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

JMU IT Training TechTips
ittraining@jmu.edu
201308