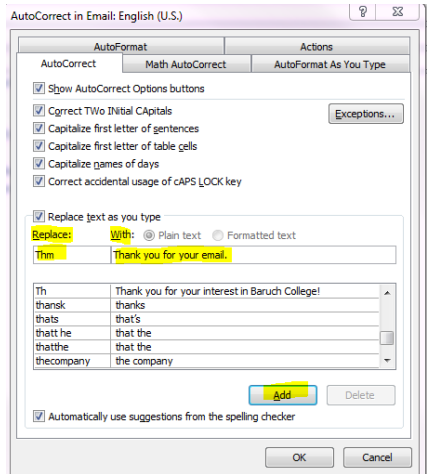
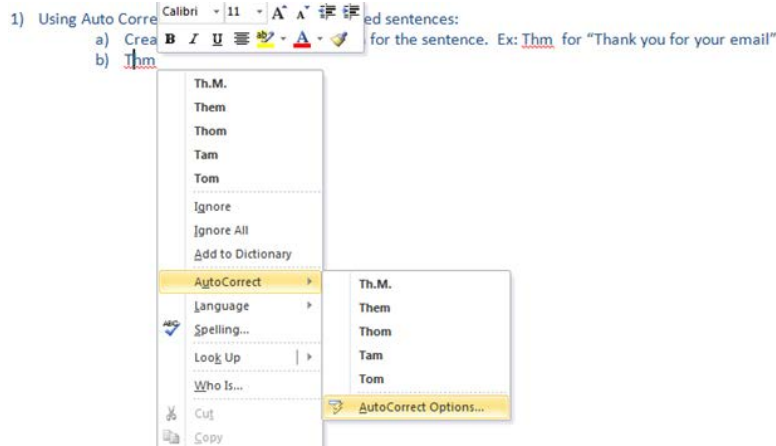
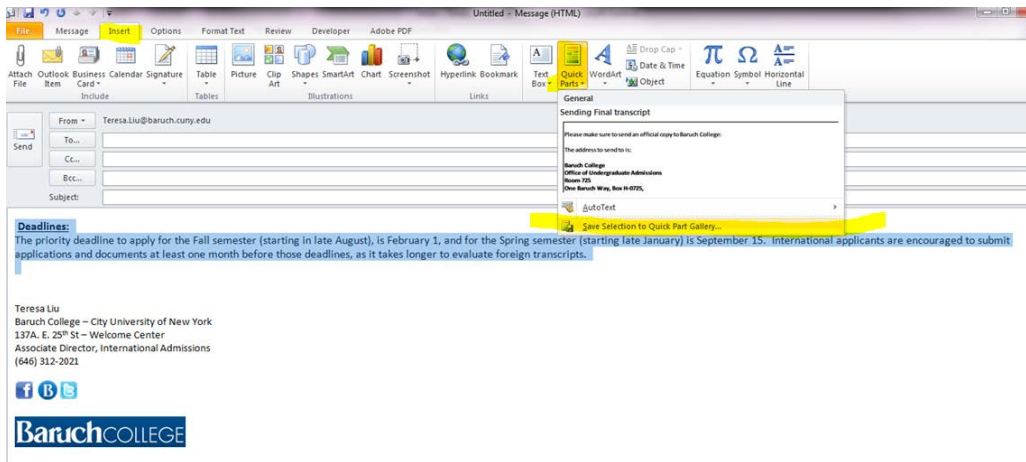


Tech hacks to save time on the computer/email.

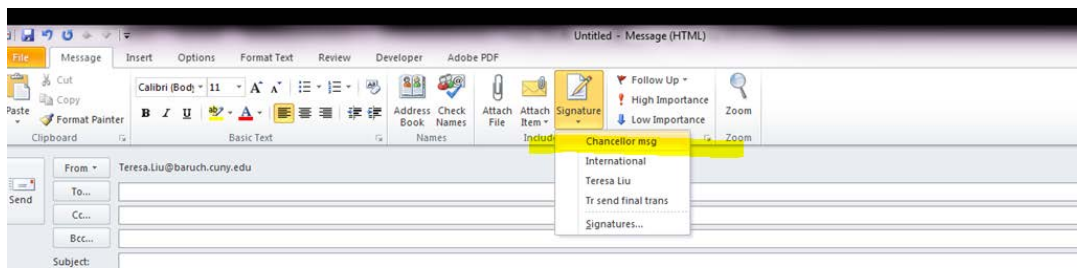
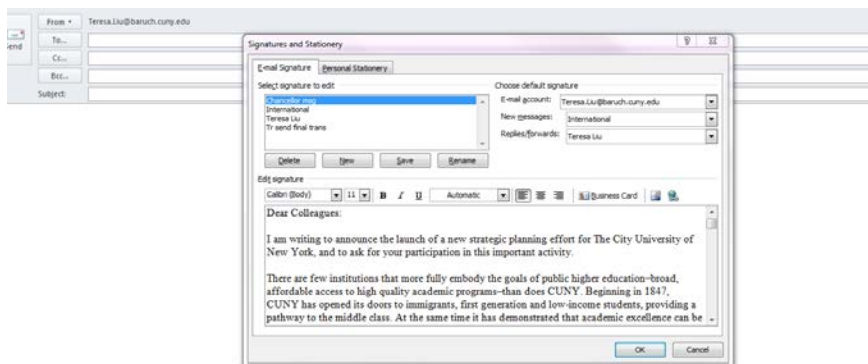
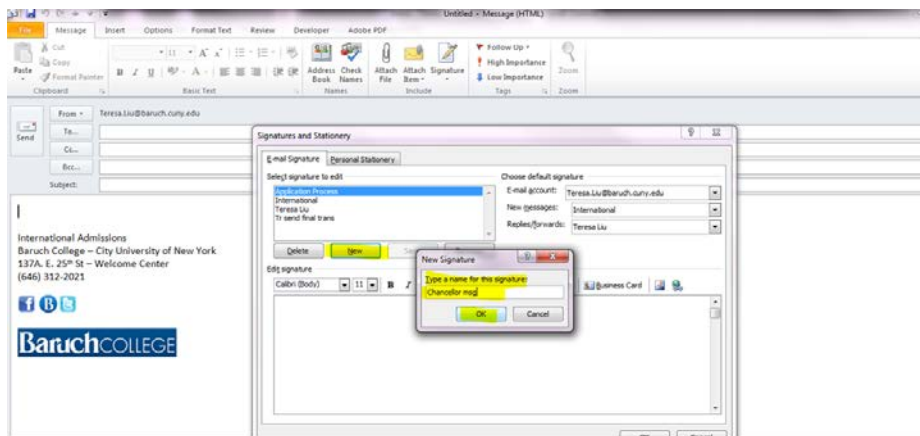
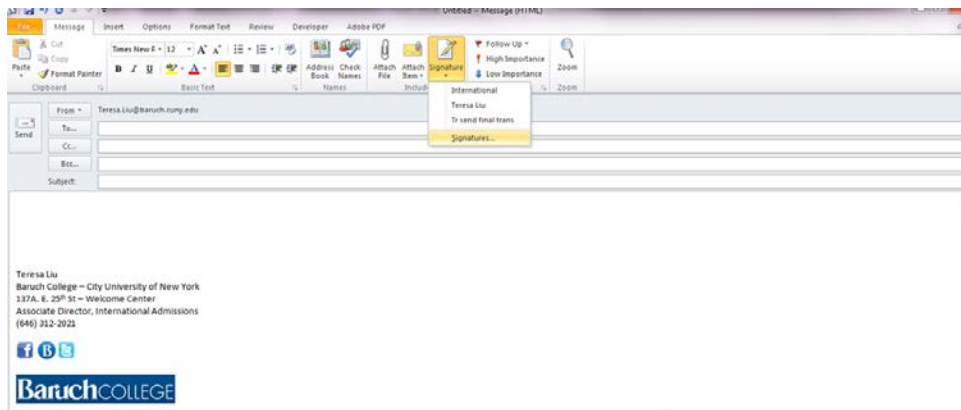
1 - AutoCorrect: auto-fill frequently used sentences.



2) Using QuickParts to save frequently used paragraphs of information.



3) Using Signatures to store template emails.



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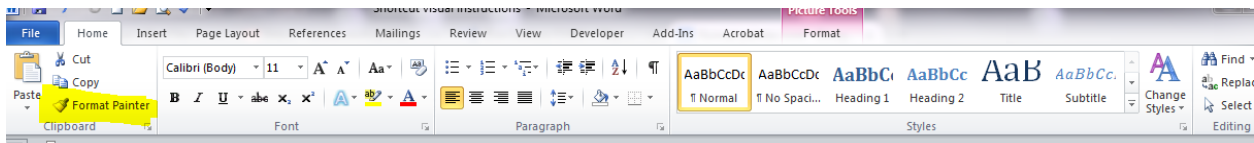


4) Split Screen viewing

In screens to view, hit window key and left arrow, then window key and right arrow.



5) Format Painter



Meetings are always fun.

Sarcasm is welcome here.

Highlight the text you want other text to look like, click format painter, then move the paintbrush over the text like a highlighter, to change it to the same style/appearance.

6) Searching for a name or certain word in a document? Ctrl+F to the rescue!

In Excel, to search an entire workbook, you must click Options, then under Within, click Workbook.

