

# 5 Nifty Time-Saving Microsoft 365 Tips



The productivity experts at Microsoft know firsthand the need to constantly work smarter and more efficiently. To that end, they continually work to build productivity features into their products and improve existing options. Check out these time-saving Microsoft 365 tips. You may even discover a few gems you never knew existed.

## 1. Share Documents Quickly (Office)

Microsoft allows users to share documents without leaving the app. If the document has been saved to OneDrive, you can send either a link or a copy. When sending a link, Share includes the option to add an expiration date and password. And when sending a copy, users can send either the document in original format, such as Word, or as a PDF.

To share a document, simply click the Share button (the box with an arrow) in the upper right corner. Then select the desired options from the dialog box that appears.

## 2. Personalize Menus with Frequently Used Features (Office)

Instead of spending time trying to remember where to find an often-used feature, personalize menus to match how you work. Office apps allow users to customize the Ribbon, or top menu. Simply go to File>Options and click Customize Ribbon. Then add or remove features as desired. You can also change the order of items and even rename them.

In addition, users can customize the Quick Access Toolbar at the top of the document. The default options include shortcuts such as AutoSave, Save, Undo and Redo. Click the down arrow to the right of the Quick Access menu to add almost any command to your shortcuts.

### 3. Speedy Access to Favorite Folders (Outlook)

Outlook folders offer a handy way to organize your email Inbox. But when folders appear alphabetically, you may need to scroll down to find the right folder. To save time, add frequently used folders to the Favorites section at the top of the folder pane. Simply right-click the folder and click Add to Favorites.



### 4. Easily Convert an Email to a Task or Appointment (Outlook)

When an email arrives that requires an action at a later date, Outlook provides a quick and easy way to convert the email into a task or an appointment. To create a task, just click the email and drag your cursor to the Tasks icon (the clipboard) at the lower left of the Outlook screen. Set a due date, priority and reminder as desired. You can even track status or assign an owner.

Creating a calendar appointment works the same way. Simply click the email and drag your cursor to the calendar icon. Invite attendees or access the Scheduling Assistant to schedule resources. All the details from the email stay with the appointment.

### 5. Copy and Paste Options You Probably Never Knew (Word)

Even longtime Word users may not know about some of the handy copy and paste options available to them. For example, Word includes a "spike" feature that allows users to copy items from multiple places in a document and paste them all at once. Another option allows users to strip formatting from text before pasting.

- To copy non-adjacent blocks of text – Highlight each block of text or images to copy and hit Ctrl+F3. This cuts the text and adds it to spike. (If you want to copy instead of cut, immediately

hit Ctrl+z to undo the cut but leave the text in spike.) Once you have copied all the desired sections, navigate to the new location and hit Ctrl+Shift+F3 to paste.

- To paste copied text without its formatting – Once you have copied text from anywhere, click inside your Word document and hit Ctrl+Alt+v. A dialogue box appears, providing multiple options. For instance, you can paste as unformatted text or as a picture or hyperlink.



## From Time-Saving Microsoft 365 Tips to Power User

Most organizations only scratch the surface of the possibilities available with [Microsoft 365](#). From productivity to sophisticated [data governance](#) and [cybersecurity](#) options, Microsoft solutions deliver. And with deep Microsoft experience, experts at Messaging Architects can assist you as you configure your system for optimal use.