Email/Calendar

 Event – accept, decline, propose new time

 Organize emails

 Cc/Bcc

 Email multiple people at once

Documents

 Formatting

Mail Merge

 Portrait/Landscape

 Ways to make information easier to read

 Selecting and moving text

 Distance between lines of text

 Tab stops

 Characters between tab stops

 Ways to remove a tab

 New column

 Numbered/Bulleted Lists

Spreadsheets

 Chart types

 Average function

 If function

 Display text at angles

 Sort

 Add a long list of numbers in a worksheet

 Fill

 Reposition a worksheet

 Rename a worksheet

 Identify a range

Presentation

 Effective use of slides

Adobe/Ads

 Heading sizes

 Advertising techniques

 Smooth animation

 Saving Files

 Object’s height to its width

 Tools to remove unwanted backgrounds

 Pixel-based/Vector-based graphics

 Filters

 Web site

 Types of online scams

Finance

 Gross Pay/Net Pay

 Calculate Interest (I=PRT)

 Marketing