

5 powerful Microsoft 365 features you should use every day.

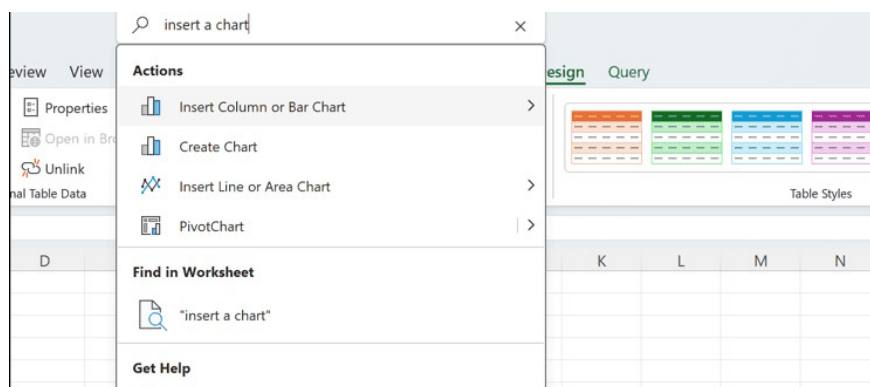
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Microsoft 365 offers users more professional features for its suite of tools including Word, Excel, PowerPoint, OneNote, and many others. If you use Microsoft 365, you should know about these hidden but incredibly powerful features that can boost your work efficiency. Below are some powerful Microsoft 365 features you should use every day.

Use the search bar on Microsoft 365.

The search bar in Microsoft 365 will show more suggestions when you use the Ctrl+F shortcut. Suggestions include tools you've recently used in your current application, other tools, people you've collaborated with in Microsoft 365, and more.

You can use the **Alt + Q** shortcut to quickly access Microsoft's search box.



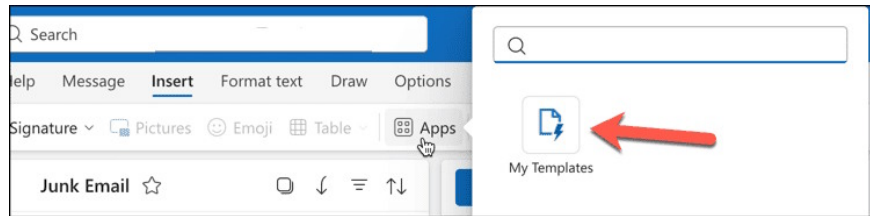
Quick Parts in Microsoft Office

In Microsoft 365, you can create content blocks called Quick Parts that can be quickly inserted whenever needed.

1. How to use Quick Parts to quickly insert blocks of text in Word

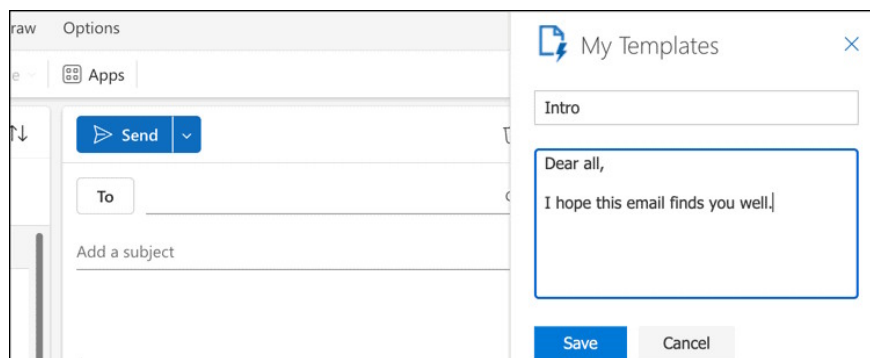
With Outlook, you can use templates to create and insert content quickly like this.

In the Outlook interface, click on **Insert and then select Apps** . Then, click on **My Templates** to create a document template.



In the new interface that appears , **select +Template** and then **enter the content you want to use** as a template. Then **press Save** to save this template.

Whenever you want to use a template, click **Insert > Apps > My Templates** and then select the text template you want to use.



Using Power Query in Excel

Power Query in Excel not only allows you to import data from various sources but also transforms the data before importing, so that the final data in the spreadsheet is formatted as desired.

1. How to combine multiple datasets in Microsoft Excel using Power Query

Using Quick Steps in Outlook

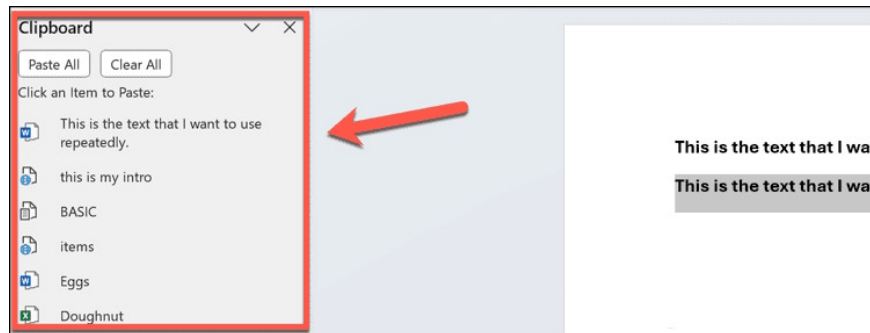
We can save a lot of time by setting up Quick Steps. These are groups of actions that you can perform with just one click or using a keyboard shortcut.

1. How to use Quick Steps in Microsoft Outlook

Clipboard in Microsoft 365

There's a dedicated clipboard feature that lets you see up to 24 of the most recent items you've copied between Microsoft 365 apps.

For example, when you copy content in Excel, you'll see that content in Word's clipboard history, and vice versa. You can then paste any item from the clipboard into the Microsoft 365 applications you need.



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