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