

## Quick Tips



Press **F4** to make a cell reference absolute in a formula.



When sharing a calendar, use the **Address Book** to select recipient (not the suggested contact that pops up).



Remove all hyperlinks: **Ctrl+A** to select all text in a document, then **Ctrl+Shift+F9**.



Press **F5** to start a presentation from the first slide.



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



## Work Orders Description Field

1. Start every Work Order Description with **Building Room #**
2. Follow Building Room # with - (space dash space)
3. Type **E&G or Aux**
4. Follow Building Room # - Aux with - (space dash space)
5. Provide complete details of the need(s) including contact name and phone # (more than 1 need can be in a request)

example:

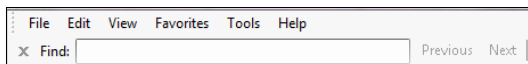
JMAC4 ROOM 112 – E&G – NEED CARPET  
CLEANED FOR SPILL; CONTACT DOLLEY  
MADISON 8-1111

"No Pressure, No Diamonds."

Thomas Carlyle



## Web Shortcuts



**Ctrl+F** brings up a search box allowing you to search for a specific word on a page

**Ctrl+D** bookmarks a page



**Ctrl+P** prints selected content



**Ctrl+T** opens a new Tab



**Ctrl+W** closes the window

**Ctrl+** makes the screen image larger

**Ctrl-** makes the screen image smaller

## IT Training 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.



**IT560 or IT561 ListServ** is required for those who want to have and maintain email addresses for a group.

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

These TechTips are provided by JMU IT Training

Contact ITT by email or phone 8-8046.

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