

L 416-264-6247 L 613-235-6161 L 1-833-209-2624

info@greatcanadiantraining.ca greatcanadiantraining.ca

Across North America

Training Consulting Coaching Development

365 in Action - New Skills, New Possibilities Webinar Handout

Microsoft Word - Immersive Reader



- Use the Immersive Reader to customize how Word documents appear as you read and edit.
- Many options are available to customize your view, including Column Width, Page Colour, Read Aloud, and so much more!

Microsoft PowerPoint - Designer



• Stuck on how to design your slide? Use Designer to generate design ideas to choose from.

1



L 416-264-6247 L 613-235-6161 L 1-833-209-2624

info@greatcanadiantraining.ca greatcanadiantraining.ca

Training Consulting Coaching Development

Add your images and text to your slide, then use Designer to elevate your presentations with professional-looking designs.

Microsoft Excel – Analyze Data

+ter	Home msert Page	a tajout	Formulas	Data Haview View Aldor	mate Developer Help	Acrobal Prime	a Phot											Comments es Share
100 Per	Th Cont -	ын §гш	- H + E + Fant		- (\$ Wap Test 2 Narge & Center Alignment	- \$ - %		Confdur formating	ai formatas C j.+ Taale+ Siyle Siyles	di im		Fornat	∑ AutoSum ⊡ Fill - ∲ Clear -	Sorth	O Find & Select v	Add-int Add-ins	Analyze Data	Canados PDF Canados PDF and and Shase link. Dhave via Ductions Addose Acrobat
3	>11 × < fe	Show	r Date															
	A 8	C	D	E	н		1	к	it.	N1	N.	0	P	Q		5		🖌 Analyze Data 🔍
					Cusarca	RASILITTAL PUNCEL												Ad a control about your card
																		Suggested questions
Sh			n Country		Attendance Tick													Presentage of total ' Rental Cost ' for each 'Cours
		ON	Ceneda	Maple Leaf Theatre	1890 \$	37,600.00												V recentinge of total internal cost nor each court
	15-Oct-24 Las Vegas		USA	Neon Notes Theatre	1610 5	32.203.00												Q Terrentage of total "Insurance Cost" that corren.
6	16-Oct-24 Minneapolic		NSU	Northern Star Stage	1420 \$	28,400.00												
7	26-Oct-24 Vancouver		Canada	Pacific Arts Center	1585 5	29,700.00											_	Discover insights
	15-Nov-74 Nave Orleans		USA	Bayou Balimorn	1210 \$	31.300.00												
		ac	Canada	Lumière Auditorium	2185 \$	43,700.00												"Attendance" by "Region" and "Country"
	14-Dec-24 San Antonio		USA	Alamo Arena	1600 \$	32,000.00												
	15-Dat-24 Calgary	AB	Canada	Prairie Playhouse	1110 \$	30,400.00												Row Labels Sam of Attendance
4		OH	USA	Lakeside tyric Lourge	1995 \$	37.900.00												Att 7450
		MI	USA.	Motor City Music Hail	1895 \$	35,900.00												Canada 7450
4		NY	USA	Menhattan Melody Hall	1455 \$	28,500.00												Ansterdem 0412
5	12-Feb-25 Chicago	11	USA	Windy City Pavilion	1400 \$	28,000.00												Netharlands 6413
	14-Feb-25 Los Angeles		USA	Hollywood Harmony Dome	1100 \$	31,800,00												AZ 7340
		FL.	USA	Sunahine Stage	2300 \$	45,000.00												
		WA	USA	Rain City Recital Hall	2000 \$	40.000.00												
9		MA	USA	Beacon Bay Arona	2000 \$	40,660.66												+ Incort FrontTable is this helpfall
9		London		West End Wooders	1600 \$	34,000.00												Incompany interview interview income in the second
4	3-Apr-25 Faric	Paris	France	Champs-Elysdoc Theater	2150 \$	13,002.00												

- Ask a question about your data i.e. What are the total ticket sales per country?
 - Excel Analyze will automatically create a pivot chart for Ticket Sales Per • Country.
- Analyze Data will also provide personalized suggested questions for you.

Microsoft Outlook - Create a Poll

- Create a poll guickly within an Outlook email message you can easily provide meeting dates and timing options to your colleagues to assist with scheduling.
- Outlook will automatically send the invite once everyone reaches a consensus.
- **Tip** You must add at least one attendee to see the poll option!



L 416-264-6247 L 613-235-6161 L 1-833-209-2624

info@greatcanadiantraining.ca greatcanadiantraining.ca

Across North America

Training Consulting Coaching Development



Catch the webinar replay here. Ready for the next step? We offer Upskilling and Microsoft 365 training, available for both public and private training.

- Stay up to date with Microsoft's newly released features and get the most out of your Microsoft 365 subscription with both of our Upskilling Workshops: Microsoft 365 Upskilling: Excel and Microsoft 365 Upskilling: Word, PowerPoint, and Outlook.
- Learn more about using Microsoft 365 Online apps and features with the Microsoft 365 The Essentials course.
- Learn best practices for file storage and document sharing from the Microsoft 365 Integrating with OneDrive, Teams, and SharePoint course.