

5

**MICROSOFT
OFFICE
FEATURES
YOU'RE NOT
USING (BUT
SHOULD BE)**



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If you are using MS Office in 365 in your organisation you know it should make your work life easier, right?

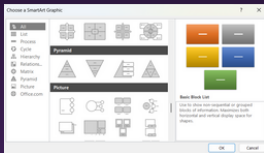
Here are 5 features that you probably aren't using (but should be)...



1

SMART ART IN POWERPOINT

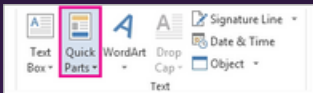
Turn complex ideas into polished visuals—effortless and visually appealing.



2

QUICK PARTS IN WORD

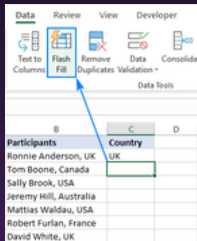
Save and reuse text or images instantly for consistency and time-saving magic.



3

FLASH FILL IN EXCEL

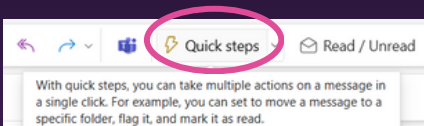
Automate repetitive tasks in seconds—no formulas, no fuss.



4

QUICK STEPS IN OUTLOOK

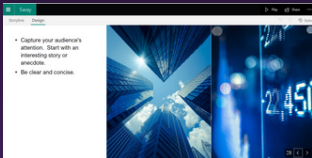
Manage emails effortlessly with one-click automation for routine tasks.



5

TRANSFORM WORD INTO SWAY

Create stunning reports or portfolios
with no design skills required.



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LEARN MODERN MICROSOFT OFFICE 365 TECHNIQUES THAT HELP YOU SAVE HOURS EVERY WEEK.

**Office 365 Beginners Masterclass:
March 25, 2025.**



Date: March 25, 2025



Location: AGCC Courses



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