

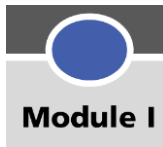
Leveraging the Web

To learn about phishing and how to avoid it, go to


jmu.edu/computing/ittraining/isitreal





Learn how to defend yourself and protect your personal information using this eLearning. There are 2 modules, each takes 15 minutes.




Clues to ITT Classes

 Outlook QuickR (IT273) – 2 hr. has 7 tools to get you through your InBox QuickR – save time & reduce re-work

 Word Advanced (IT463) – 9 hr. create and edit mail merges; add backgrounds, watermarks, and themes


 SharePoint 2013 Overview (IT325) – 3 hr. uses SharePoint 2013 Online to collaborate on documents


 Cascade Phase III (IT578) is an open lab where you work on your site with IT Web staff available for help

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


"Everyone has a chance to learn, improve, and build up their skills." Tom Peters

Quick Tips


 To get out of a split screen, double-click the Split bar.

 To see two weeks of "days" in calendar view, click, hold, and select two weeks on the date navigator

 To repeat the last action done, press F4.


 Remove ALL animation from a slide by using Ctrl+A to select all objects on the slide, then use Animation Tab and select None.

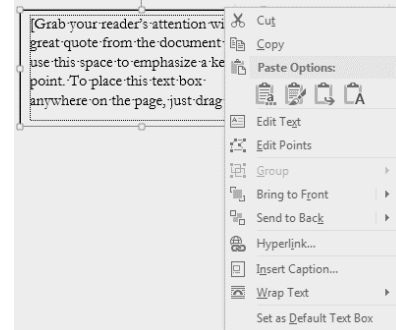
 Use Ctrl+H to see History

 Replace 5 clicks with just 1 click 30 times a day and you might save 7 hours in a year

Default Text Box

Once you have formatted a text box in Word, PowerPoint, or Excel, you can make that formatted box the default.

1. Format the text box (font, size, inside margins)
2. Right-click on the EDGE/frame of the text box (not inside; click on the dashed line edge with  selector



3. Choose *Set as Default Text Box*