

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.

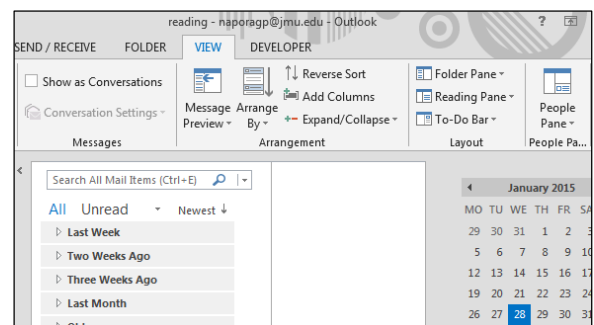
 **SharePoint 2013 Overview (IT325)**
–3 hr. uses **SharePoint 2013 Online** to collaborate on documents.

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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