Clip Art Tip
Use Just a Piece of It

1. Search Clip Art for your topic – choose an illustration (not a photo)
2. Right-Click the object and select Ungroup
3. Click Yes to become a drawing object
4. Select the "piece" you want and copy it or move it. (takes practice)

Clues to ITT Classes

Use Slide Masters in PowerPoint Basic (IT421)

Make a heading span columns in Word Intermediate (IT463)

Practice PivotTables in Excel Intermediate (IT365)

Set colors for each calendar in Outlook Calendar (IT276)

An Excel Basic Refresh (60 minute, narrated, PowerPoint) is available (email ittraining@jmu.edu).

Sign up for all classes in MyMadison.

Enter "IT" in search to see all classes.

'You cannot teach anyone anything, you can only help them find it. . .'   Galileo Galilei

Outlook
shortcuts -- for key people

⇒ **Ctrl+Shift+I goes to Inbox**

⇒ **Ctrl+Shift+B goes to Address book (global)**

⇒ **Alt+S sends the message**

⇒ **Insert key applies Quick Flag**

⇒ **Ctrl+U changes to Unread**

⇒ **Ctrl+2 goes to Calendar**

⇒ **Ctrl+1 goes to Mail**

⇒ **Ctrl+Shift+R replies all**

⇒ **Ctrl+F Forwards**

Work Orders
Description Field

1. **Start every Work Order Description with Building Room #**
2. Follow Building Room # with - (space dash space)
3. Type **E&G** *or* **Aux**
4. Follow Building Room # - Aux with - (space dash space)
5. Provide complete details of the need including contact name and phone #

example:

JMAC4 ROOM 112 – E&G – NEED CARPET CLEANED FOR SPILL; CONTACT GAIL NAPORA 8-7845

JMU IT Training TechTips

ittraining@jmu.edu