It’s not too late to Upgrade to Office 2013

1. Go to your START menu and select
   > All Programs
2. Select: Microsoft System Center 2012
   > Configuration Manager
   > Software Center
3. Select Microsoft Office 2013
   > Install selected

Restart may be required

Quick Tips

- Hover over a link to see where it will actually go.
- When a marquee (flashing border) around a cell or selection, is no longer needed, use ESC to remove it.
- Contact groups are disclosed to all recipients unless in the BCC field.
- To edit an existing template, navigate to the file, right-click to open as a template.
- Set the Transparency of a picture in the Format Tab, Format Shape, Picture Fill dialog box.

‘‘Computers, like automobiles and airplanes, do only what people tell them to do.’’

Bill James

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

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

View in Outlook

Each folder in Outlook has its own View. The Inbox can look different from Sent Items or personal folders.

- Select the folder
- Use the View Tab
- Can only change the View for one folder at a time

Set the View that suits the way you work!

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James Madison University Information Technology Training

ittraining@jmu.edu
JMU IT Training TechTips