







Quick Tips

 Merge shapes to create a logo on the Drawing Tools>Format Tab.

 Hover the mouse over a link and see where it goes before you click it.

 Click *Invite Attendees* to turn an appointment into a meeting; use scheduling assistant to see free/busy.

 Collapse text in a document that uses styles by clicking the 

 Publish the event, then publish the page(s) that have feeds where the event is shown.



Double-Click the Fill Handle

Double-Click on the Fill Handle (square) in Excel to Auto-Fill the rest of a column/range (fills to 403 without click-dragging).

	D	I	J	K
1	Head count	Classroom hours	Corrected Head Count	Corrected Contact Hours
2	13	24.0	13	312

All hidden rows will be updated as well.

	D	I	J	K
1	Head count	Classroom hours	Corrected Head Count	Corrected Contact Hours
2	13	24.0	13	312
403	5	2.0	5	10

"What a satisfying feeling when one finally gets on top of a new set of skills."
(Gail Sheehy)

2nd Browser Window

While in the browser, **Ctrl+N**




While in Safari,
Command+N

IT Training Classes

 Outlook 2013 Email and Calendar for basic skills in managing mail/meetings.

 Word 2013 Basic, Intermediate, and MailMerge/Large Documents.

 Excel 2013 Basic, Intermediate and Advanced for spreadsheets.

 Cascade for your JMU departmental website.

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