Quick Tips

Enter an equation into the Google search box to calculate something.

Use a custom number format or put an apostrophe (') before a value ('076) to display a leading zero.

Use Alt+9 to see 9 days on calendar.

Press F5 key to open Go To Page.

Start a Work Order customer request with Building and Room #.

Check email

To check email online, use the link on the Faculty/Staff page to go to Outlook Web App (OWA).

Fraudsters provide links that lead to NON-JMU Outlook Web App pages.

Hover &

Think

Before Clicking

ANY Link

Login
Campus Directory
MyMadison
JMU E-mail
JobLink
IS Applications
Canvas
Sharepoint
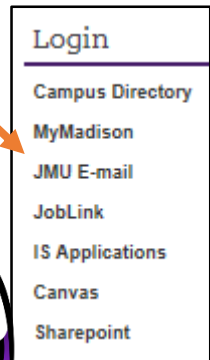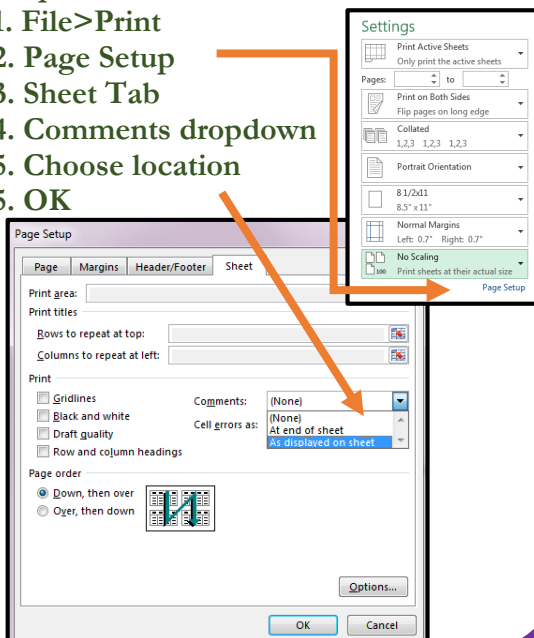
jmu.edu/computing/security

"The biggest mistake a person can make is to be afraid of making one."'

Elbert Hubbard

Print Comments

To print comments for a workbook:
1. File>Print
2. Page Setup
3. Sheet Tab
4. Comments dropdown
5. Choose location
5. OK

Settings
Print Active Sheets
Only print the active sheets
Pages: [ ] to [ ]
Print on Both Sides
Flip pages on long edge
Collated
1,2,3 1,2,3 1,2,3
Portrait Orientation
8 1/2x11
8.5" x11"
Normal Margins
Left: 0.7" Right: 0.7"
No Scaling
Print sheets at their actual size
Page Setup

Page Setup
Page | Margins | Header/Footer | Sheet
Print area:
Print titles
Rows to repeat at top:
Columns to repeat at left:
Print
☐ Gridlines
☐ Black and white
☐ Draft quality
☐ Row and column headings
Comments: (None)
(None)
At end of sheet
As displayed on sheet
Cell errors as:
Page order
⦿ Down, then over
○ Over, then down
Options...
OK Cancel

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ITTraining Classes

$ IT604 AACP Intro to Finance (2 hours) and satisfies AACP modules 5.9 and 5.12

IT466 Word Mail Merge & Large Documents (2 hours) includes styles, TOC, and outline view.

IT370 Excel for Finance (2 hours) is Excel tools useful in working with budgets (Finance training is separate).

IT204 JMU R.U.N.S.A.F.E (90 minutes) to learn how to protect your

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