Quick Tips

Use a minus sign - then the word to omit a specific word from a search.

Use Clean Excess Cell Formatting fx to remove excess formatting.

Use the address book to add members to a Contact Group without having to add them to your Contacts.

Press Shift+F1 to reveal formatting in a Word document.

Go to slide sorter view, right-click a slide and copy it to use as an object in Word or Excel (paste it).

Windows 7

To navigate open programs:

Alt+Tab

or

Windows Key + Tab

Hold Alt or Windows Key and press Tab again/again to move through open windows (let go to stay on a window).

Which IT Training Classes Should I Take?

eLearnings by IT Training are available through the IT Training website jmu.edu/computing/ittraining/itetraining and include the following topics

- Your Windows Account (for computer administration ~ 10 minutes)
- Outlook EMPTY mailbox (for reducing your Inbox ~ 1 hour)
- Excel Refresh to Test (~ 1 hour)

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

These TechTips are provided by JMU IT Training

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Contact ITT by email or phone 8-8046.

JMU IT Training TechTips

"If you think knowledge is dangerous, try ignorance." - Mark Twain