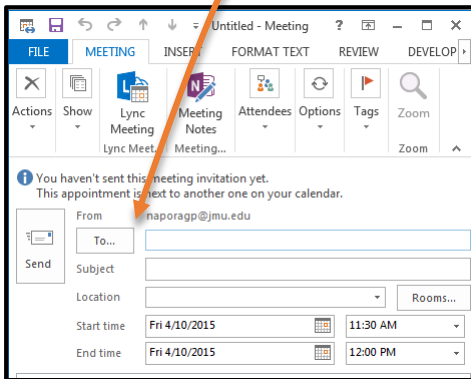
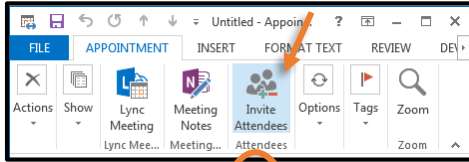




## Invite Attendees Outlook Calendar


An appointment becomes a meeting when you click Invite Attendees.




## Featured ITT Classes

 **Excel 2013 Basic (3 days/3 hours each)** fills the gaps if you are self-taught, and is a solid foundation if you are new to Excel.

 **Word 2013 Advanced (2 hours)** focuses on styles for large documents and mail merge for emails, letters and labels.

 **Windows 7 (90 minutes)** uses the tools to make your applications, files and folders easier to access and manage.


 **Outlook QuickR (2 hours)** uses 7 Tools that get you through your inbox faster.


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


*"You can work really hard, but if you're not training in the right way you're not going to improve and get to the level that you want to."*


Michael Chang


## Quick Tips

 **Ctrl+scroll wheel** will enlarge or reduce the size of screen content.

 **Immediately "Save-As"** .xlsx format any output from a central system.

 **Pin a program or folder** to the taskbar so it is always available.

 **Use the Mail Merge Wizard** to quickly produce personalized emails, labels, and letters.

 **Set an audio file to 'loop'** on your welcome slide.

## Auto-Fill in Excel

Excel can auto-fill cells for standard items and numbers. Simply click-hold-drag the fill handle (plus sign that appears when over the little square, bottom right of cell).

	A	B	C
1	Jan	Monday	1
2			3
3			

For a pattern fill, choose both cells (c1,c2), then use the fill handle. You can also create your own Auto-Fill lists.

	A	B	C
1	Jan	Monday	1
2	Feb	Tuesday	3
3	Mar	Wednesday	5
4	Apr	Thursday	7
5	May	Friday	9

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