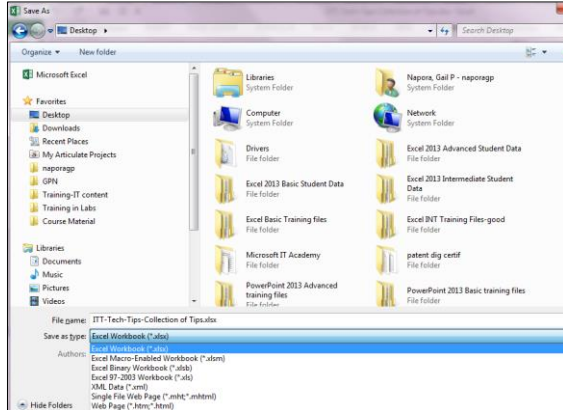



F12 in Microsoft Office


Opens the Save As dialog box in Word, Excel, PowerPoint, Outlook.




Always do a Save As for Excel files not in xlsx to avoid extra characters from xls.


Quick Tips

 Hold Ctrl+roll the scroll wheel on the mouse to enlarge/reduce the screen magnification.

 Use the Timeline Filter in 2013 to instantly filter/sum data by days.

 Manage tasks using the Tasks function or simply make an appointment 'to-do' on the calendar.


 Ctrl+Enter will insert a page break.

 Pin a Template by clicking the pushpin that appears at right of the template name in the search result.


"We do what we have to do, so we can do what we want to do."


Mr. Farmer/The Great Debaters

Featured ITT Classes

 **PowerPoint 2013 Advanced (7.5 hours)** includes transitions, animations, buttons, and other 'automatic' actions.

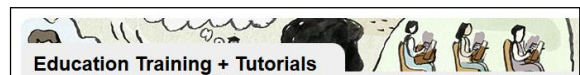
 **Word Intermediate (9 hours)** includes formatting, images, and mail merges.

 If you have taken Excel 2010 Basic, you may enroll in Excel 2013 Intermediate (IT372) by calling 8-8046.

 Cascade Phase III (IT578) is an open lab where you work on your site with IT Web staff available for help.

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

Lynda.JMU.edu



Tight Schedule? Use Lynda.JMU.edu to learn on your own, anywhere you have internet access.



Learn technical skills, office skills, design, programming, photography and more.



More than 2500 courses for you to learn.

Sign in with eID/ password: click NO for the account question if this is the first use.

Find us on FaceBook

James Madison University Information Technology Training

ittraining@jmu.edu

JMU IT Training TechTips