Happy holidays from the Teksouth family. We’re closing out this calendar year by showing you some of the best tips and tricks that I’ve shared for over 3 decades. We’ll show you EXCEL, PowerPoint, Windows 10, DOD Safe, etc… I’ve had several people tell me I wish I would have known about these tips years ago. I always tell them it’s never too late to learn.

**EXCEL**:

1. Camera
2. Two or more EXCEL worksheets viewed at the same time
3. Use Split to see 2 sets of data side by side
4. Shift and Edge to move data quickly
5. CTRL Key
6. Concatenate
7. Transpose
8. Remove blank rows, CRTL + G, CTRL + Shift + -
9. F4, repeat command
10. Copy only visible cells
11. Change default of 1,000 rows drilldown up to 1,048,576 when using PowerPivot
12. 3D, use a simple formula to bring in multiple worksheets
13. Developer Tab
14. Flash Fill

**PowerPoint:**

1. Screen Recording
2. View two PowerPoints at the same time
3. Display all shortcuts in presentation mode

**Windows 10:**

1. Taskbar
2. Add Folders to Taskbar
3. Address Bar
4. Quick assist, for personnel computers only

**DOD Safe:**

1. Send Request a Drop Off, outside the DOD and they don’t have a CAC

**Internet:**

1. F11 Key – Full Screen

**Army Only:**

1. Ask Me Anything – twice a week on Wednesday a team of experts provides Army personnel answers to TEAMS and other Microsoft products. The best kept secret that all Army personnel need to know about. Must be invited to attend.

As always, we’ll provide short videos from start to finish of the training and word document showing you the keyboard keys related to each video.



