





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.



HRMSTime Entry -- Printing

Select	Report ID	Print Instance	Description	Requested Print Time	Format	Status	Details
<input checked="" type="checkbox"/>	119783	375807	Time Entry Hours Report	03/27/2014 1:36:47PM	Acrobat (*.pdf)	Posted	Details

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

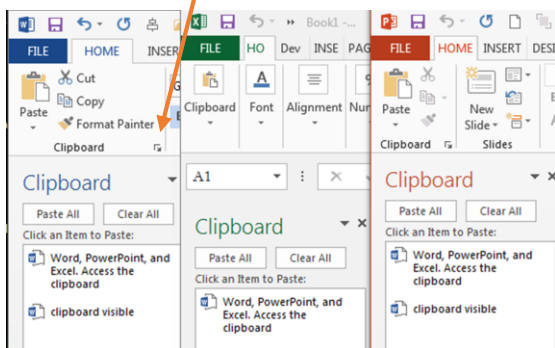
ittraining@jmu.edu

EmpID	Name	Emp1 Sec#	Title	Position	Rate	Regular Hrs	OT Hrs	Multiple	Periods	Number of Periods
Total Regular Hours: 119.75										
Total Overtime Hours: 3										
Hours have not been approved and saved										
Exception Hour: 10004678 LastName, FirstName 10 0 New Employee, already submitted PAR										
Total Exception Regular Hours: 10										
Total Exception Overtime Hours: 0										
Hours have not been approved and saved										
Grand Total Regular Hours: 119.75										
Grand Total Overtime Hours: 3										


"Treat your password like your toothbrush. Don't let anyone else use it and get a new one every 3 months." Clifford Stoll

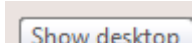
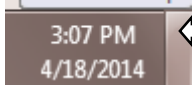
Clipboard


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.




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)