Quick Tips

To use the Format Painter in Word, Excel, or PowerPoint more than once, choose an item, then Double-click Format Painter. Apply to several things. Click Esc to turn it off.

**Right-Click** on the misspelled word to see optional corrections

**Ctrl+T** formats a range as a Table

**P** To see a blank/black screen while presenting, press B. Repeat the key to return to normal display.

**Q** Single click attachment, then use Remove Attachment in Attachment Tools Tab to remove the item.

Convert a Range to a Table

Sorting information to find one or several of a group in Excel is easy with either Find or Sort. Even faster is a table. Convert a range to a table (the rows and columns can be changed independently of the other worksheet rows and columns). Choose the range and then use one of these methods:

I. Tables group, on Insert Tab, click Table
II. Press Ctrl+T

Clues to ITT Classes

**Outlook QuickR (IT273)** – 2 hr. explains and uses the 7 Tools that get you through your Inbox QuickR.

**Excel Intermediate (IT365)** – 9 hr. includes working with Tables and creating PivotTables and PivotCharts.

**Computing @ JMU (IT200)** – 3hr access your network space and submit leave requests using MyMadison.

**Word Advanced (IT463)** – 9 hr. builds on Mail Merge from Intermediate (IT462) to include Forms.

Contact 8-8046 to request assessment for Basic level PowerPoint, Excel, & Word.

“Computers themselves...will revolutionize the way we learn.” Steve Jobs

Training in:
Word
Excel
PowerPoint
Access
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Marketing

Access training at http://lynda.jmu.edu

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