






Quick Tips

 Overlay multiple calendars or use Schedule View when you work with more than two calendars.

 Split (worksheet) is on the Ribbon in Excel 2013.

 Sections of a document can each have a unique Header & Footer

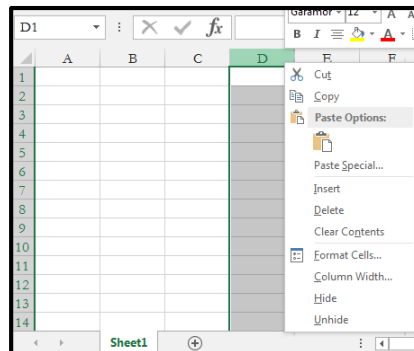
 Press/click the scroll wheel while over a URL to open it in a new tab

 PowerPoint 2013 creates custom shapes and graphics with tools to combine, fragment, intersect, or subtract any two shapes.

Hide/Unhide Columns

To hide columns:

1. Select the column(s) to hide
2. Right-click
3. Choose hide



To unhide columns:

1. Select BOTH column left of, and column right of hidden column(s)
2. Right-click
3. Choose unhide

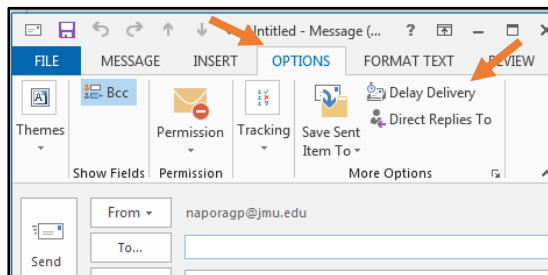
"Happiness comes when we test our skills toward some meaningful purpose."

John Stossel

Outlook: Delay Delivery

You know you will send a reminder for a meeting. To set it up today to go at a later time, use Delay Delivery in Outlook.

1. Create the new/reminder message
2. Click the Options Tab





3. Choose Delay Delivery
4. Set options
5. Message is automatically sent on the specified day

Clues to ITT Classes

We are now training with Microsoft Office 2013 for Word, Excel, Outlook, and PowerPoint. AACP requirements will be updated to reflect the new courses.

 PowerPoint 2013 Basic (IT421)
PowerPoint 2013 Advanced (IT422).
are 7.5 hours each (2.5hrs/3days).

 Word 2013 Basic (IT464) and
Word 2013 Intermediate (IT465)
are 9 hours each (3hrs/3days).
Word 2013 Advanced (IT466)
is 2 hours (1 day).

 Excel 2013 Basic (IT371),
Excel 2013 Intermediate (IT372) &
Excel 2013 Advanced (IT373)
are 9 hours each (3hrs/3days).

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