



CROP a picture
to a shape!
in Word

1. Select/Insert the Picture
2. Under Picture Tools (Format Tab, Size Group) Click the dialog box drop-down arrow
3. under Crop, Click *Crop to Shape*
4. Click the shape you want the picture to become

shortcuts -- for key people

- ⇒ Ctrl+Shift+K
create a new task in Outlook
- ⇒ try Quick Parts in Word and Outlook for frequently used text (paragraphs, phrases, etc.)
- ⇒ ADA stands for Americans with Disability Act — use short but meaningful descriptors on web pages to support ADA devices
- ⇒ Hold SHIFT while drawing any shape to LOCK the ratios (to get a true square or true circle)
- ⇒ Ctrl+W to close an open document or workbook

"Any sufficiently advanced technology is indistinguishable from magic."

Arthur C Clarke

Clues to IT Classes

- ⇒ set up all emails coming to you from your boss to be a special color in OUTLOOK EMAIL
- ⇒ learn which codes to request pick-up of recycling in AiM Work Orders
- ⇒ beginning 4/1/2013 all nVision reports will open directly in Excel
- ⇒ Assessments are available for Basic Word, Excel, PowerPoint
- ⇒ use MyMadison to search by course number (input just IT) to get a list of all IT Training

Excel situation -

If you have mixed formatting in a column, Excel may not sort it all



1. clear ALL formatting
2. reapply correct formatting (time, currency, text)
3. proceed with the sort

(formats can also affect how cells copy between worksheets)