
TECHNOLOGY TRAINING CENTRE

**All training files are available on our website
uab.ca/training under course resources.**

Students can receive support on concepts covered in this course via email or telephone within six months of course completion.

Technology Training Centre

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Rural Municipalities of Alberta November 7 Presentation

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Windows

- [Search](#)
- [Task bar](#)
 - [Jump list](#)
- Windows keys

Combination of Keys	Action
<p>Windows Key + D</p>  The icon shows a black square with the Windows logo (four white panes) on the left, a white plus sign in the center, and a black square with a white letter 'D' on the right.	<p>Clear window clutter</p> <p>Quickly access the desktop window behind all other windows that hosts computer icons for files and folders.</p>
<p>Windows Key + L</p>  The icon shows a black square with the Windows logo (four white panes) on the left, a white plus sign in the center, and a black square with a white letter 'L' on the right.	<p>Lock Your Computer</p>
<p>Windows + Tab</p>  The icon shows a black square with the Windows logo (four white panes) on the left, a white plus sign in the center, and a black square with the word 'Tab' in white on the right. Below the icon are three small dots.	<p>Open the Task view</p> <p>Display and switch between open windows or multiple workspaces. See activities across your devices for the past 30 days with timeline.</p>
<p>Windows Key + Left arrow or Windows Key + Right arrow</p>  The icon shows a black square with the Windows logo (four white panes) on the left, a white plus sign in the center, a white left-pointing arrow on the right, the word 'or' in blue, and a white right-pointing arrow on the far right.	<p>Snap windows side by side</p> <p>Perfectly snap windows to the sides without the need to resize and position them manually.</p>

Excel

- [Excel Default text settings](#)
- [Selecting Cells](#)
 - [Navigation in data and selecting rows or columns](#)
- [Transpose](#)
- [Apply the Same Formatting and Data to Multiple Sheets at the Same Time](#)
- [Group data](#)
- [Display Formulas](#)
- [Get more information from Excel's status bar](#)
- [Drop down list](#)
- [Table](#)
 - <https://support.office.com/en-us/article/Video-Use-Excel-tables-to-manageinformation-1c3d9852-4b0b-4496-a1fc-30c5121fb05e>
- [Pivot Tables](#)
 - <https://support.office.com/en-us/article/Video-Create-PivotTables-74ce8afc-24464816-80ee-20ca7fb71793>
- [FlashFill \(Best to help clean up Text\)](#)
- [View Two Sheets Side-by-Side in the Same Workbook](#)

Word

- [Quick Access Toolbar](#)
- [Start Screen](#)
- [Tell me what you want to do](#) (Now also called Search)
- [Send as PDF Attachment](#) (Remember to use Search to find commands)
- [Dictate](#)
- [Speak](#)
- [Moving around in Word](#)
- Selecting Text o <https://support.office.com/en-us/article/Select-text-5AE24034-1C93-4805-BC2D-00AAF6235C97>

- [Default Text setting](#)
- Line Break vs Paragraph break
 - <https://support.office.com/en-us/article/Line-and-page-breaks-419441D0-09634CFE-A79F-57C83B92E5AE>
- [Bullets and numbering](#)
- [Format Painter](#)
- [Quick Parts](#)
- [Styles](#)
- [Table of Contents](#)
- [Screen Shots](#)
- [Cut copy paste photo options](#)
- [Clear Formatting](#)
- [Word Shortcut Keys](#)

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Outlook

- Options o [Always check spelling before sending](#)
- [Search](#)
 - o <https://support.office.com/en-us/article/Find-a-message-or-item-with-InstantSearch-69748862-5976-47b9-98e8-ed179f1b9e4d>
- [Categories](#)
- [Clean up](#)
- [Flags](#)
- [Change Email to Appointment](#)

- Calendar
 - o [Select dates on date navigator](#)
 - o [Group Calendars](#)
 - o [Email Calendar](#)
- Emails
 - o Quick parts
 - [Create reusable text blocks for email messages](#)
- Options
 - [Delay or schedule sending email messages](#)
 - o [Automate common or repetitive tasks with Quick Steps](#)
 - o [Manage email messages by using rules](#)
 - o [Automatically change incoming message colors and fonts based on sender, subject, or recipients](#)

Teams

- [Planner](#)
- [Forms](#)
- [Best Practices](#)

Helpful Sites

- [Microsoft Cheat Sheets](#)
- [Have I Been Pwned](#) (why you should not use the same password on multiple sites)