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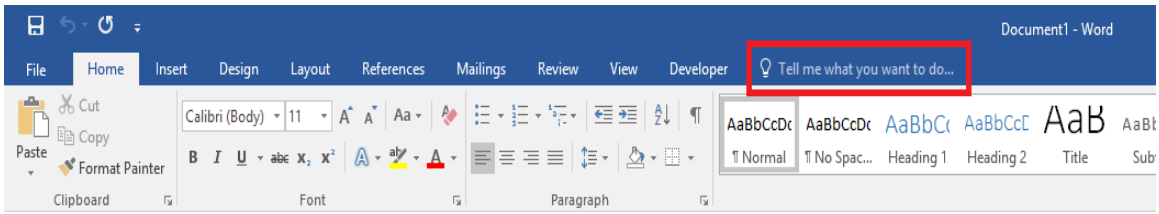
Microsoft Office: Quick Navigation to Troubleshoot

This support guide provides options for quick navigation and troubleshooting with Microsoft (MS) Office applications, such as Word, PowerPoint, and Excel.

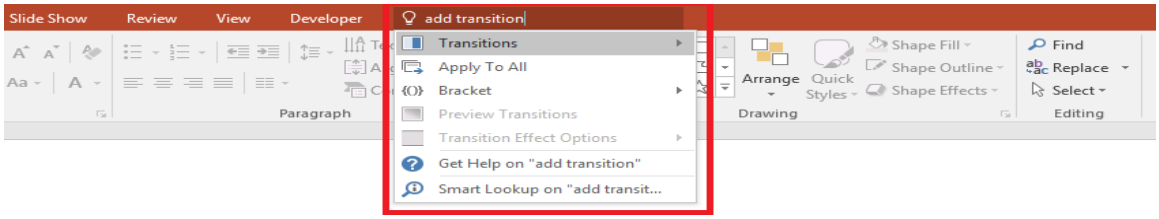
Option 1: Tell me what you want to do

1. 'Tell me what you want to do' is a search tool located in the ribbon in MS Office applications like Word, PowerPoint, and Excel.

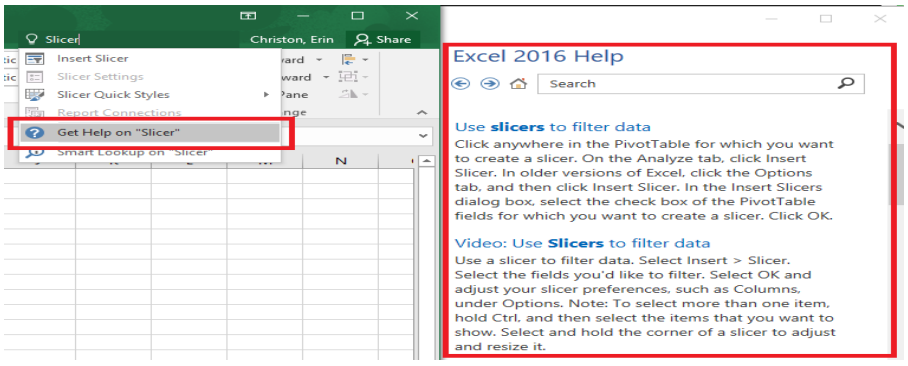


   - 'Tell me what you want to do' shortcut key is ALT + Q

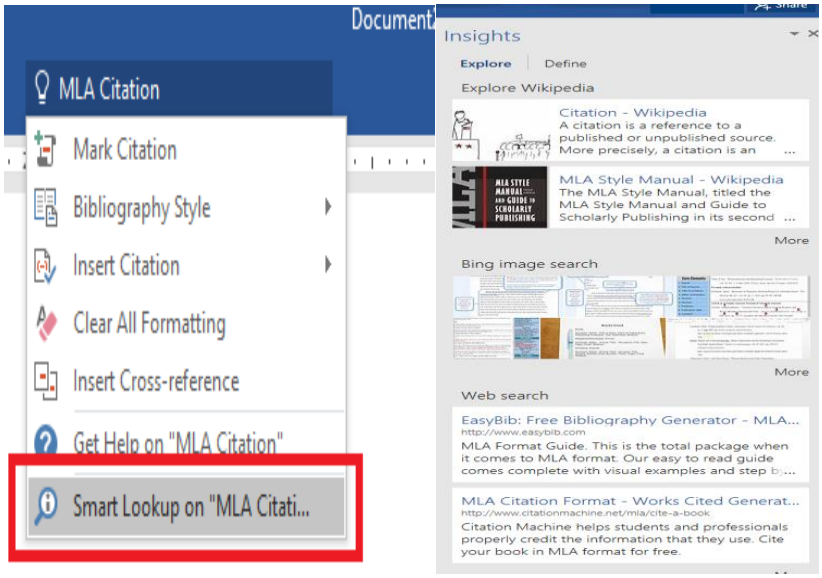
2. Users can enter words or phrases to quickly find the tool, function, or command they what to use in their document, presentation, and sheet.



3. If the user needs more information on a certain tool, function or command, users can click on the "Get Help" to learn more.



4. When users need quick access to online resources, web searches, images, definitions and more, click on Smart Lookup to support in completing tasks.



Option 2: Office Help & Training

Users wanting a refresher or a more detailed understanding of Microsoft Office applications such as Word, PowerPoint, or Excel can find support online.

1. Microsoft also offers a help and training site. The site provides tutorials, step-by-step guides, and "how to" videos for all MS Office applications like Word, PowerPoint, and Excel. Click on the most commonly used Microsoft Office application support links below to get started:
   - Word
   - PowerPoint
   - Excel

2. Visit Office Help & Training to learn more about all MS Office applications.

Option 3: Meet with a Digital Zone Coach

1. The EXCEL! Zone's Digital Zone (DZ) provides individualized and personalized support on all Microsoft Office applications and more.

For more information on the Digital Zone's hours, location, and other technology supports and services, visit EXCEL! Zone's Webpage.