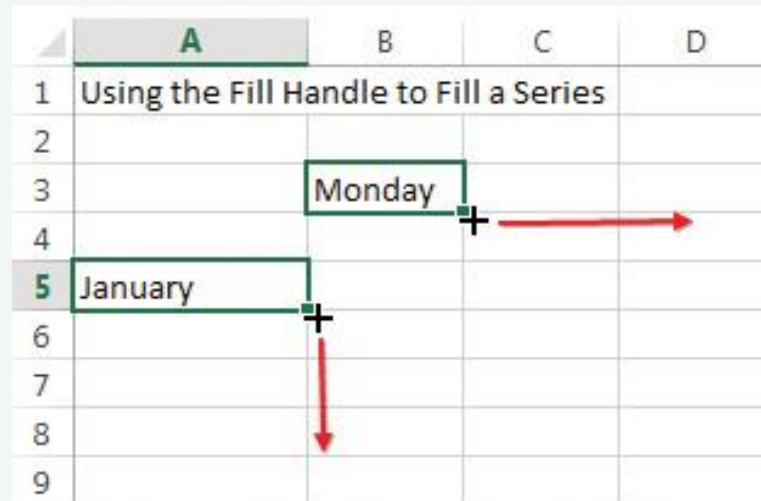
3.6. Practical Tips and Tricks

❖ Master essential shortcuts for swift actions.

=> Use "Ctrl" + "C" for copy and "Ctrl" + "V" for paste, etc

❖ Autofill formulas efficiently by dragging the small square at the cell's corner.

=> In this way you do not have to repeat the same formula in every cell, the application will automatically do it.

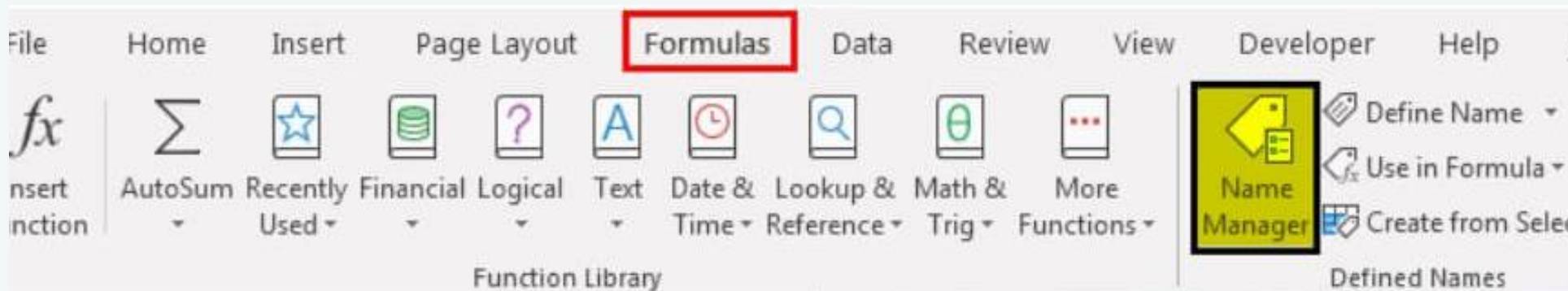


	A	B	C	D
1	Using the Fill Handle to Fill a Series			
2				
3		Monday		
4				
5	January			
6				
7				
8				
9				

3. Spreadsheets

3.6. Practical Tips and Tricks

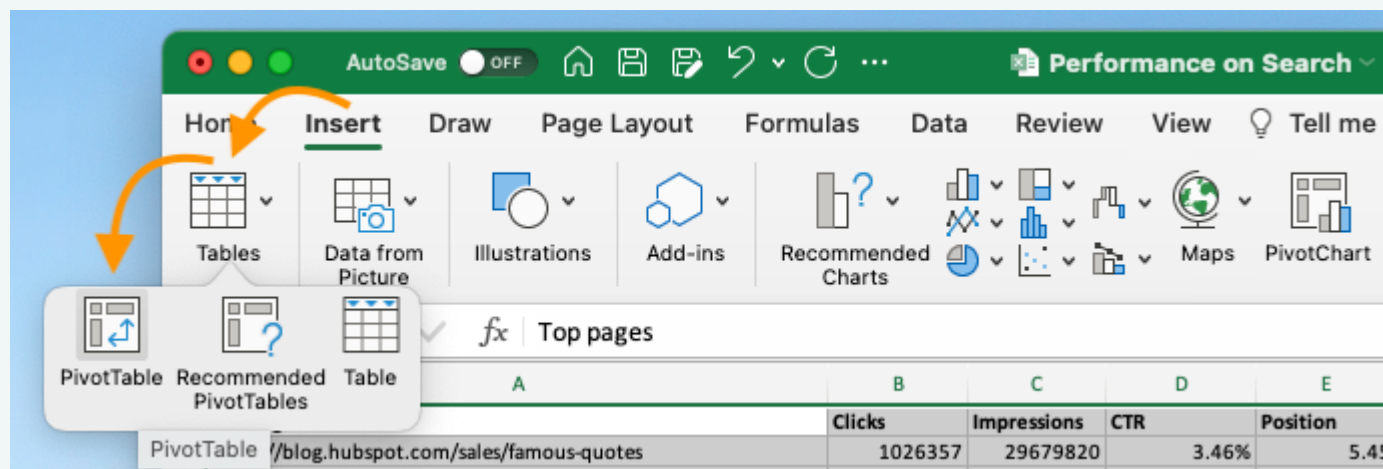
- ❖ Ensure accuracy by applying validation rules. Navigate to "Data," select "Data validation," and set criteria for allowed data.
=> You will save time since the application will only give you the type of data you want
- ❖ Assign names to cell ranges for quick reference. Highlight cells, go to "Formulas," and select "Name Manager" for easy management.



3. Spreadsheets

3.6. Practical Tips and Tricks

❖ Efficiently summarize large datasets. Highlight data, go to "Insert," and choose "Pivot table" for valuable insights.

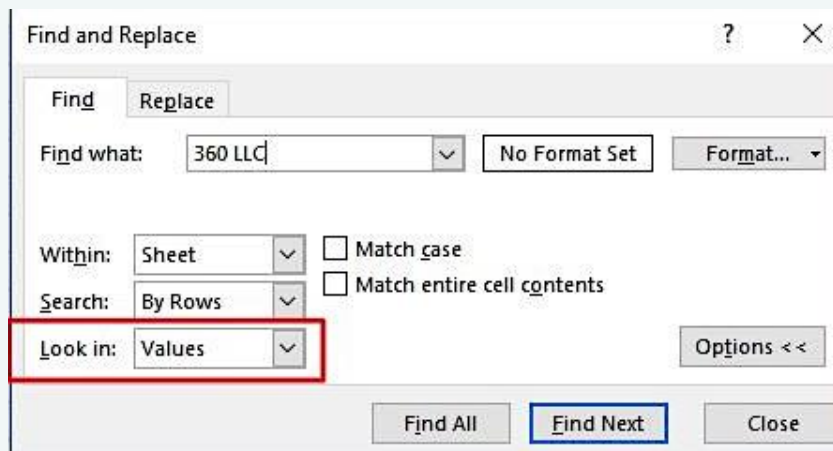


❖ Quickly copy formatting with the "Format Painter" tool. Click on it, then apply by clicking and dragging over the target cells.
=> You do not need to always spend time formatting your cells (colours, borders, ...), this tool will copy and repeat it to every cell you need to modify.

3. Spreadsheets

3.6. Practical Tips and Tricks

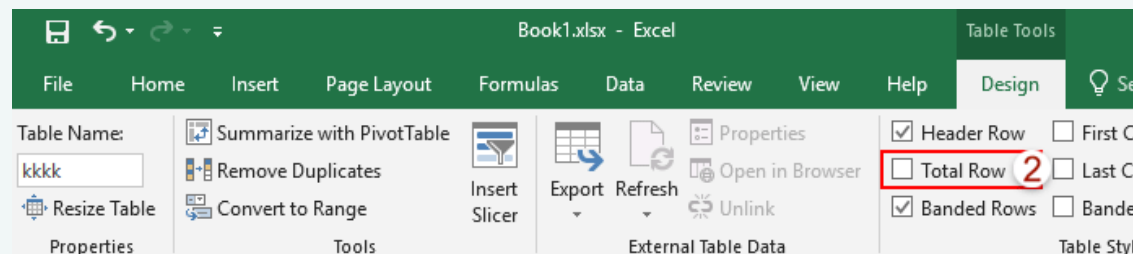
❖ Effortlessly locate and replace data. Press "Ctrl" + "F" for search and choose "Replace" for bulk changes.



❖ Use the “Total row” command in a formatted table to calculate the arithmetic mean (AVG) or adding values (SUM).

⇒ “Total row” pulls all the data together to facilitate the calculations. You can use it to know the average value of your data (AVG) or to know their total (SUM)

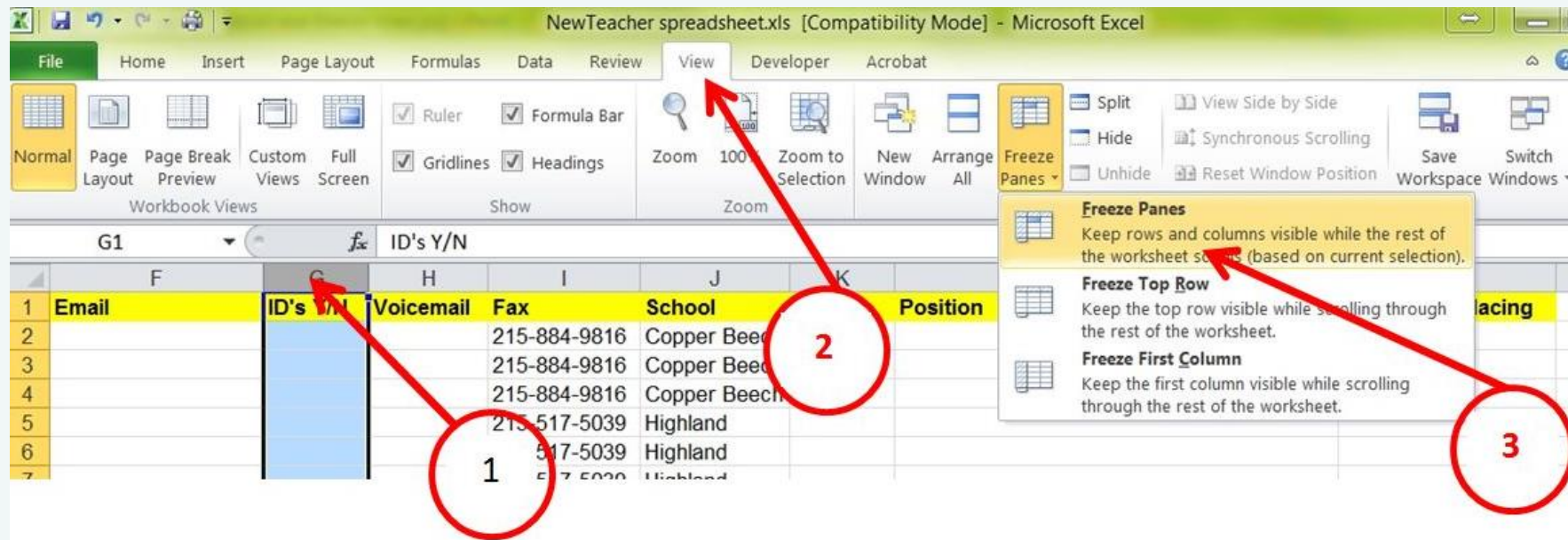
⇒ Select cells -> “Table tools” -> “Total Row”



3. Spreadsheets

3.6. Practical Tips and Tricks

- ❖ Use “Freeze panes” or “Freeze top row” for long data sets.
- ⇒ If you need to constantly keep an eye on a specific range of cells, you can freeze it with “Freeze panes”. So you will always have it while you are scrolling
- ⇒ That is the same thing for “Freeze top row” but you will only freeze it on the row



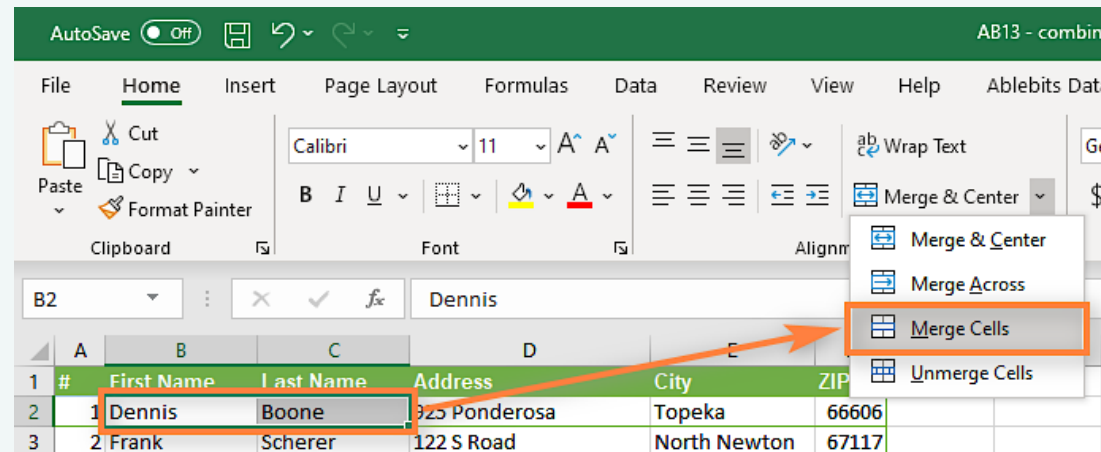
3. Spreadsheets

3.6. Practical Tips and Tricks

❖ Create templates for recurring tasks, ensuring consistency and saving time.

⇒ “File” -> “Save as template”

❖ Avoid cell merging to maintain data integrity and simplify sorting and filtering



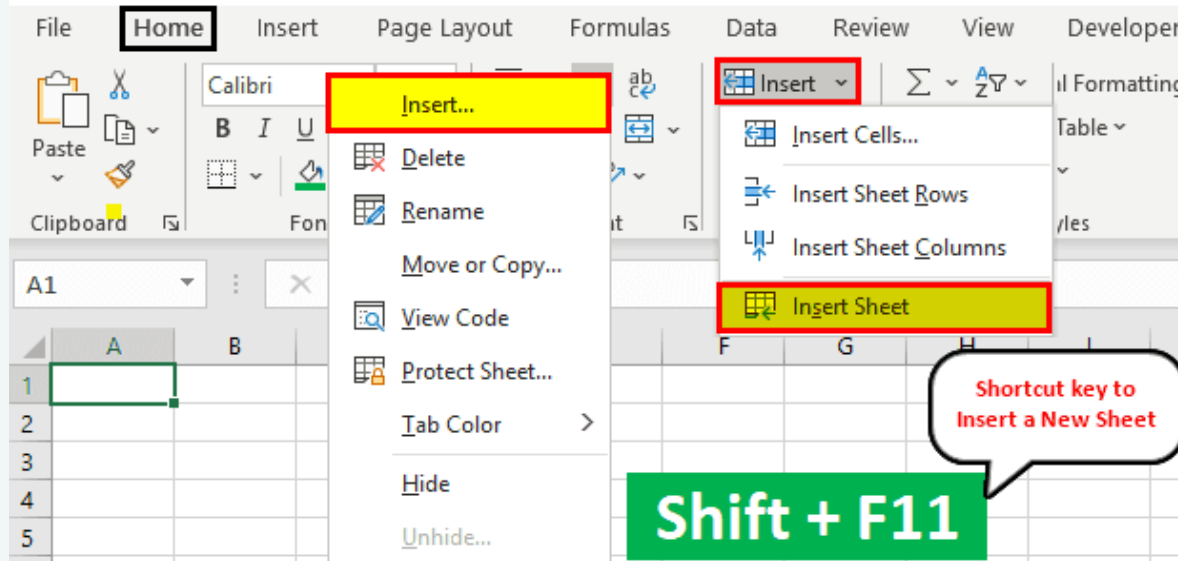
❖ Keep formulas concise for better readability and easier error detection.

⇒ Use range names and formulas: use “=SUM(A1:A3)” instead of “=A1+A2+A2”

3. Spreadsheets

3.6. Practical Tips and Tricks

- ❖ Use cell references in formulas for dynamic calculations. Avoid hardcoding values.
⇒ A1 = 100 and A2 = 200; if you want to add them together use “=A1+A2” instead of “=100+200”. That is easier and avoid mistakes
- ❖ Use additional sheets for detailed data or calculations, keeping the main sheet clean.
=> No need to put everything on the same sheet, it will be unintelligible: create dedicated sheets.



3. Spreadsheets

3.6. Practical Tips and Tricks



- ❖ Make your spreadsheet understandable for others by using clear labels and comments.
=> Right click on the cell -> "Insert comment"
- ❖ Leverage built-in resources like spelling and grammar checkers for error-free spreadsheets.

4. Presentation

1. Overview of Presentation: PowerPoint, Google Slides, Keynote
2. Overview of Useful Features
3. Video Example – PowerPoint
4. Video Example – Google Slides
5. Video Example – Keynote
6. Practical Tips and Tricks

4. Spreadsheets

4.1. Overview of presentation



Microsoft PowerPoint: A widely used presentation tool in the Microsoft Office suite, known for its extensive slide design options and animation features.

Google
Workspace



Google Slides: A cloud-based presentation platform by Google, offering collaborative creation, easy sharing, and real-time editing.

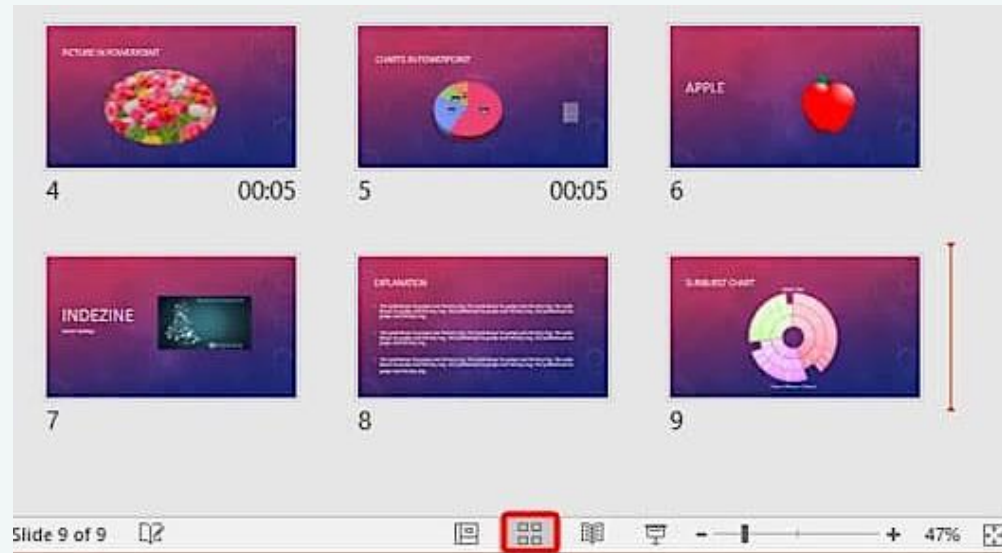


Keynote: An integral part of Apple's suite, providing a seamless interface and creative tools for impactful presentations.

4. Presentation

4.2. Overview of useful features

- ❖ Use slide sorter view for easy rearrangement and organization



- ❖ Utilize predefined layouts and the slide master for consistent design.

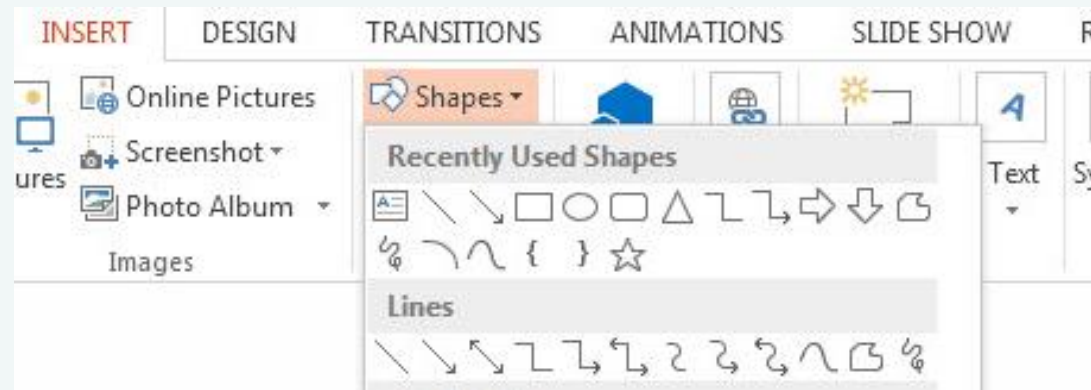
=> Click on the “View” or “Slide” -> select “Master slide” -> it will recommend you slides’ design

4. Presentation

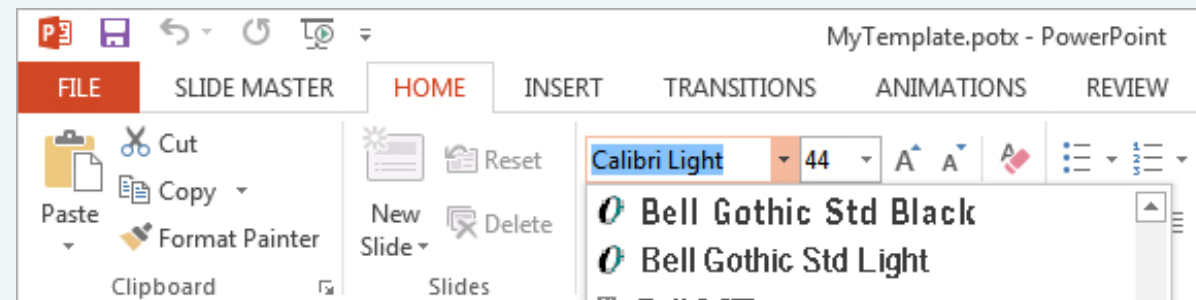
4.2. Overview of useful features

❖ Enhance visuals by incorporating shapes and text boxes.

⇒ “Insert” -> “Shapes” or “Text box”



❖ Efficiently enter and format text for clarity and visual appeal.

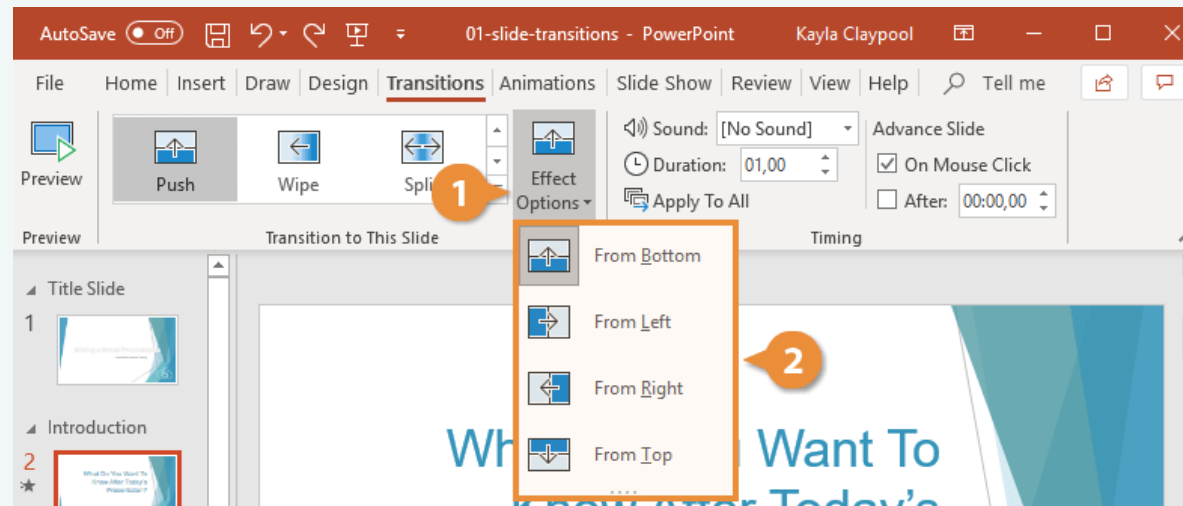


4. Presentation

4.2. Overview of useful features

❖ Apply subtle transitions for smooth slide progression.

⇒ “Slides” or “Transition” -> Select your transition -> Use more options to personalized your transitions



❖ Use tables to present organized data clearly.

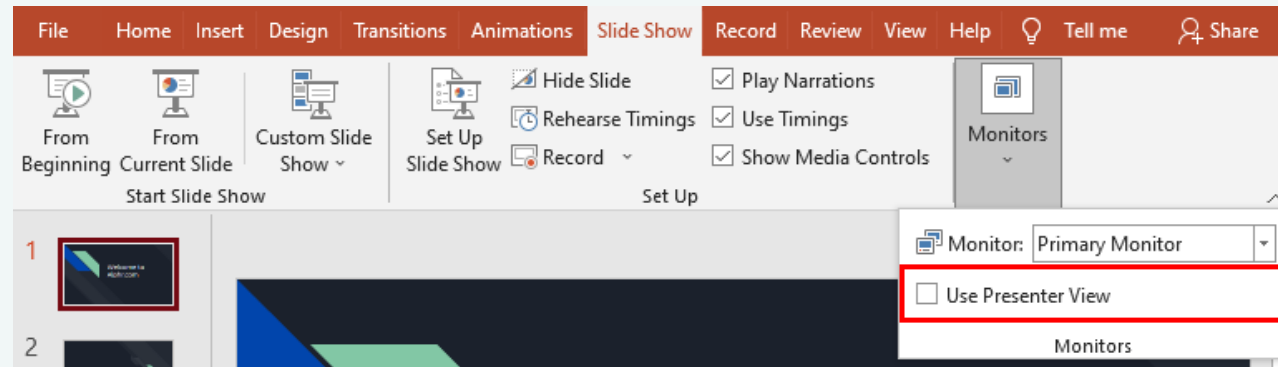
⇒ “Insert” -> “Table” -> Use options to personalized your table

4. Presentation

4.2. Overview of useful features

- ❖ When presenting on a second screen or via projector, use the “Presenter-view” option and write information in the “Notes” section of the slides. You can use presenter view for a seamless and confident delivery.

=> “Slide show” or “Present” -> “Presenter view”



4. Presentation

4.3. Video Example – Microsoft PowerPoint



4. Presentation

4.4. Video Example – Google Slides



4. Presentation

4.5. Video Example – Keynote



4. Presentation

4.6. Selection of practical tips and tricks

Tips & Tricks	How to do it?
Speed up tasks using keyboard shortcuts for efficiency.	Use this lists: Powerpoint / Keynote / Google Slides
Maintain visual harmony with consistent styling across slides.	Use design and creation tools such as the Format Painter tool to replicate formatting effortlessly.
Craft titles that succinctly convey the slide's content.	Just use simple key words
Convey one clear message per slide for audience focus.	It is better to have several specific slides than one unreadable slide
Keep text concise to maintain audience engagement.	You can modify the color of the text's size to emphasize the key elements.
Speak to the slides, avoiding extensive reading for dynamic delivery.	Make short texts to stay focus on what you want to transmit

5. Library resources to go further

CS:

- [Help for Excel's tools](#)
- [Help for Microsoft applications](#)

N:

- [Help for Microsoft applications](#)
- [Tips for Office 365](#)

DE:

- [Microsoft 365 guide](#)
- [Help for Excel](#)

SK:

- [Tips for Microsoft Office](#)
- [Help for Microsoft 365](#)

Thank you for your participation and ideas!

