

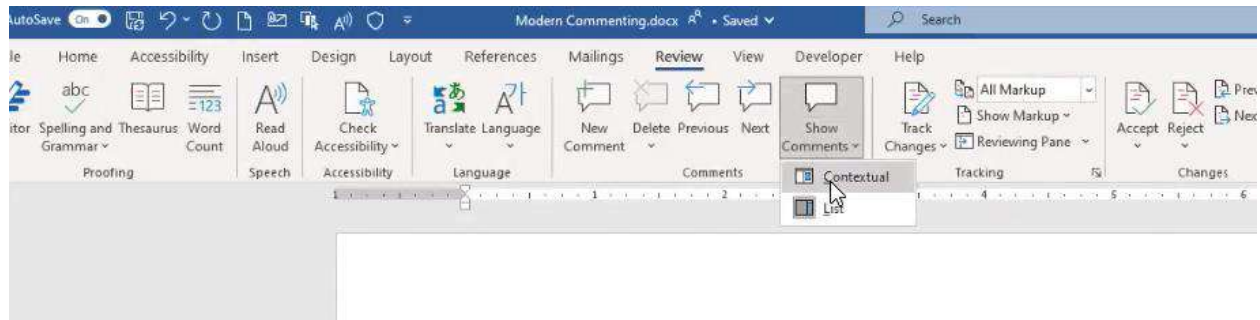
# 10 Cool Features you should be using in Microsoft 365 - Webinar Handout

## Word

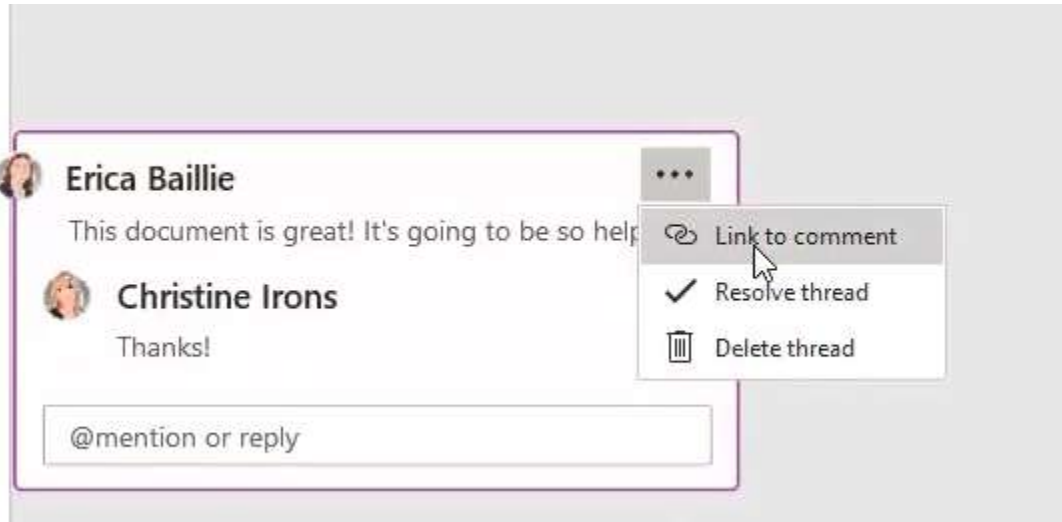
### Reuse Files

- 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.

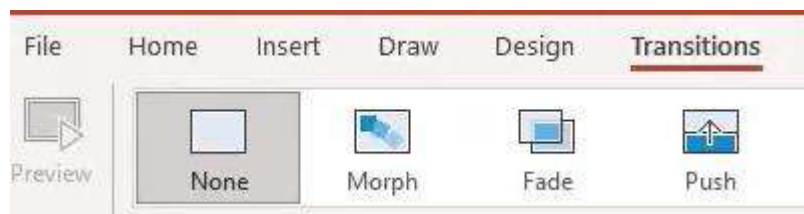


## Export to PowerPoint

- 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:

Your Rehearsal Report (Preview)
Rehearse Again

📌 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!

How was your experience? ☆☆☆☆☆

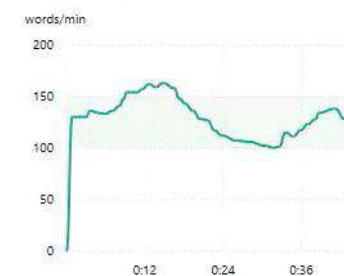
**Fillers**

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](#)

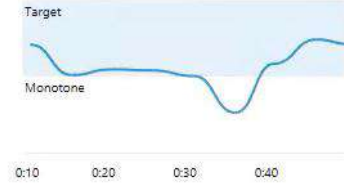
**Your average pace over time**



[Learn More](#)

**Pitch**

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



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