



## Quick Tips

 Save a Custom Theme (specific to the machine) for consistent colors, fonts, effects.

 Press spacebar to jump down a page and shift+spacebar to jump up a page.

 Ctrl+Shift+K to start a Task from anywhere in Outlook.

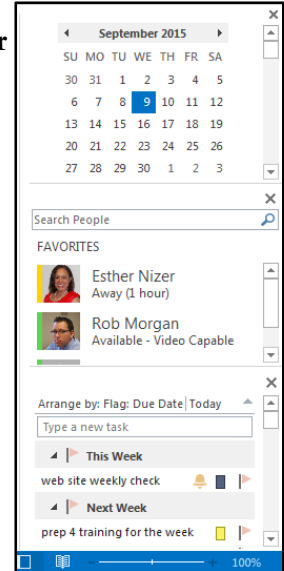
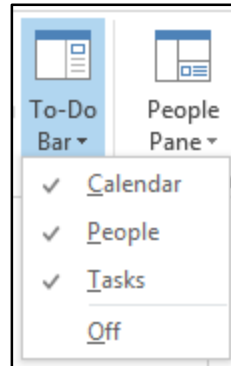
 F7 to check spelling in a worksheet.

 Set slide masters **BEFORE** you start formatting individual slides.

## Favorite People in Outlook

Right-Click on an email address and choose Add to Favorites (or Search for a person and then right click them).

Use View>ToDo Bar and check People to access them in Mail



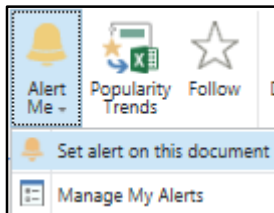
“Experience is the teacher of all things.”

Julius Caesar'

## SharePoint Alerts

Set an alert to receive an email when a document is changed in SharePoint.

1. Select the document.
2. Click the File Tab
3. Click Alert Me



4. Choose Options
5. Click Ok

<p>Send Alerts for These Changes</p> <p>Specify whether to filter alerts based on specific criteria. You may also restrict your alerts to only include items that show in a particular view.</p>	<p>Send me an alert when:</p> <p><input type="radio"/> Anything changes</p> <p><input checked="" type="radio"/> Someone else changes a document</p> <p><input type="radio"/> Someone else changes a document created by me</p> <p><input type="radio"/> Someone else changes a document last modified by me</p>
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Use *Manage My Alerts* to alter a current alert.

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James Madison University Information Technology Training

## IT Training Classes

 **SharePoint 2013 Intro (IT324) is 1 hour and includes demonstration of a site.**

 **SharePoint 2013 Overview (IT325) is 3 hours and includes basic screen features, navigation, and practice.**



 **AiM Motor Pool Plus (IT524) is 90 minutes and covers both the central system application and the Web app.**

These TechTips are provided by JMU IT Training

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