





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

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

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

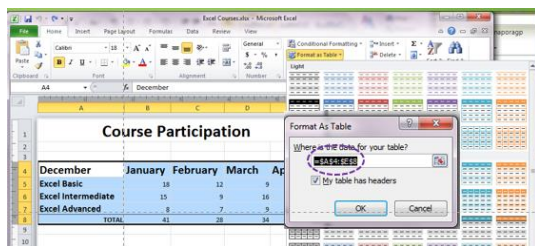
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Training in:
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Access training at <http://lynda.jmu.edu>

"Computers themselves, . . . will revolutionize the way we learn." Steve Jobs


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.