

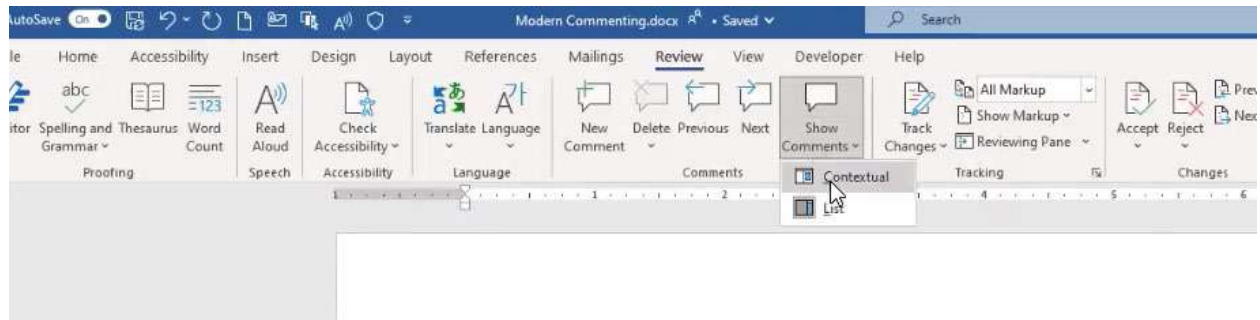
10 Cool Features you should be using in Microsoft 365 - Webinar Handout

Word

Reuse Files

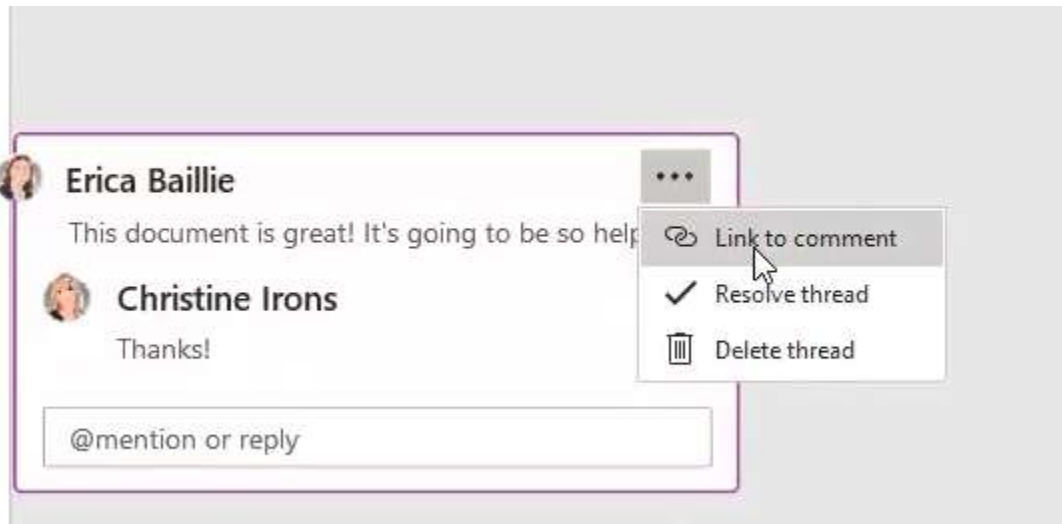
- You can stay in the document you're working on and insert content from other documents with this feature.
- Select the content you want to insert and then click on the '+' symbol that appears.

Contextual Comments



- You can review the comments from your team for specific sections or sentences.
- You can send a direct link to the comment to collaborate on a document with your colleague or team.

Tip: You can directly mention your colleagues to capture their attention – make sure to assign the task to your colleague so they receive an email notification.

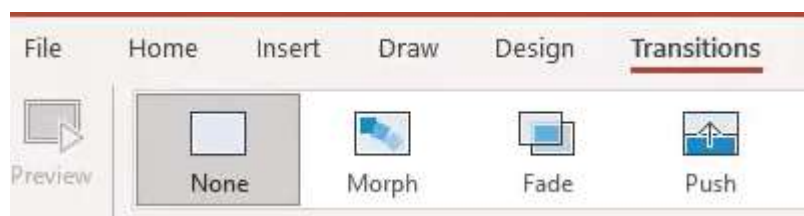


Export to PowerPoint

- Easily export your Word document to PowerPoint and select a design theme – click on File à Export.
- Tip:** Make sure your headings are properly set up as Heading 1, Heading 2, and so on.

PowerPoint

Morph Transition



- This is a subtle way to transition between slides.
- Tip:** Add two exclamation marks when naming your pictures, text or shapes i.e. “!!Shape1”.

Designer Option

- You can view your suggested designs for your slides as you add your content.
- The Designer option should pop up as you add text, photos or shapes.

Rehearse with Coach

- This option evaluates you as you practice your presentation.
 - You can see if you use filler words, detects your pace, tone and more!
 - Tip:** You can turn off the real time feedback.
- At the end, PowerPoint will generate your rehearsal report:

[Rehearse Again](#)

Your Rehearsal Report (Preview)

i Rehearse for more than one minute for Coach to better understand your speech and give recommendations.


Summary

Good job rehearsing! Keep up the hard work.

0:50
total time spent

1
slides rehearsed

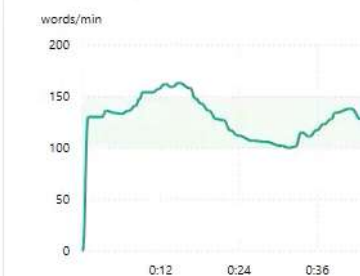
Pace



132 words/min

Your pace is just right! Keep it up!

Your average pace over time

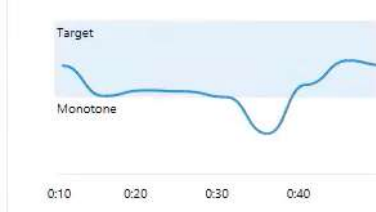


Learn More

How was your experience? ☆☆☆☆☆

Pitch

Low pitch variation will make your audience lose interest. Try increasing the tone for your key points.



Learn More

Fillers

To sound more polished and confident, try to avoid using filler words. Pause or take a breath to relax. Some filler words to avoid are:

umm You know

Learn More

Repetitive Language

Nice work! Your variety of NEW

Originality

You avoided reading slide text aloud. That's good for keeping the audience

Excel

Analyze Data

- You can type in questions you have about your data – it uses natural query language.
 - Tip:** Add PivotTable at the end of your question if you want your data displayed as a PivotTable.

Import Picture

- You can insert data from a picture you have on file.
- You can edit the data before or after you insert it to your spreadsheet.



People Graph

- Create a People Graph based on your data and insert it to your spreadsheet.
Tip: Change the type, theme, and shape from the settings.

Catch the [replay link] or browse our [free resources](#). Ready for the next step? Register for [Word](#), [PowerPoint](#), and [Excel](#) training!