





## Clues to ITT Classes

 Make appointments private in Outlook Email (IT271)

 Animate your objects in PowerPoint Advanced (IT422)

 Use arrays to compress space in Excel Advanced (IT366)

 Create/format organization charts in Word Intermediate

 Work on your site in Cascade Phase III (IT578)

Sign up for all classes in MyMadison.  
Enter "IT" in search to see all classes.



## Outlook Email tip Custom Voting Buttons

1. Create an email message
  2. Click Options Tab
  3. Click *Use Voting Buttons*
  4. Click Custom
  5. Check *Use Voting Buttons*
  6. Replace/type over the list shown to create your list of choices (use a semicolon to separate choices)
  7. Send the email
  8. Person clicks to see choices/vote
  9. Review votes by opening sent msg
- note:* Voting is for topics; use calendar/scheduling assistant for meeting times



"Learning is experience. Everything else is just information."

Albert Einstein

## Tagging in Cascade

Easily share your web content with other departments online by Tagging them in Cascade. All of your department's events will automatically receive your department's tag. You can also develop agreements with other departments to share their tags as well. Have an event that another department may be interested in? Tag that department when you create your event to cross promote it.



## Excel shortcuts -- for key people

- ⇒ **Ctrl+H** opens Find and Replace
- ⇒ **Alt+Enter** starts a new line in the same cell
- ⇒ **Ctrl+;** inserts the date
- ⇒ **Press F5** to open the Go To box
- ⇒ **Ctrl+H** opens Find and Replace
- ⇒ **Press F11** inserts a Chart for the selected data
- ⇒ **Press Alt** to make the keyboard shortcuts appear
- ⇒ **Ctrl+2** applies bold formatting
- ⇒ **Ctrl+9** hides the selected row