

A top-down view of a desk with a light pink background. At the top, there is a white keyboard, a silver pen, a small white notebook, and a white cup of coffee. Green palm leaves are scattered around the top left and right. In the center, a large white circle contains the title text.

REFERENCE GUIDE

THE INDISPENSABLE

Office Tool

A close-up, slightly blurred view of a person's hands typing on a laptop keyboard. The person is wearing a white long-sleeved shirt. The laptop is silver. The background is a soft, out-of-focus pinkish-white.

SOFAD

REFERENCE GUIDE

THE INDISPENSABLE

Office Tool

SOFAD

THE INDISPENSABLE *Office Tool*

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Foreword

THE INDISPENSABLE *Office Tool* is a very useful reference that will answer your thousand-and-one questions as they come up at work. The first part, which covers secretarial tools, summarizes the knowledge that someone should have when they are just starting out in the field. It can be used as a reminder if your training was completed a few years ago. It covers tips and knowledge that will help you to provide quality work and be efficient to meet the requirements of any employer.

The subsequent sections, which cover Microsoft Word, Excel, PowerPoint, Outlook, OneDrive for Business and Antidote respectively, detail the main functions of these tools, which are essential to master and frequently evaluated in the form of hiring tests. Clear and accurate explanations will guide you while you explore these functions one step at a time. People who are unfamiliar with the 2016 version of Microsoft Office will also benefit since many employers use this version.

Finally, you can learn more about OneDrive storage, an important resource that is increasingly used by companies, as well as Antidote software, an essential tool for improving the quality of your documents for work or training purposes.





Introduction

THE INDISPENSABLE *Office Tool* is divided into seven main parts and focuses on the most commonly used applications in the Microsoft Office 2016 suite, which is still widely used. These include Word, Excel, PowerPoint and Outlook. This document also includes a section on OneDrive for Business, a very popular tool in the Microsoft Office 365 suite. The last section covers Antidote 9. Until there is a mass roll-out of Microsoft Office 2019, Antidote 10 and a new edition of this book, online add-ons will be available to users at **portailsofad.com**. Do not hesitate to consult them.

The purpose of this simple and accessible reference tool is to present certain office software functions in a step-by-step and example-based approach, which enables readers to visualize how they are used.

You can quickly identify what you need thanks to clear illustrations. Explanations are straight to the point and the contents match the reality of the office tools employees use as part of their work.

Modelling facilitates comprehension and provides relevant examples of how various functions are applied in the context of realistic tasks. Videos on **portailsofad.com** make the modelling experience more explicit.

This guide deals with software functions, as well as methods to be adopted for working more effectively. The first part of the guide is devoted to methods that will make you more effective in the main aspects of your work or studies, such as adopting best practices, automating or delegating certain tasks, communicating effectively, etc.

You will learn how to create tables and graphs, and how to format them in Excel. Several sections are devoted to software and computer troubleshooting.

Very few guides cover the technical issues of cloud computing and computer security. These issues must be addressed, since many office workers, learners of all ages and the general population face them in their everyday experience.

This is an innovative tool for people who want to master the main software programs used in education and business, or for those who want to learn how to use these software programs on a daily basis.

An overview of THE INDISPENSABLE *Office Tool*

The table of contents is clear and detailed.

At the beginning of each of the seven parts identified with Roman numerals, you will find the name and summary of the software or subject covered.

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Each part is subdivided into several subparts, for which the statement is formulated as a question or using an action verb to describe the task that will be put into practice.

3 Logging In to OneDrive for Business

Before you can log in, you should check with the IT department to determine whether you have a Microsoft Office 365 account. After this, just follow the steps below:

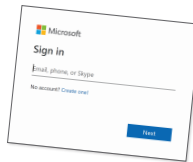
- 1 Open your Web browser and, in the address bar, enter www.onedrive.live.com/about/en-ca/business/, then press the **Enter** key.



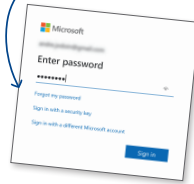
- 2 In the upper right corner of the page, click **Sign in**.



- 3 Enter your Office 365 username (for example, your_name@name_company.com) and then click **Next**.



- 4 Below your username, enter the password associated with your Office 365 account, then click **Sign In**.



TIP
The method may differ slightly depending on the instructions from your IT department.

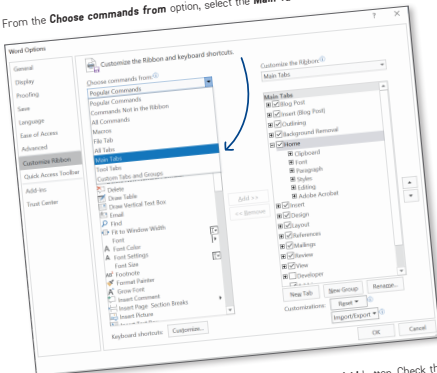
The **TIP** section presents a shortcut or advice to help the user complete a task.

You will be directed automatically to your OneDrive for Business space. A window may be displayed asking if you want to "stay connected." This option means you will not have to enter your login information as often. However, only choose this option if you are the only person using this computer. Definitely do not activate this function on your home computer or on a computer shared by several people.

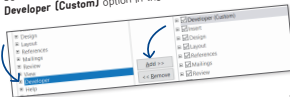
OneDrive for Business 161

Tabs make it easy to locate the parts.

- 4 From the **Choose commands from** option, select the **Main Tabs** category.



- 5 Select the **Developer** option in the list on the left, then click the **Add** button. Check the **Developer (Custom)** option in the list on the right.



- 6 Click **OK**.

- 7 The tab is displayed in the ribbon (main menu) and you will be able to create a macro.



What Is a Macro?

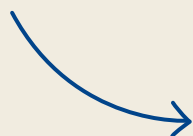
A macro is a series of automated tasks in the Office software suite. Among other things, it can help you avoid having to continually enter the same information, such as a date, signature, etc. By creating a macro and running the tasks in the correct order, you no longer have to rewrite the same information all the time. This concept will be covered later in this book.

Microsoft Word 21

Explanations presented as a series of steps are illustrated by numerous screen captures.

This section contains additional information or explanations of certain concepts.

The contents are illustrated in diagrams or presented in the form of a table to make the material easier to understand.



5 Solving Print Problems

Although every effort has been made to reduce the amount of paper used over many years, it is sometimes necessary to print certain documents. This is why it is important to ensure that your traditional printers, photocopiers and high-volume printers are functioning correctly. Below is a table to help you solve printing problems:

Printing Problems and Their Solutions		
Issue	Question to Ask Yourself	Solution
No documents are coming out of the printer	Should the cartridges or drum be replaced?	Replace the cartridges or drum.
	Is the document displayed in the print queue on the computer?	Print the document again or empty the print queue.
	Have I selected the right printer?	Check the name of the printer to be selected with a colleague or your IT department.
Blank pages are coming out of the printer	Is there any paper jammed in the printer?	Turn off and unplug the printer, and then remove the paper safely. Call the technician if necessary.
	Is an error message displayed on the computer or printer?	Read the message and take the necessary actions. If necessary, restart the computer or printer.
	Should the cartridges or drum be replaced?	Replace the cartridges or drum.
The printer does not turn on	Does the document contain blank pages?	Delete the blank pages from the document to be printed.
	Is the correct paper size selected?	Select the correct paper size from the computer or on the printer.
	Is there electricity?	Check that the device is plugged in and that, if connected to a power bar, the switch is "ON".
	Is the power wire cut or in poor condition?	Contact your IT department.
	Is the printer's power switch "ON"?	Turn the power on using the button or power switch.

16 THE INDISPENSABLE Office Tool

1 What Is Antidote and When Should It Be Used?

Antidote is software designed to help you write better. It consists of numerous dictionaries (definitions, synonyms, combinations, conjugation, etc.), linguistic guides, tionaries (definitions, synonyms, combinations, conjugation, etc.), linguistic guides, including a writing guide and a grammar checker, as well as a corrector that analyzes and corrects text. The corrector also contains a number of tools to help with revision.

Who Should Use Antidote?

With its many functions, Antidote is useful for anyone who writes documents, from simple email messages to detailed reports. It integrates with several software packages, such as Word, Outlook and PowerPoint.

When Should You Use Antidote?

Antidote software is used to write email messages, letters, minutes, reports, presentations or any other type of document.

Dictionaries are used to eliminate doubts, find the right word or to ensure grammatical accuracy. Among other purposes, the guides help you format a letter that complies with recognized standards. Finally, the corrector and revision tools help you deliver a clear, concise document that is free of spelling and grammatical errors.

Why Should You Use Antidote?

- To ensure the quality and effectiveness of texts that reflect the image of a company.
- To write more quickly, without neglecting the quality of the document.
- To remedy editorial weaknesses or support attention to detail.

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This icon refers to a modelling that can be found in the portal. These video clips make the modelling experience more explicit.

Technical terms that might be difficult are defined at the end in the **Glossary**.

Glossary

A

ACTIVE SHEET Worksheet currently in use or being edited. This refers to the selected tab.

ADDRESS BAR (Outlook, OneDrive for Business) Field in a Web browser into which a Web address is entered.

ADMINISTRATOR RIGHTS Rights that allow full control over the configuration of software or a computer.

ADVERB OF DEGREE Adverb describing quantity or intensity (e.g. very, enough, much).

ALIGNMENT Setting that defines whether the edges of the text are equal on the left, right or both sides (justified) and whether the text is centred.

ANTI-OOPS Antidote technology that automatically triggers the corrector on sending an email message and notifies the user if attachments seem to be missing.

ANTIDOTE TOOLBAR Frame containing the icons for accessing the three Antidote windows: Corrector, Dictionaries and Guides. The toolbar is available in the software programs into which Antidote integrates itself. In the Microsoft Office suite, it is displayed when you click the *Antidote* tab in the ribbon.

APPLICATION Program usually used with a Web browser.

AXES Vertical and horizontal lines on certain types of charts, such as histograms.

B

BEST PRACTICE Good work methods to be applied, regardless of the field.

BREADCRUMB Horizontal structure of a set of folders.

BREAK MARK In the corrector window, underlined black dashed line that is displayed under a group of words. This underline indicates that the corrector is unable to perform the grammar analysis.

C

CAPTION Short text to describe a picture, chart or any element of content in a document.

CARTRIDGE Container filled with ink or ink powder used to print on paper.

CELL (Excel) An area that can contain information or in which information can be entered using numeric and alphanumeric coordinates (A1, B2, etc.).

CELL (Word, Outlook) Field in a table in which information can be written or inserted.

CELL FORMAT Type of value the cell is to produce (e.g. a numeric value, text).

CLASSIFYING ADJECTIVE (Antidote dictionary of combinations) Relational adjective (e.g. forestry operations) or adjective that establishes a sub-category (e.g. polar bear).

CLOUD Location on the Web referring to servers that contain information.

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*An innovative, original
and indispensable tool
for the office!*

THE INDISPENSABLE *Office Tool* is a valuable resource that addresses common features of applications and software currently used in most workplaces: Microsoft Word, Excel, PowerPoint, Outlook, OneDrive for Business and Antidote.

The most useful current features of these office tools are presented in a step-by-step modelized approach making it easy to see how to apply them.

The clear, easy-to-understand explanations, supported by examples and numerous illustrations, meet the expectations of various audiences.

**THE INDISPENSABLE
*Office Tool***

consists of seven parts:

I. Secretarial Tools

II. Microsoft Word

III. Microsoft Excel

IV. Microsoft PowerPoint

V. Microsoft Outlook

VI. OneDrive for Business

VII. Antidote

SOFAD

Additional resources
that model best practices
are available on portailsofad.com.

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