

May Community Center Computer Class

Intermediate & Advanced Tips And Tricks

This handout includes links and QR codes for guided lessons, practice activities, Microsoft templates, and helpful resources. Topics include Word, Excel, Windows 11, mobile devices, internet searches, websites, passwords, and scam awareness.

Start with the easier topics near the top of each section. Scan the QR code on paper or select the link on a computer.

EXCEL - NEXT-STEP SKILLS



[Format text, alignment & cell color](#)



[Highlight cells with Fill Color](#)



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[AutoFill - numbers, dates & patterns](#)



[Quick Start - format a worksheet](#)



[Conditional Formatting](#)



[PivotTables - guided tutorial](#)

WORD - NEXT-STEP SKILLS



[Welcome to Word - learn by doing](#)



[Word Help & Learning](#)



[Create and format a document](#)



[Word for new users](#)



[Track Changes](#)



[Word Advanced Options](#)

WINDOWS 11 - NEXT-STEP SKILLS



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[File Explorer](#)



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Downloadable practice

TRY THIS: Choose one feature that solves a real problem. Open the instructions and perform each step as you read it.