Quick Tips

A named range must start with a letter or an underscore; after that you can use special characters like #, comma, and period.

Calendar views in the to-do pane and in the calendar peek view show calendar items for the selected day.

Use Ctrl+Home key to go to the first line in a Word document.

Use Presenter View to See your Notes while presenting (best with dual computer monitors).

Use Alt+F4 to close a risky pop-up.

Check your email on a schedule to limit interruptions.

Computer Mouse

- Click once (left side) to select
- Double-click (fast on left) to open an item/file/folder/application
- Right-click (the right side of mouse) to access additional functions
- Click, hold, and drag an item to move
- Click/press the wheel on your mouse while over/on a link and it will open the link in a new tab
- Mouse can be used by either hand; set it in Control Panel>Ease of Access Center>Mouse

"I hated every minute of training, but I said, 'Don't quit. Suffer now and live the rest of your life as a champion.'" Muhammad Ali

Poster Frame a Video

Use PowerPoint to capture a single frame from a video to use as a picture.

1. Insert the Video into PowerPoint
2. Advance the video to the image you want
3. Click Video Tools>Format Tab
4. Click Poster Frame dropdown
5. Choose Current Frame
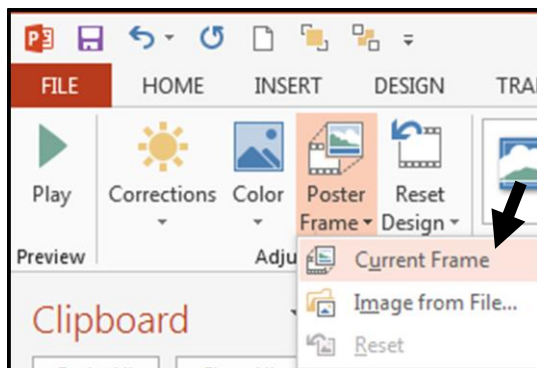
Come to ITT Classes

Outlook QuickR (IT273) – 2 hr. practice the 7 tools that get you through the InBox QuickR.

Leveraging the Web (IT209) – 1.5 hr. check your digital footprint, see how a web page gets to you, and more.

Word Intermediate (IT462) – 6hr. mail merge, tables, styles, themes.

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

Go to *Lynda.jmu.edu*

sign in with your JMU eID and password
- Excel 2013 Tips and Tricks
- Time Management Fundamentals

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