

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)**

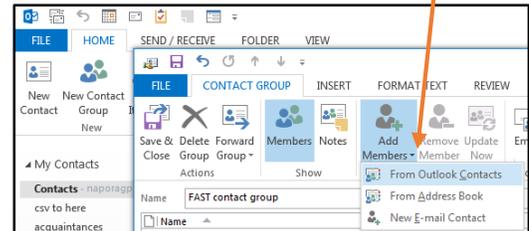
 **PowerPoint 2013 Advanced (IT425) – 9 hr. includes Photo Albums**

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

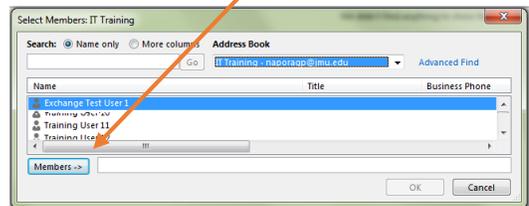
Create an Outlook Contact Group fast

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

-- Choose **From Outlook Contacts**



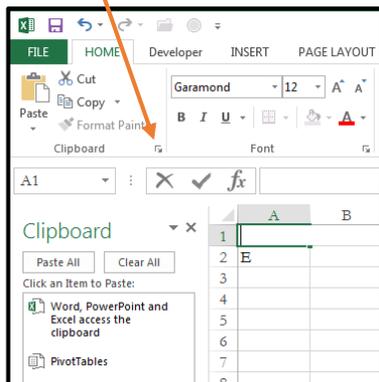
--Paste the list into **Members** in the dialog box



“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.