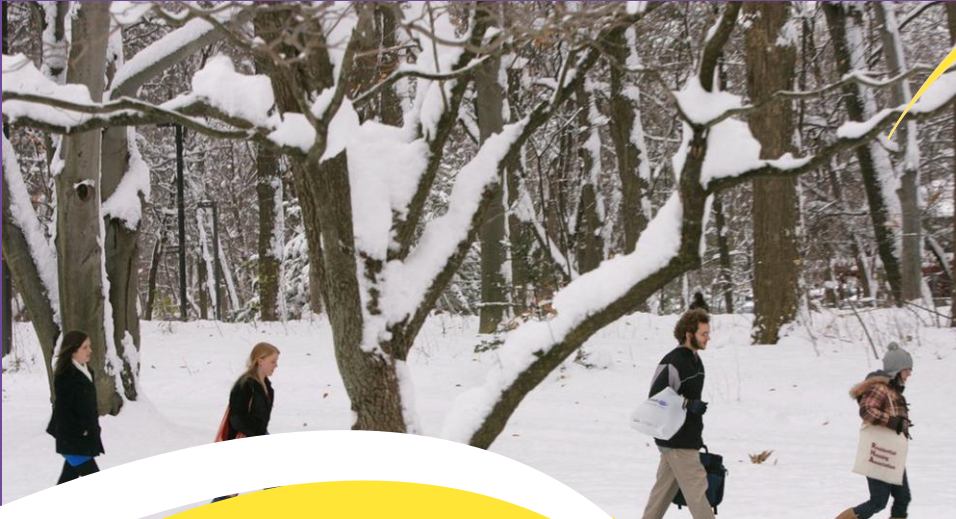


Faculty Technology Tips e-Newsletter

An eNewsletter from Information Services

December / January



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Microsoft E- Learning:

As part of the WCU/Microsoft License Agreement, WCU faculty and staff have access to Microsoft's online, self-paced, e-learning courses on Microsoft Windows, Office, SharePoint, Project, Lync and Visio. Microsoft E-Learning allows you to improve your software skills with self-paced, interactive, and engaging online training available anytime, anywhere. The courses are free and you can earn certificates of completion when you complete the courses successfully. E-Learning is offered by Microsoft, therefore, you will be required to create / use a Microsoft ID. Visit the [Microsoft e-Learning SharePoint](#) site to get started.

Software for Home Use:

Thinking about getting a new computer this holiday season? Don't spend extra money on software! WCU employees can purchase software such as Adobe CS6 and Microsoft Office at a discounted price. Check out the [Software for home use](#) SharePoint site to see what software is available and how to make a purchase!

Save on Wireless Plans:

Is your wireless plan about to expire? Did you know as an employee you can receive a reduced rate on wireless plans from AT&T and Verizon? Visit the Networking and Telecommunications' [website](#) for WCU employee discount offers on wireless plans and Verizon Fios!

Safety Tips for Shopping Online:

Cyber Monday is just around the corner! If you plan to shop online for the Holidays, please take a moment to read the latest [newsletter](#) from the Office of Information Security. It offers helpful steps you can take to protect yourself from identity theft and other malicious activity while shopping online.

You are invited to participate in...



Conference: May 15, 2014
Workshops: May 16, 2014

- ☞ Lead a conversation
- ☞ Collaborate with colleagues
- ☞ Demonstrate best practices
- ☞ Share new technologies

Call for proposals begin December 2, 2013

<http://www.wcupa.edu/recap/>



Take Control of Keyboard Shortcuts in Excel:

Did you know that the CTRL key can be used for a number of keyboard shortcuts? Try some of these the next time you're using Microsoft Excel:

<u>Shortcut Keys</u>	<u>Description</u>
CTRL + A	Select all contents of the worksheet.
CTRL + C	Copy selected text
CTRL + V	Paste selected text
CTRL + B	Bold highlighted text.
CTRL + I	Italic highlighted text.
CTRL + K	Insert link.
CTRL + U	Underline highlighted text.
CTRL + 5	Strikethrough highlighted text.
CTRL + P	Bring up the print dialog box to begin printing.
CTRL + Z	Undo last action.
CTRL + F9	Minimize current window.
CTRL + F10	Maximize currently selected window.
CTRL + F6	Switch between open workbooks / windows.
CTRL + Page up	Move between Excel work sheets in the same Excel document.
CTRL + Page down	Move between Excel work sheets in the same Excel document.
CTRL + Tab	Move between Two or more open Excel files.

Using these shortcuts really can save you lots of time. For example, repetitive tasks like copying and pasting can be much faster if you use the CTRL + C and CTRL + V keys.

Quick Tips for MS Word:

Here are a few tips you might find useful when working in MS Word 2010:

Check boxes. To insert clickable check boxes in Word 2010, activate the **Developer** tab by selecting **File, Options, Customize Ribbon**, and click the check box labeled **Developer** under the **Main Tabs** section. Then from the **Developer** tab, click the **Check Box Content Control** icon in the **Controls** group to add a working check box to your document

Crop picture to shape. Crop a picture according to a shape, such as a heart or star, by selecting **Crop, Crop to Shape** from the **Size** group in the **Picture Tools** tab.

Clipboard history. The **Clipboard** keeps a copy of the past 24 items you have copied. To view (and paste) any of these items, from the **Home** tab, click the down arrow icon in the lower-right corner of the **Clipboard** group

Find your last edit. To return to the location of your last edit, press Shift+F5.

Thesaurus. To look up synonyms in the thesaurus, select a word and press Shift+F7.

Important Dates and End of Semester Reminders:

December 9 - Last day of classes

December 10 – 14 [Final Exams](#)

December 14 – D2L Upgrade from 12:01am – 6:00pm

December 15 – Undergraduate Commencement

December 16 - Graduate Commencement

December 17 – Fall 2013 Grades Due

Don't forget our [UPK tutorials](#) for help with grading.