

2023 One a Day Calendar



Know it Daily!

365 Tech Tips

Printed Copy:

Pick up..... \$25

From Website.....\$25 + Shipping

From Edmonton Shops..... \$25
(see www.knowitsooner.com/know-it-daily for details)

From Non Profits/Fundraisers \$25
(\$6 goes toward cause)

Add your logo \$250

Add your company holidays..... \$250

For orders of 50 or more\$20 + Shipping

Digital Copy:

Download from website \$10

GST will be added to price



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

2023 One a Day Calendar

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