



Quick Tips

 MetaData is 'hidden' data that gives information about other data: e.g. photo metadata might include date of picture, copyright, ISO settings, etc.

 **Ctrl+Shift+#** Changes the format of a date.

 **OHIO --Only Handle It Once** when dealing with an incoming message.

 Use text Styles for Accessibility.

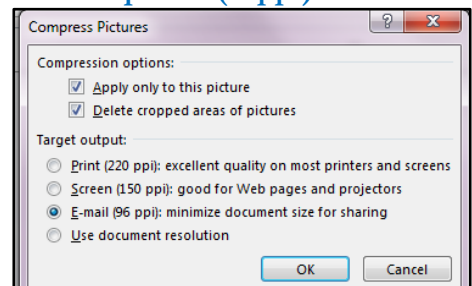
 Charts created in PowerPoint are only updatable in PowerPoint: link to Excel files for more flexibility.



Compress Photos

96ppi is adequate for photos in an email.

1. Insert the Photo into the message
2. Select the Photo
3. On the Picture Tools Format tab *Compress Picture*
4. Select Options (96ppi)



5. Click OK

"Only s/he who is convinced, convinces."

Max Dessoir





Delete Files


Keep your folders current by deleting content that won't be used again.

- Delete in an N: folder permanently removes the file (it is not in Recycle)
- Delete from your desktop goes to the Recycle bin so make sure you empty it (especially if it is sensitive content)
- Delete of an email moves the message to the Deleted Folder where it stays for 30 days (from date of delete), then it is emptied by the Outlook Exchange

IT Training Classes

 **Excel 2013 Basic (3 days/3 hours each)** fills the gaps if you are self-taught, and is a solid foundation if you are new to Excel.

 **Word 2013 Mail Merge/Large Documents (2 hours)** focuses on styles for large documents and mail merge for emails, letters and labels.

 **Windows 7 (90 minutes)** uses the tools to make your applications, files and folders easier to access and manage.

Contact 8-8046 to request assessment for

These TechTips are provided by JMU IT Training

Contact ITT by email or phone 8-8046.

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201608