





Quick Tips

 press Ctrl+Enter after any word in the URL bar to add .com to it.

 Use **Paste Special>Transpose** to switch rows to columns.

 Drag an email onto the Calendar function of the navigation pane to create a new appointment.

 Find/Replace>More>Format to replace just the formatting of text.

 Start a presentation from the current slide by clicking  or Shift+F5.



Skype Options

1. Click **Gear**

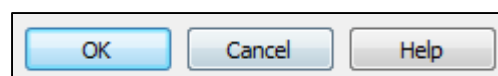
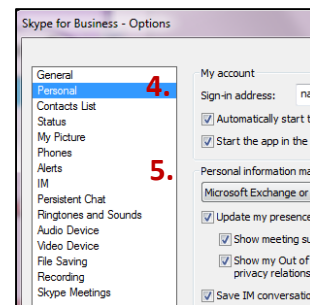
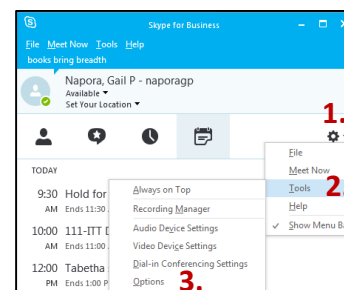
2. Click **Tools**

3. Click **Options**

4. Choose **Personal**

5. Set preferences

6. Click **OK**

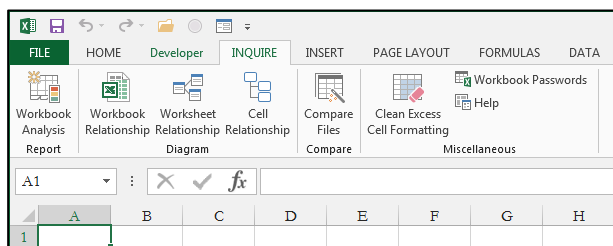


“Change your thoughts and change your world.”

Norman Vincent Peale.”



Inquire





The Inquire Add-In for Excel 2013 provides:


- analysis,
- relationship,
- comparison,
- clean-up and other tools.

If not already shown as a Tab on the ribbon, go to File>Options>Add-Ins to get it.

IT Training Classes

 Excel Basic, Intermediate, Advanced classes are 9 hours each. Excel for Finance (IT375 just 2 hours) provides practice with common Excel tools.

 Word 2013 Intermediate (9 hours total – 3 days 3 hours each) covers: styles; text boxes; formatted tables; track changes.

 ListServ is available as an eLearning (~1 hour) to own a JMU ListServ list.

 Outlook QuickR (2 hours) includes: QuickSteps; Rules; AutoCorrect; more.

These TechTips are provided by JMU IT Training

Contact ITT by email or phone 8-8046.

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