Quick Tips

Ctrl+D bookmarks a page.

Ctrl+5—Applies a strikethrough to the text in a cell.

Create an Outlook rule to display alerts for specific messages (turn off the default alerts first).

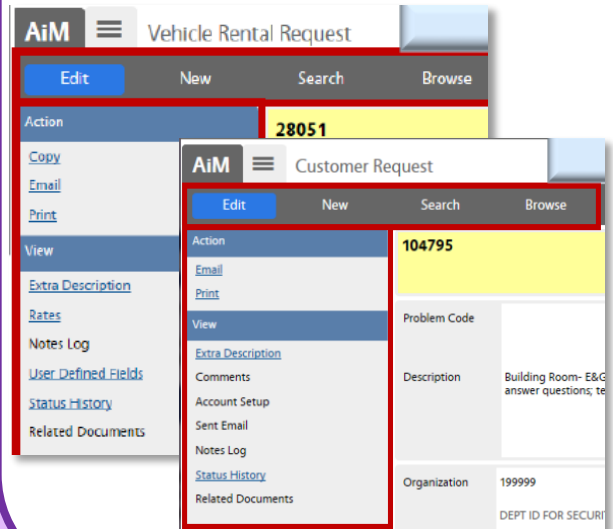**Type (r) to get trademark ® symbol from AutoCorrect.**

Use a PowerPoint Show (PPSX) to automatically show a presentation (not for presenter mode).

AiM -- Look Left

Navigation and appearance are new in AiM 8 --- look left to find functions.

""No one becomes great without practice."

Anonymous

in MyMadison

Click the i to get information for a course.

ITTraining Classes

IT204 JMU R.U.N.S.A.F.E (90 minutes) to learn how to protect your computer and information.

Leveraging the Web (IT209) – 1.5 hr. check your digital footprint, see how a web page gets to you, and more.

SharePoint 2013 Overview (IT325) – 3 hr. uses SharePoint 2013 Online to collaborate on documents.

Cascade for your JMU departmental website.

These TechTips are provided by JMU IT Training

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