



## 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)

eLearning available on the IT Training home page

[jmu.edu/computing/ittraining](http://jmu.edu/computing/ittraining)

## Which IT Training Classes Should I Take?



Information Technology  
Training

answer questions about your work and the eLearning will provide a personalized list of classes to take

"If you think knowledge is dangerous, try ignorance."

Mark Twain



## 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).

## IT Training Classes

eLearnings by IT Training are available through the IT Training website [jmu.edu/computing/ittraining/itelearning](http://jmu.edu/computing/ittraining/itelearning) 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

Contact ITT by email or phone 8-8046.

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