Clues to ITT Classes

- **Excel 2013 Basic (IT371)** – 9 hr. covers fundamentals for formulas and more
- **Word Intermediate (IT465)** – 9 hr. includes Templates and Building Blocks
- **ePAR** – 1.5 hr. teaches the electronic Personnel Action Request Form
- **Outlook Calendar (IT277)** – 1.5 hr. to use the Scheduling Assistant (which suggests times for most JMU people)
- **PowerPoint 2013 Advanced (IT425)** – 9 hr. includes Photo Albums

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

Create an Outlook Contact Group fast

Copy a list of **To:** recipients from an email into a New Contact Group in People.

- Choose **From Outlook Contacts**

-- Paste the list into **Members** in the dialog box

"The brighter you are, the more you have to learn." Don Herold

ClipBoard

1. **Open** the clipboard in any MS Office application (Word, PowerPoint, Excel)
2. **Ctrl+C** to copy the selected content
3. **Use/paste** in any Office application
   - The Office clipboard holds 24 items.
   - Open the clipboard with the dialogue box arrow.

Quick Tips

- **+L locks** access to your computer (press the windows Key+L).
- Named ranges are **NOT** case sensitive.
- **Ctrl+K** to insert a hyperlink in a Word document (Text to display is separate from the link)
- Press **F5** to start a presentation; Press Shift+F5 to start from the current slide; Press Alt+F5 to start in presenter mode.
- **Ctrl+Shift+A** starts a new appointment on the calendar.