




Quick Tips

 To see only a certain type of file in a search, type filetype:pdf *keyword* (or filetype:doc *keyword*)

 Right-click a row to choose Hide.

 Categories go across functions

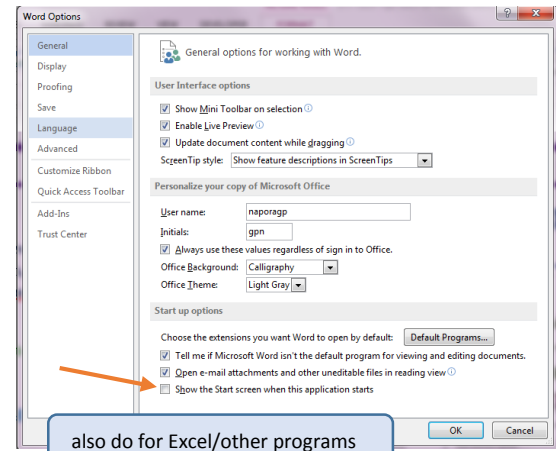
 Changes to Margins affect the whole document unless you have sections.

 Ctrl+A selects all in most programs; (if you are in the slide pane it selects all slides; if you are "on" a specific slide, it selects all objects on that slide).



Start Word in a Blank Document

1. Open Word and Click File tab
2. Click Options
3. Uncheck Show the Start Screen
4. Click OK and Restart Word

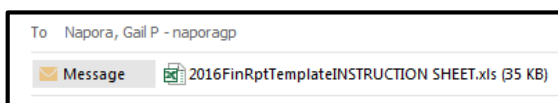


"They can because they think they can."

Virgil

Saving an Attachment

When **saving** a file attached to an email, save it to the Network (N drive).





1. **Open** the Attachment
2. Press **F12** to Save As
3. **Name** file
4. **Set** file type
5. **Choose** a location on the Network
6. **Save**



IT Training Classes

 PowerPoint Advanced includes transitions, animations and buttons.

 Word Intermediate includes mailing labels, track changes, and outlines.

 Excel Advanced includes sparklines, arrays, and logical functions.

 Cascade Open Lab: Work on your own site with IT Web. Requires enrollment.

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

Find us on Facebook
James Madison University Information Technology Training

JMU IT Training TechTips