



The Best Tips and Tricks for Microsoft Office, Windows, and DoD Safe

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Agenda

- Windows
- Excel
- OneNote
- PowerPoint
- DoD SAFE
- Word

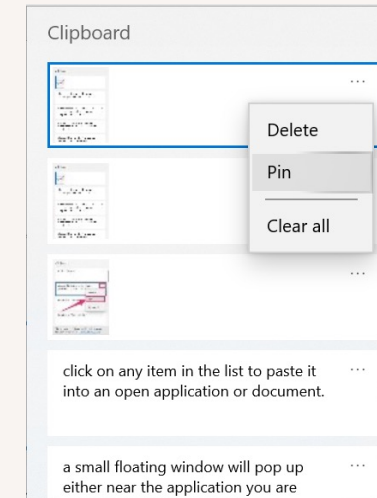
Windows

Windows Overview

- Clipboard History
- Windows Snap

Clipboard History

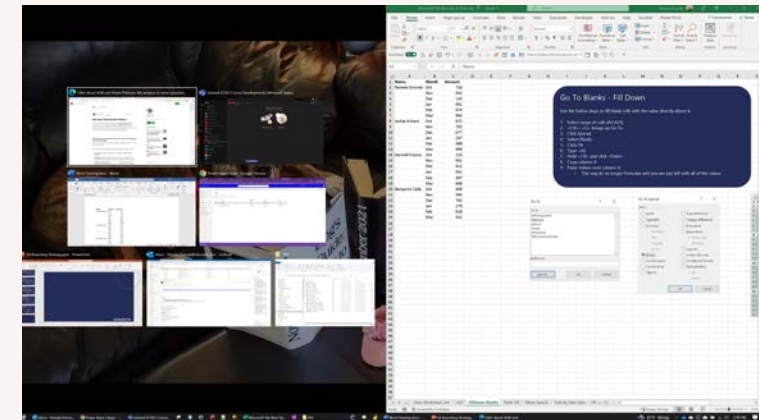
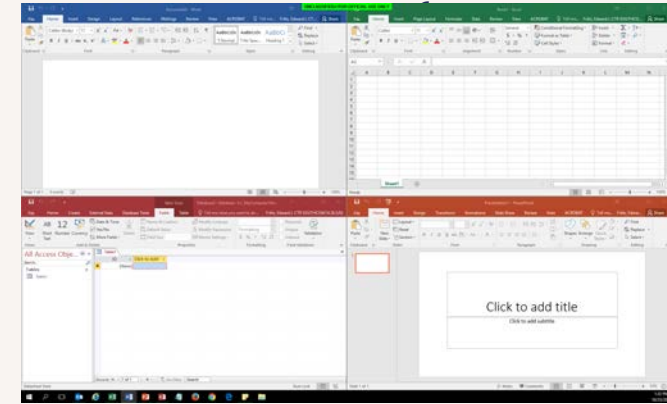
- Provides a running list of the last 25 things copied.
- Pin items you plan to paste repeatedly.
- Clipboard history supports text, HTML, and images less than 4 MB in size.
- Cloud-based. Can be shared with other devices that are signed in with the same Microsoft account.
- How to Use the Clipboard:
 - <WIN> + <V> Activates clipboard history
 - A small floating window will pop up either near the application you are using, or if all windows are closed or minimized, in the lower-right corner of your screen.
 - Click any item in the list to paste it into an open application or document.
- Remove items: Click the small “X” beside an item on the list
- Clear Entire List: Click “Clear All” in the upper-right corner of the Clipboard history window.
- Pin item to Clipboard: Click the three-dot icon next to the item and select ‘Pin’
 - Now item will remain in Clipboard even if you reboot the computer or click “Clear All.”



Windows Snap

Quickly arrange open windows. You can “Snap” up to windows on one screen equally. Each window

1. Click on the header of the first window
2. Press and hold <WIN> + Arrow
 - Left arrow: Moves the window left
 - Right arrow: Moves the window right
 - Left then Up arrow: Moves the window top left side
 - Left then Down arrow: Moves the window bottom left side
 - Right then Up arrow: Moves the window top right side
 - Right then Down arrow: Moves the window bottom right side
3. Release the <WIN> key
4. The rest of the open windows will automatically thumbnails. Choose the window you'd like to add to the layout.



- You can resize BOTH opposing sides at once by selecting and dragging the dividing line.

Microsoft Excel

Microsoft Excel Overview

- View Worksheet List
- Fill down blanks
- Flash Fill
- Side by Side Tabs
- New Functions: XLOOKUP
- Power Automate
- Menu Search
- Camera

Microsoft OneNote

Microsoft OneNote Overview

- Quick Notes
- Text in Images
- Subpages
- Tags
- Embed documents
- Outlook Integration
- Dictate
- Record Audio

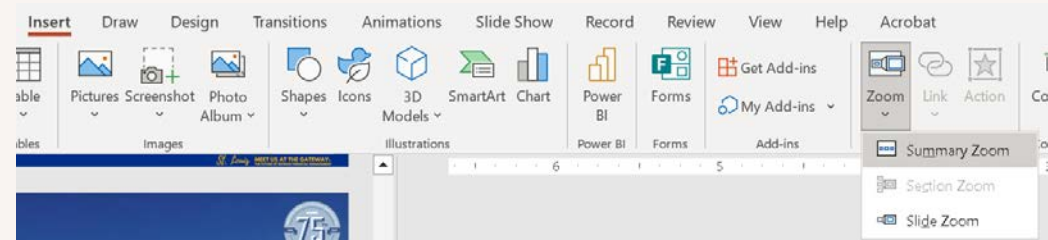
Microsoft PowerPoint

Microsoft PowerPoint Overview

- Zoom
- Morph
- SmartArt
- Convert to shape
- Eyedropper
- Repeat Command (F4)
- Slide Show in Window
- Remove & Replace Background
- Screen Recording
- Grid Image
- Fragment Shapes
- Presenter View
- Present in TEAMS

Zoom

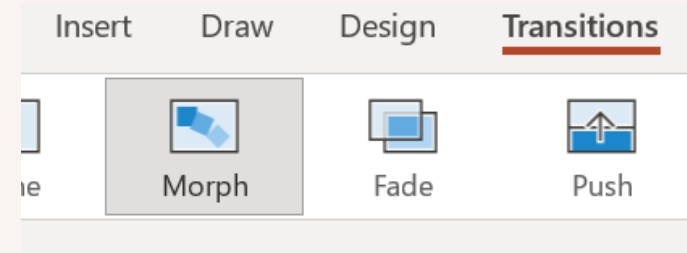
- Easily create a summary slide with links to other slides
- Allows audience to zoom in and jump to specific sections



- To use:
 - Create the slides to be linked to the overview slide
 - Click location where overview slide will go
 - Select Summary Zoom (Insert Tab > Zoom drop-down menu)
 - Choose the slides to link to
 - Arrange as desired
 - Customize the layout and design using the Format tab

Morph

- Smooth animations and transitions between slides and objects
- Creates dynamic attention-grabbing presentations
- Can emphasize key points

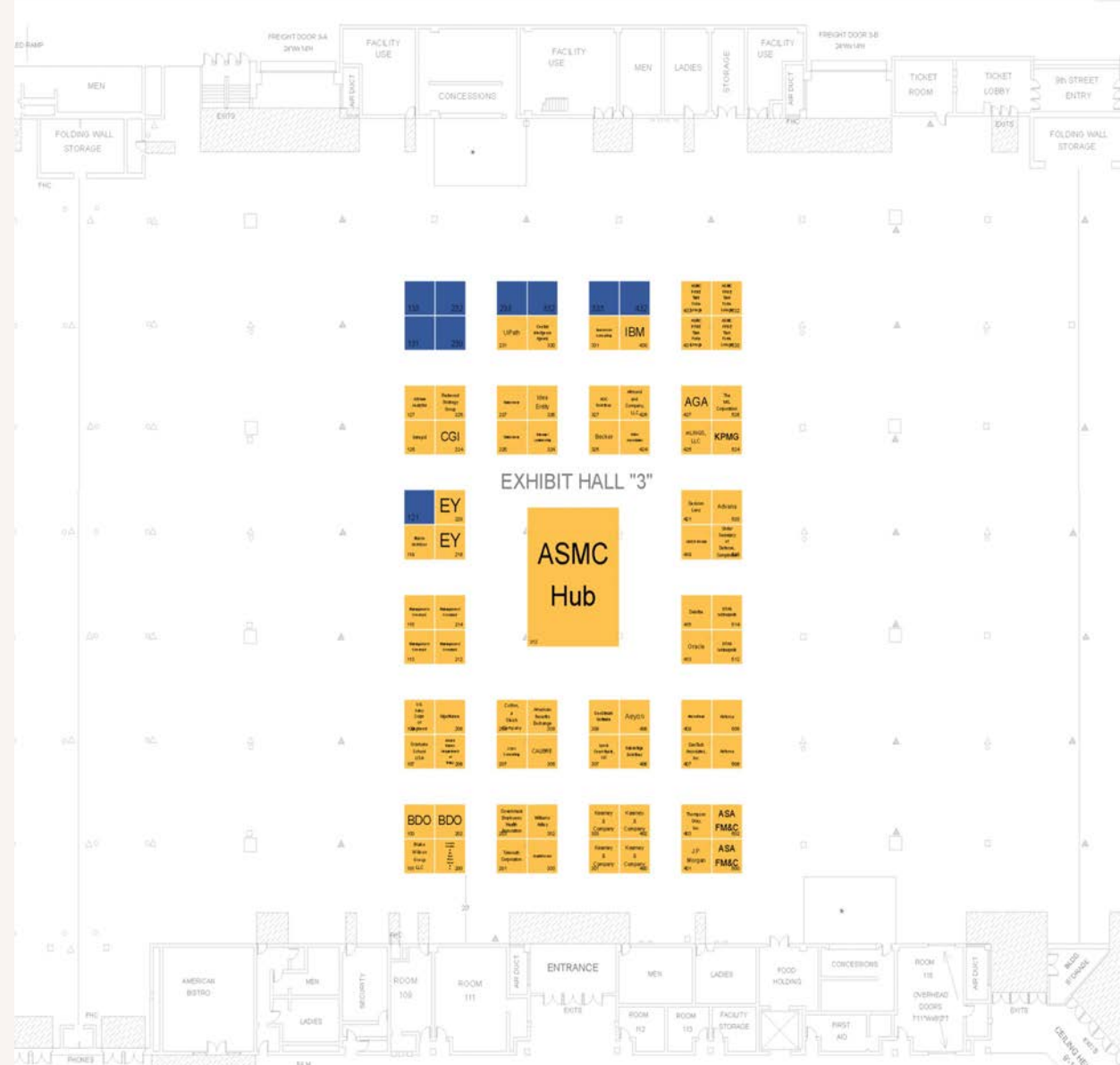


- To Use
 - Create the slides or objects you want to animate and duplicate it
 - Make any necessary changes to the second version
 - Click Transitions, then Morph (for the 2nd slide or object)
- Create complex animations by duplicating and editing multiple objects and applying the Morph transition between them.
- Duration and other settings can be adjusted in the Transitions tab

Morph Example

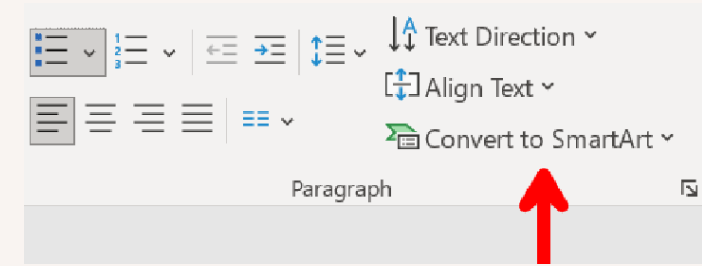
- Make 2 copies of the map slide
- 1st copy
 - Enlarge the map and crop it to draw attention to a certain area
 - Duplicate the cropped map picture
 - Change bottom picture to gray scale
 - Stack both pictures directly on top of each other
 - Crop the top picture to what you want to draw attention to
- 2nd copy
 - Leave to look like the original
- Select the 2nd and 3rd slides, click morph

Morph Example



SmartArt – Org Chart

- Create professional-looking diagrams and graphics
- Useful for presenting complex info in organized and visually appealing way
- Create from scratch or convert existing text or bullet points
- Includes hierarchies, relationships, matrices, and pyramids



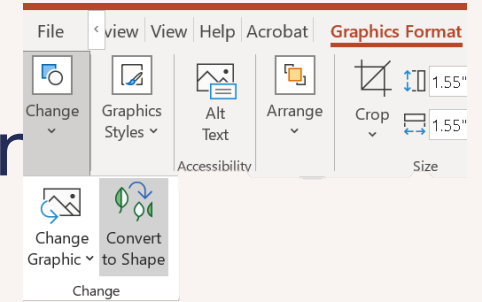
- To Use
 - Select the text to convert
 - On the Home tab, select 'Convert to SmartArt'
 - Choose the graphic to create
 - The layout and design can be customized using the SmartArt Tools tab
 - Add or delete shapes, change colors and styles, and rearrange elements as needed

SmartArt – Org Chart

- Jenny
- Shawn
- Nathan
- Matt
- Cullen
- Rebecca
- Jason
- Tana
- Jesse
- Piper
- Chaney
- Hiroko
- Francesca
- Dane
- Bob
- Leandra
- Chanda
- Natalie
- Ori

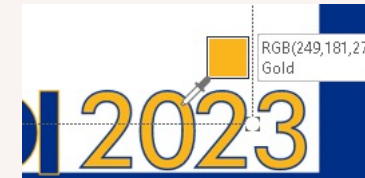
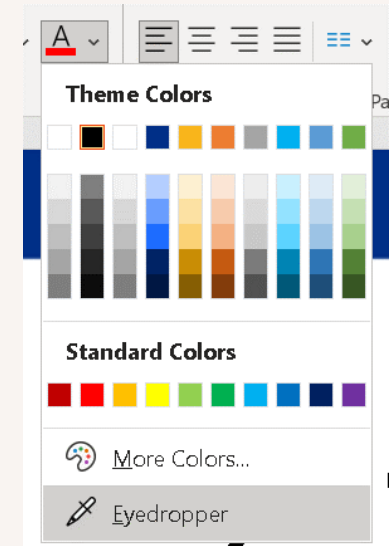
Convert to Shape

- Convert icons, logos, or other vector graphics in presentation into editable shapes
 - Easily manipulate shapes and colors to match presentation's theme
 - Ungroup shapes to edit individual components
-
- To Use
 - Insert an icon and select it
 - Select the 'Graphics Format' tab
 - Click 'Convert to Shape' in the 'Change' group



Eyedropper

- Can match colors of objects in the presentation
- Useful for creating a cohesive and professional-looking design
- To Use
 - Select what you want to apply the color to
 - Use < CTL > to select multiple things
 - Select the eyedropper
 - Home Tab > Font Color drop down menu
 - Select the color you want to match

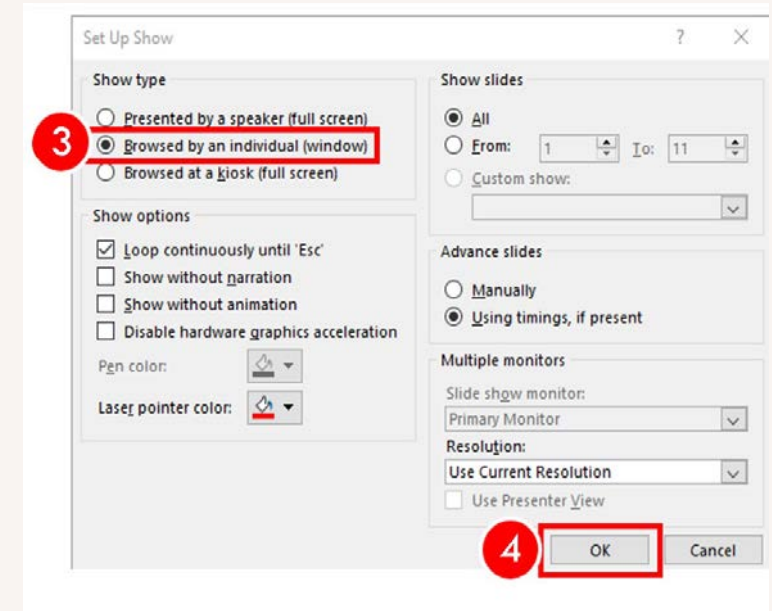
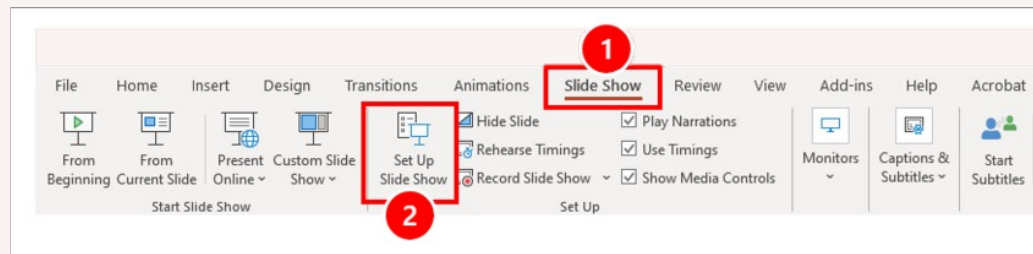


Repeat Command (F4)

- To repeat something simple, such as a paste operation, press F4.
- You may need to press the F-Lock key or Fn Key, then F4.
- Some actions, such as Excel functions in a cell, can't be repeated.

Slide Show in a window

- Slides presented in a resizable window
- Can put slide deck side by side with another window
- Task, Title and Status Bar remain in view
- Back and forward slide buttons show on the status bar
- Can still switch to full screen; use esc to go back
- Disables 'presenter view'

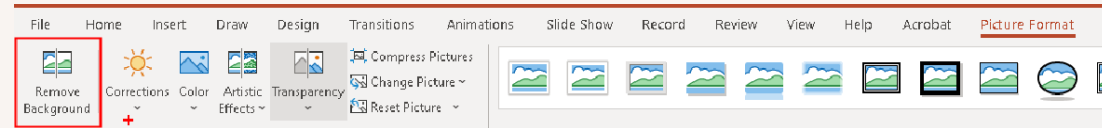


Remove & Replace Background

- Powerful photoshop like tool
- Help create visually appealing and professional-looking presentations with ease

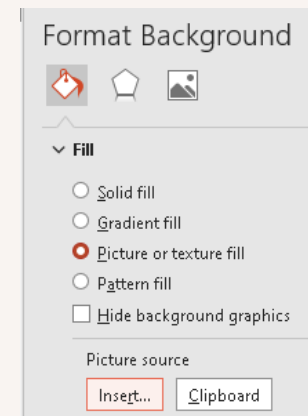
- To Remove Background

- Select the image
- Click 'Remove Background' on the 'Picture Format' tab
- PowerPoint will automatically try to identify the background with a purple overlay
- Refine the selection by using 'Mark Areas to Keep' and 'Mark Areas to Remove'
- Click on Keep Changes



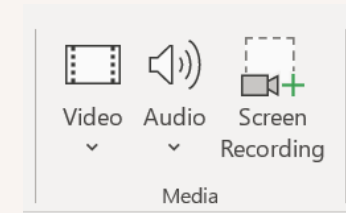
- To Replace Background

- Right click the image
- Click 'Format Picture'
- On the 'Fill & Line' tab, choose the background to use



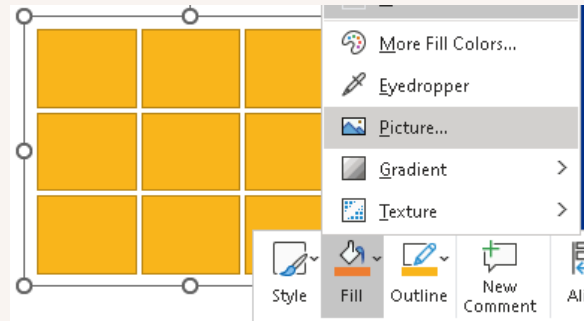
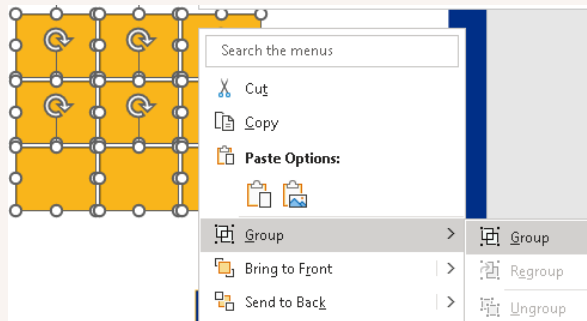
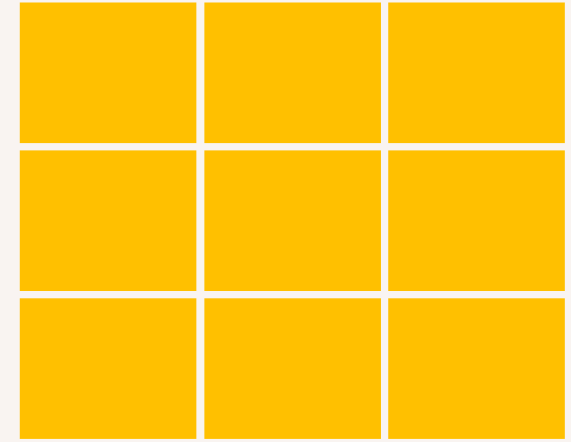
Screen Recording

- Capture your actions on the computer screen and record them as a video
- Useful when creating tutorials or presentations that require a demonstration
- To Use
 - Select the slide where you want to insert the screen recording
 - Click the Insert tab
 - Select the Screen Recording option from the Media group
 - Configure the recording settings
 - Select the area of the screen to record
 - Toggle audio on or off
 - Click on the Record button to start recording
 - Pause or stop the recording at any time by using the controls that appear on the screen
 - Click Stop button to end the recording
 - The recording will be inserted into your slide as a video.
 - You can then save, edit and customize the video as you would with any other media in PowerPoint.



Grid Image

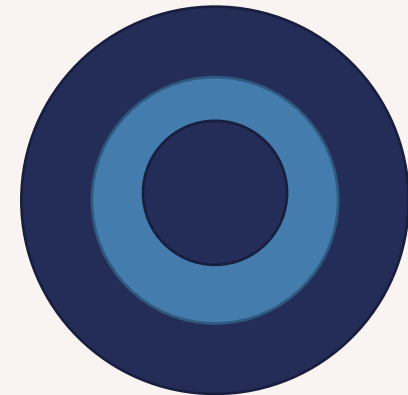
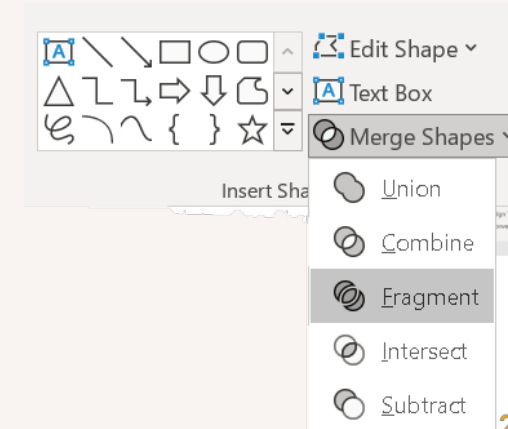
- Create fun, visually appealing designs
- To Use
 - Group the shapes
 - Shape Fill > Picture



Fragment Shapes

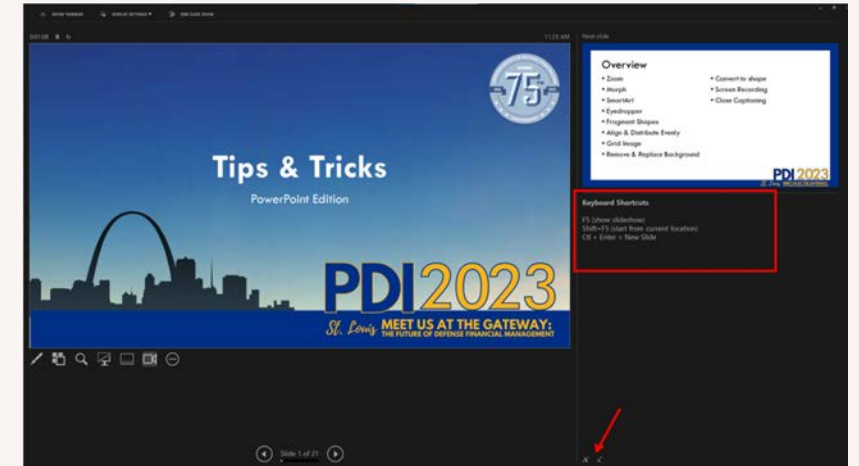
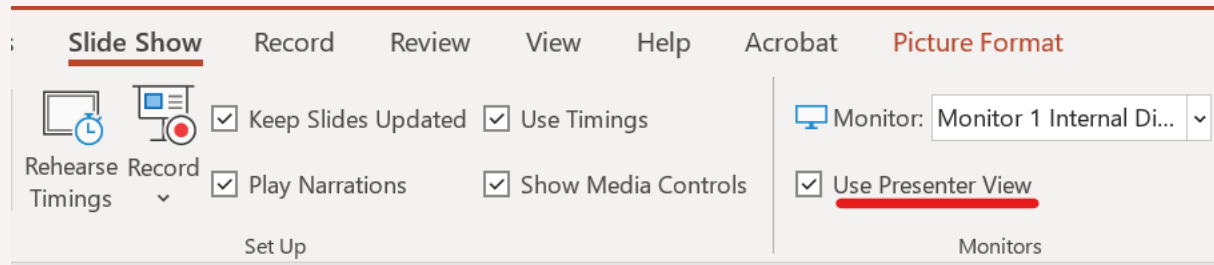
- Useful for creating unique and complex shapes
- PPT fragments or cuts along the edges where the shapes meet

- To Use
 - Stack shapes on top of each other
 - Select all shapes
 - Shape Format > Merge Shapes > Fragment



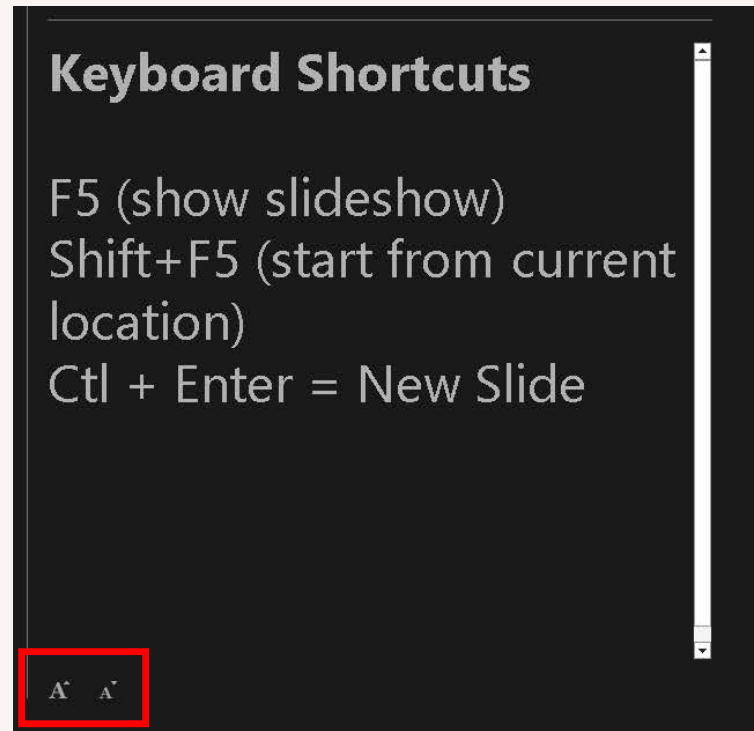
Presenter View

- Shows current slide, next slide, and speaker notes
- Use font buttons to increase notes size



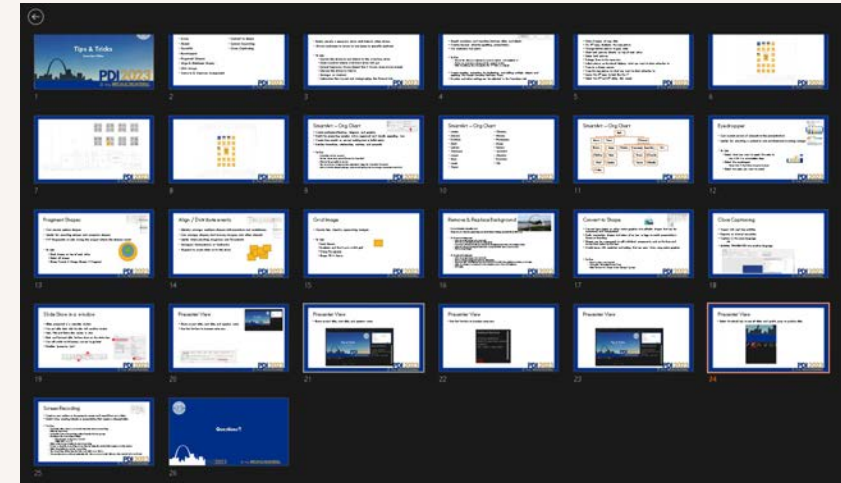
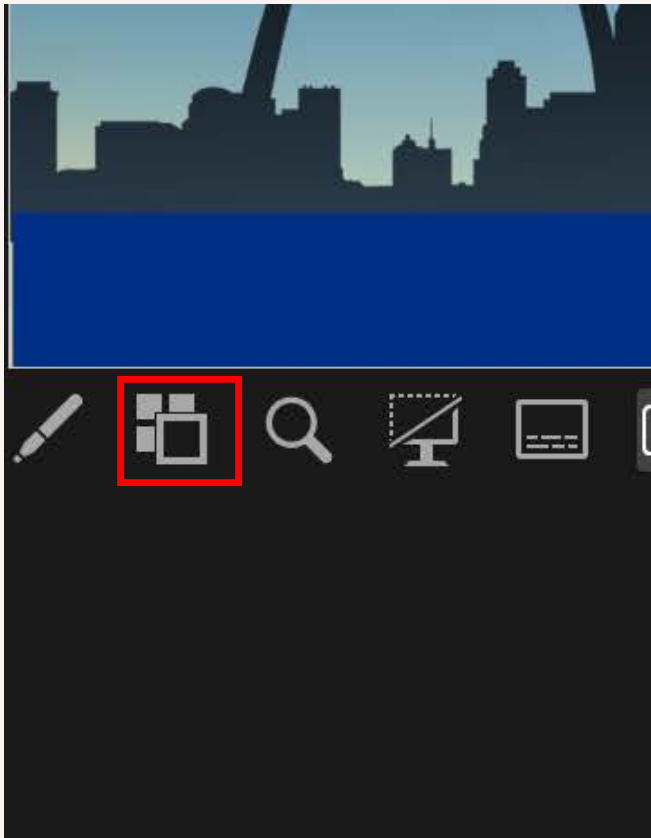
Presenter View

- Use font buttons to increase notes size



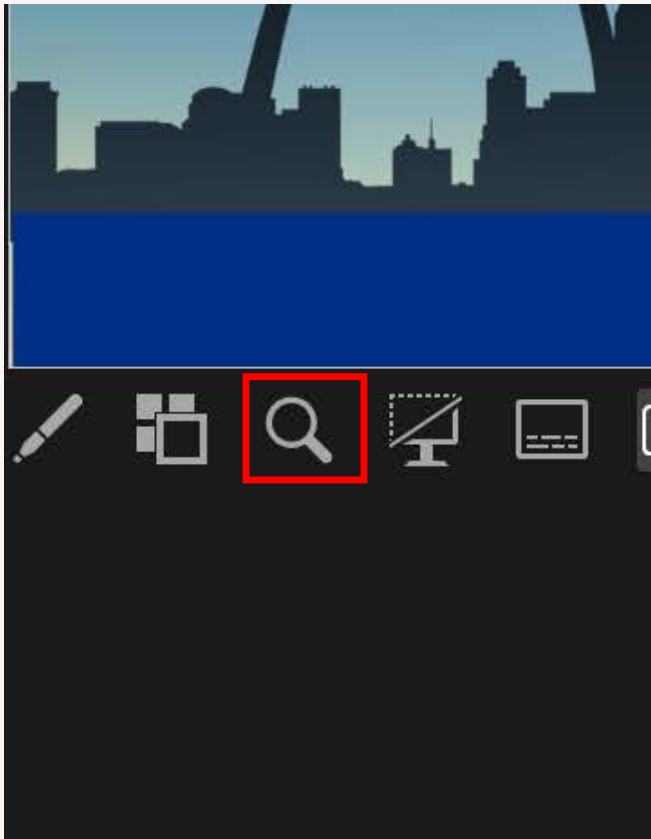
Presenter View

- Select thumbnail icon to see all slides and quickly jump to another slide.



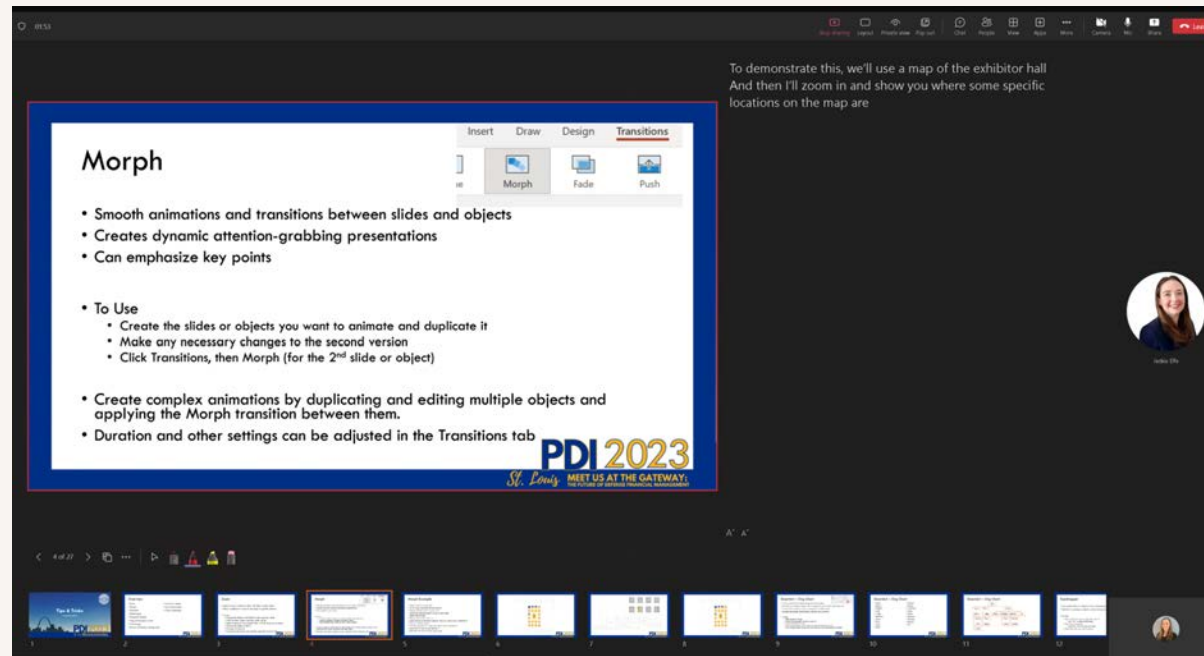
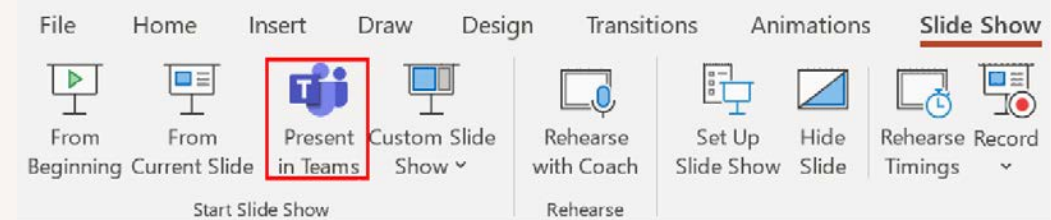
Presenter View

- Magnifying glass icon allows you to zoom in on a part of the slide



Present in TEAMS

- Quick access to meeting tools
 - Turn chat on or off
 - See audience reactions
- Reduced risk of sharing wrong screen
- Transitions show differently

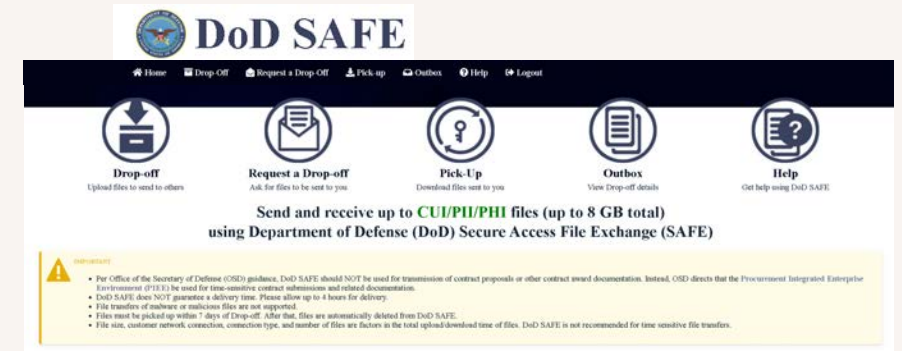


DoD Safe

DoD SAFE

<https://safe.apps.mil/>

- Department of Defense (DoD) Secure Access File Exchange (SAFE)
- Web-based file transfer service
- Securely send and receive files
- Authenticated CAC users and guests
- Send up to 25 files up to 8GB at once
- Cannot send classified files
- Uploaded files are scanned for viruses
- Recipient(s) will receive an email once the drop off is ready for pickup
 - Drop-off must be picked up within 7 days
 - Drop-off requests must be completed within 14 days



DoD SAFE

<https://safe.apps.mil/>

- **Option A:** CAC holder Drops-off files. Person picking up the need a CAC
- **Option B:** CAC holder requests a Drop-off. Person sending *not* need a CAC.

PLEASE NOTE
NO CLASSIFIED INFORMATION IS ALLOWED
Any files containing CUI/FOUO must be encrypted
It is the user's responsibility to only send files containing
Uploaded files are scanned for viruses.
Do not share or disclose drop-off information in person
This web page will allow you to drop-off (upload) a
email containing the information you enter below
DoD SAFE does not guarantee delivery of documents

Add Recipients

Name:

Email:

From:
DVRNAK.PAMELA.LYNN <pamela.dvrnak.3.ctr@us.af.mil> USAF

To:
Pam Delrak <Pamela.dvrnak@teksouth.com>

- If you do not receive 'Drop-Off Completed' screen, then it didn't send. The site may have timed out. You will need to try again.

Drop-Off Completed

Your files have been sent successfully.

Sender: DVRNAK.PAMELA.LYNN <pamela.dvrnak.3.ctr@us.af.mil> USAF	Submitted: 2023-04-12 17:37:57 UTC	Picked Up: No
Comments: Files for FOI	Completed: 2023-04-12 17:38:07 UTC	Expired On: Not Expired
	Claim Passcode: q5v4H73h0qC200	Deleted By: Active

- If have a CAC but were logged in as GUEST:
 - Clear browser data
 - Close and reopen browser
 - Select the AUTHENTICATION certificate



DoD SAFE

<https://safe.apps.mil/>

- CUI/PII/PHI files can be sent if encrypted
- To encrypt
 - Check mark 'Encrypt every file'
 - Set a passphrase
 - Send the passphrase to the recipient(s)
 - **Do not** include the passphrase as a note inside the drop-off.

The screenshot displays the DoD SAFE web interface. At the top, a navigation bar includes links for Home, Drop-Off, Request a Drop-Off, Pick-up, Outbox, Help, and Logout. A modal dialog titled 'Encryption Passphrase' is open, prompting the user to enter a passphrase and confirm it. The background shows the 'Drop-Off' form with a 'PLEASE NOTE' section containing important instructions. The form includes fields for 'From' (DVRNAK PAMELA LYNN) and 'To' (Pam Dvinaak). There are checkboxes for 'Encrypt every file', 'Send me an email when the Drop-Off is completed', and 'Send me an email when each recipient picks up the files'. A 'Short note to the Recipients' text area is also present. At the bottom, there is a table for file uploads with columns for Filename, Size, and File Description. Two files are listed: 'General.zip' (22.4 MB) and 'PBI Conference Schedule.xlsx' (13.4 KB). A 'Send Drop-off' button is visible at the bottom right.

PLEASE NOTE
NO CLASSIFIED INFORMATION IS ALLOWED
Any files containing CUI/PII/PHI must be encrypted
It is the user's responsibility to only send files containing CUI/PII/PHI if they are encrypted
Uploaded files are scanned for viruses.
Do not share or disclose drop-off information in email or other communications.

This web page will allow you to drop-off (upload and email) information you enter below.
DoD SAFE does not guarantee delivery of documents within a specified time period. It is the user's responsibility to ensure that the information is delivered to the recipient(s). The recipient will receive an automated email notification when the information is delivered.

From: DVRNAK PAMELA LYNN <pamela.dvinaak.3.ctr@us.af.mil> USAF
To: Pam Dvinaak <Pamela.dvinaak@teksouth.com>

Short note to the Recipients:
Files for PII:

☒ Encrypt every file (REQUIRED FOR CUI, PII, AND PHI)
☒ Send me an email when the Drop-Off is completed
☒ Send me an email when each recipient picks up the files

* Note should not contain CUI, PII, PHI, or the Encryption Passphrase
987 / 1000 left

☒ Confirm that the files in this upload do NOT contain classified information. By checking this box, you are confirming that the files do not contain classified information and are aware that your organization will be held accountable for non-compliant data sent through the system.

[Click to Add Files or Drag Them Here](#) [Send Drop-off](#)

Files are not uploaded until Send Drop-off is clicked.

Filename	Size	File Description
1: General.zip	22.4 MB	<input type="text"/> Enter a file description
2: PBI Conference Schedule.xlsx	13.4 KB	<input type="text"/> Enter a file description

22.5 MB / 8192 MB

Microsoft Word

Microsoft Word Overview

- Header Styles
- Auto Generate Table of Contents
- Editor
- Repeat an Action (F4)
- Compare Two Documents

Questions?

