CHEAT SHEETS HERO

Office Suite Essentials Cheatsheet

A comprehensive guide to essential functions and features across popular office suites, including Microsoft Office, Google Workspace, and LibreOffice. This cheat sheet provides a quick reference for boosting productivity and mastering common tasks.

Core Applications & File Formats

Application Overview

Word Processors	Used for creating and editing text documents. (e.g., Microsoft Word, Google Docs, LibreOffice Writer)
Spreadsheet Software	Designed for organizing, analyzing, and storing data in tabular form. (e.g., Microsoft Excel, Google Sheets, LibreOffice Calc)
Presentation Software	Used for creating visual presentations with slides, text, images, and multimedia. (e.g., Microsoft PowerPoint, Google Slides, LibreOffice Impress)
Email Clients	For managing email correspondence, calendar events, and contacts. (e.g., Microsoft Outlook, Gmail)

Common File Formats

`.docx`	Microsoft Word document (Office Open XML)
`.xlsx`	Microsoft Excel spreadsheet (Office Open XML)
`.pptx`	Microsoft PowerPoint presentation (Office Open XML)
`.odt`	OpenDocument Text (Writer)
`.ods`	OpenDocument Spreadsheet (Calc)
`.odp`	OpenDocument Presentation (Impress)
`.pdf`	Portable Document Format (for universal document viewing)

Word Processing Essentials

Formatting Text

Bold	Ctrl+B (Windows) / Cmd+B (Mac)
Italic	Ctrl+I (Windows) / Cmd+I (Mac)
Underline	Ctrl+U (Windows) / Cmd+U (Mac)
Font Size	Use the font size dropdown or Ctrl+Shift+> (increase) / Ctrl+Shift+< (decrease)
Font Color	Select text, then choose a color from the font color palette.

Page Layout

Margins	File > Page Setup (or Layout > Margins in some suites)
Orientation	File > Page Setup (or Layout > Orientation) - Portrait or Landscape
Headers & Footers	Insert > Header/Footer. Add page numbers, dates, or document titles.
Page Breaks	Insert > Break > Page Break (or Ctrl+Enter)

Working with Objects

Inserting Images	Insert > Picture > From File. Adjust size and position as needed.
Inserting Tables	Insert > Table. Specify rows and columns.
Shapes	Insert > Shapes. Choose from various shapes and drawing tools.

Spreadsheet Mastery

Basic Formulas

SUM	`=SUM(A1:A10)` - Adds the values in cells A1 through A10.
AVERAGE	`=AVERAGE(A1:A10)` - Calculates the average of values in cells A1 through A10.
COUNT	`=COUNT(A1:A10)` - Counts the number of cells with numerical values in the range A1:A10.
MAX	`=MAX(A1:A10)` - Returns the largest value in the range A1:A10.
MIN	`=MIN(A1:A10)` - Returns the smallest value in the range A1:A10.

Cell Formatting

Number Format	Format Cells > Number. Choose from General, Number, Currency, Date, etc.
Alignment	Format Cells > Alignment. Adjust horizontal and vertical alignment.
Font	Format Cells > Font. Change font type, size, and style.
Borders	Format Cells > Border. Add or modify cell borders.

Data Manipulation

Sorting	Data > Sort. Sort by column(s) in ascending or descending order.
Filtering	Data > Filter. Filter data based on specific criteria.
Conditional Formatting	Format > Conditional Formatting. Highlight cells based on rules.

Presentation Design

Slide Layouts

Title Slide	First slide of the presentation, includes title and subtitle.
Title and Content	Slide with a title and a content area (e.g., bullet points, images).
Section Header	Used to introduce a new section in the presentation.
Two Content	Slide with two content areas side-by-side, useful for comparisons.
Blank	Empty slide for custom layouts.

Animations & Transitions

Animations	Effects applied to individual elements on a slide (e.g., text, images).
Transitions	Effects applied when moving from one slide to the next.
Adding Animations	Select the object, go to the Animations tab, and choose an effect.
Adding Transitions	Go to the Transitions tab and select a transition effect.

Presentation Delivery

Start Slideshow	Slideshow > From Beginning (or F5)
Presenter View	Displays notes, next slide, and timer on a separate screen for the presenter.
Navigation	Use arrow keys, Page Up/Down, or click to advance slides.
Ending Slideshow	Press Esc to exit the slideshow.