

2023 Calendar Fundraiser

Know it Daily!

One-a-Day Tech Tips Calendar



Your Selling Price.....\$25 each
(includes local delivery to group contact)

Add your logo \$125 set up fee

Add important dates..... \$125 set up fee

Your group receives \$6 from every calendar sold!

Orders due by December 2 Delivered by December 9

Contact us to get started!

joanne@knowitsooner.com

780-940-6772



Microsoft Word • Excel • PowerPoint • Outlook
Windows • Internet • iPhone • Android

2023 Calendar Fundraiser

Some of our favorite tips:

Microsoft Word:

ALT SHIFT UP/DOWN

Moves current or selected paragraph(s) up or down one paragraph

Windows:

Windows key SHIFT S

Takes selected part of the screen and it copies it to the clipboard so you can paste it elsewhere

Excel:

CTRL ;

Inserts Current Date

Browsers:

SPACE or SHIFT SPACE

Goes down/up a screen

PowerPoint:

F5

Runs Slideshow starting at slide 1

iPhone:

Either Volume Button

In camera mode, either one takes a picture

Outlook:

CTRL T

Takes you to today's date in Calendar

Android:

Pinch home screen

Access Settings quickly


Know it Sooner
Computer Training

Microsoft Word • Excel • PowerPoint • Outlook
Windows • Internet • iPhone • Android