

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.

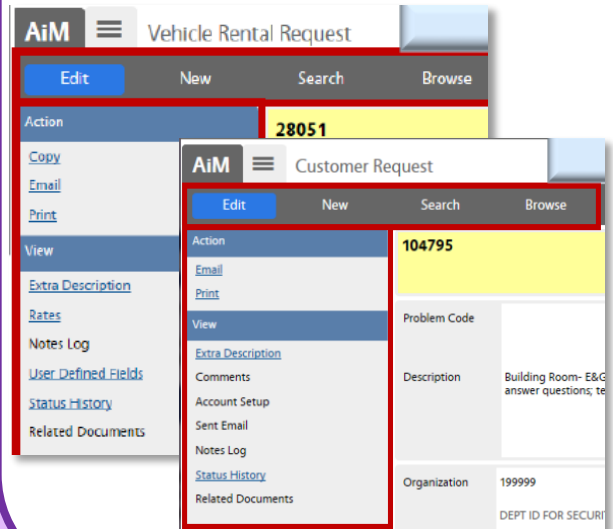


Use a PowerPoint Show (PPSX) to automatically show a presentation (not for presenter mode).

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.

Course Details		
Course Number	Descr	Course Detail
IT200	Computing @ JMU	

Request Training Enrollment
Course Detail

Select OK to return to the previous page.

Course Name: Computing @ JMU
Course Code: IT200

Description: Get hands-on experience with the JMU sites that are a resource to all new and existing employees. Learn about the Information Technology Department and its part in your success. Understand the difference between an eID and an EmplID (#). See how to access your email, shared folders, IS Applications (HRMS, Finance, SA, UA, AiM et al.). Learn about Computing Forms and when to use them. See and practice using the automated tools for technical assistance and training. See how to schedule training through MyMadison and add the calendar item provided. Use the IsItReal? Module I to increase your skill in identifying phishing. This 3 hour training is recommended for all new employees and any employee who wants to improve their understanding of IT at JMU.

Prerequisites: None

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IT Training 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

Contact ITT by email or phone 8-8046.

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JMU IT Training TechTips