Beginning in April 2014 Time Entry reports will now be printed using a report instead of a print page link in the system. To view a recording of the HRMS Time Entry Webinar email ittraining@jmu.edu

**Clues to ITT Classes**

- **Excel Basic (IT364) – 9 hr.** covers fundamentals for formulas and more
- **Word Intermediate (IT462) – 9 hr.** includes Templates and Building Blocks
- **ePAR – 1.5 hr.** teaches the electronic Personnel Action Request
- **Outlook Calendar (IT276) – 1.5 hr.** to use the Scheduling Assistant (suggests times for most people @JMU)
- **PowerPoint 2010 (IT423) – 9 hr.** includes Photo Albums

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

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**Clipboard**

Ctrl+C copies the selection to the ‘system clipboard’ AND if any MS Office application has its clipboard visible it also places it there for use in all Office applications. The clipboard holds 24 items (which can be entire pages). You see the item in Word, PowerPoint, and Excel. Open the clipboard with the dialogue box arrow.

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**Quick Tips**

- **+L locks** access to your computer when you must step away, (press the windows Key+L)

  - mouse pointed at the rectangle at the bottom right corner of the desktop will hide all windows and show only the desktop

- **Ctrl+Shift+P creates a new Search Folder from anywhere in Outlook.**

- **Named ranges are NOT case sensitive**

- **Ctrl+K to insert a hyperlink in a Word document (Text to display is separate from the link)**