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.

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

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

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.

JMU IT Training TechTips

File Edit View Favorites Tools Help
X Find Previous Next

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