

# 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!

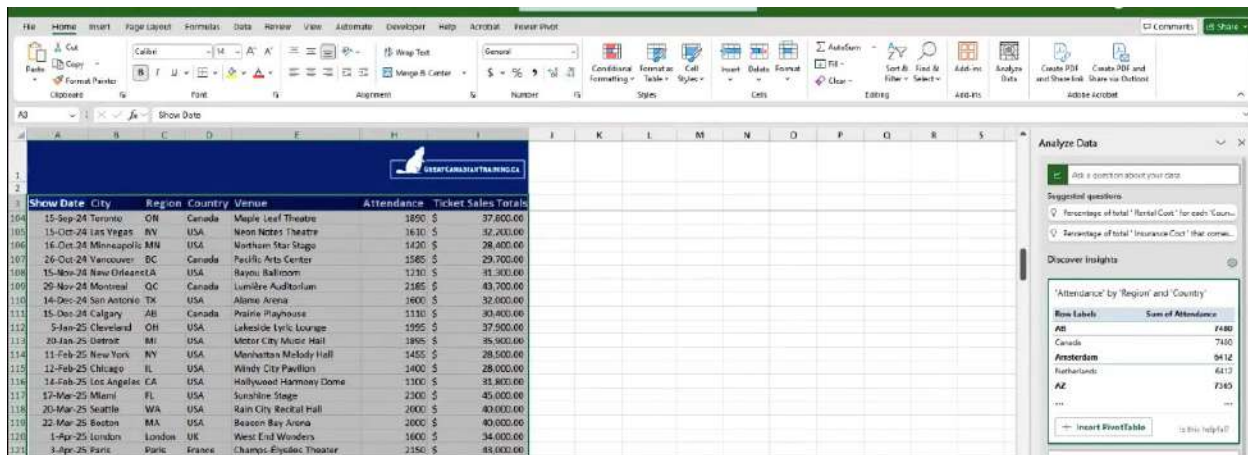
## Microsoft PowerPoint - Designer



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

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

## Microsoft Excel – Analyze Data

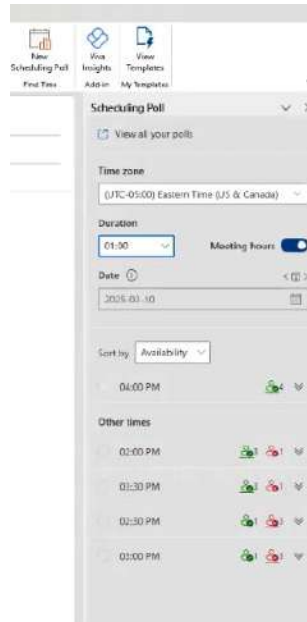


Show Date	City	Region	Country	Venue	Attendance	Ticket Sales Totals
15-Sep-24	Toronto	ON	Canada	Maple Leaf Theatre	1850	\$ 37,600.00
15-Oct-24	Las Vegas	NV	USA	Neon Nights Theatre	1610	\$ 32,203.00
16-Jul-24	Minneapolis	MN	USA	NorthStar Jazz Stage	1420	\$ 28,402.00
26-Oct-24	Vancouver	BC	Canada	Pacific Arts Center	2585	\$ 29,700.00
15-Nov-24	New Orleans	LA	USA	Bayou Ballroom	1210	\$ 11,300.00
29-Nov-24	Montreal	QC	Canada	Lumière Auditorium	2165	\$ 43,700.00
14-Dec-24	San Antonio	TX	USA	Alamo Arena	1600	\$ 32,000.00
15-Dec-24	Calgary	AB	Canada	Prairie Playhouse	1310	\$ 30,400.00
5-Jan-25	Cleveland	OH	USA	Lakeside Lyric Lounge	1995	\$ 39,900.00
20-Jan-25	Denver	CO	USA	Metropolitan Music Hall	1905	\$ 38,100.00
11-Feb-25	New York	NY	USA	Manhattan Melody Hall	1455	\$ 28,500.00
12-Feb-25	Chicago	IL	USA	Windy City Pavilions	1400	\$ 28,000.00
14-Feb-25	Los Angeles	CA	USA	Hollywood Harmony Dome	1300	\$ 31,800.00
17-Mar-25	Miami	FL	USA	Sunshine Stage	2100	\$ 45,000.00
20-Mar-25	Seattle	WA	USA	Rain City Rhythm Hall	2000	\$ 40,000.00
22-Mar-25	Boston	MA	USA	Beacon Bay Arena	2000	\$ 40,000.00
1-Apr-25	London	UK	UK	West End Wonder	1800	\$ 36,000.00
3-Apr-25	Paris	France	France	Champs-Élysées Theatre	2150	\$ 43,000.00

- 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 quickly 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!



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.