Spam Reminders

From: UPENN INFO <goldentime07@gmail.com>
Date: October 2, 2014 at 4:06:28 PM EDT
To: undisclosed-recipients:;
Subject: Urgent News!

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Hello,
Your two incoming mails is on pending status due to our recent database upgrade. Please log-on with the new Web-mail interface Upgrade Access using the link provided below to login for online account upgrade and await Help desk. We apologies for any inconvenience and appreciate your understanding.
Click here to access account: http://followtoaccess.le-cv.com/

Sign,
upenn Information Services & Technology.
Updated UI. Cleaner. More white space.
Updated UI. Cleaner. More white space.

If too much white, you can switch to a different office theme.
Active Choosing versus Default Rules

Brian Ryoo | Mar 26, 2013 | PPR News

In recent years, the National School Lunch Program found itself stuck in a demoralizing quandary: not enough poor children were qualifying, or even applying, for the program because it was too difficult to submit an application. In response, the...
New Landing Pages
Word: Read Mode

- Designed for Tablet users, this mode allows users to flip through documents in a book-like layout, without the distraction of editing tools.

- When a document opens in Read mode, you cannot make changes to the document or see the ribbon.

- To switch to edit mode, click View > Edit Document.
Word: Improved features for working with images

• Live Layout: Drag an image through your Word document and the text refloows in real time.
• Get a live preview as you resize and move photos and shapes in your document.
• The new alignment guides make it easy to line up charts, photos, and diagrams with your text.
• Demo
Simple Markup, the default view for viewing tracked changes, makes it easier to read the document. It allows you to see comments and tracked changes by clicking on the red bar to the left of the text.
If you want all tracked changes and comments to show, like in previous versions of Word, switch to All Markup.
Word: Reply To Comments

• Comments now have a reply button.
• When a comment is addressed and no longer requires attention, you can mark it as done (it will be greyed out).

If stuck in a demoralizing quandary: not enough poor children was too difficult to submit an [application]. In response, the tituted a “direct certification” program, by which school ithout requiring them to complete the onerous application program by default unless shown otherwise. A single rule, a quarter-million additional poor students into the free lunch my more poor students.

t a Penn Program on Regulation seminar held earlier this year, arvard Law School professor Cass Sunstein discussed the elative merits of default rules – a part of what he calls “choice rchitecture.” In particular, he examined circumstances that are etter suited for default rules and those that are better suited
Word: Edit PDFs

• Pull content from PDFs straight into Word and edit them.
• Save as a PDF (or Word doc)
• Good for basic PDFs (may not be ideal for heavily stylized PDFs with special fonts).
• Demo
Word: Bookmarks

- When you reopen a document, a bookmark is placed in the last location you scrolled to, and you can keep reading right where you left off.

Active Choosing versus Default Rules

Jian Ryoo | Mar 26, 2013 | PPR News

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PowerPoint: Enhanced Presenter View

- Presenter View shows the slide show on the projected display and a special view on the screen that the presenter is using.

Includes the current slide, a preview of the next slide, your speaker notes, a timer, clock, and tools for zooming in, highlighting text, switching slides, etc.
PowerPoint: Presenter Tools

- New tools show for the presenter in the lower left corner of a slide in **Slideshow View**.
- Click the magnifying glass to zoom in on part of a slide. Click the pen to highlight or use the laser pointer.
PowerPoint: Presenter Tools

• Click **See all slides** to show thumbnails of slices and click the thumbnail of the slide you want to jump to.
PowerPoint: Color Matching

A new eyedropper tool makes color matching easy. Capture the exact color from an object on your screen, and then apply it to any shape or to text.
PowerPoint: Slide Size

Easier way to set the slide size to accommodate wide screens.

We list which classrooms have widescreens (16:9) on https://www.law.upenn.edu/its/media/
Excel

Flash Fill

• Use Flash Fill to format data without formulas.
• It works by recognizing your data patterns and then auto-completing your data.
• Column must be adjacent
• Use unique formatting in the top header row to help flash fill understand that this is a header row and to ignore it.
• Ctrl+E shortcut
Excel

Flash Fill Demo
• Combine 2 columns (first name, last name) into a single name column.
• Split up a single name column into 2 columns (first name, last name)
• Reverse a name
• Pull day, month, and year from date (7/21/2014)
Excel: Quick Analysis

Provides single click access to data analysis tools including:

- **Formatting**: Preview and apply some of Excel's most popular conditional formats.
- **Charts**: Presents a selection of recommended charts to help you visualize the data.
- **Totals**: Apply formulas that automatically calculate totals for you including sum, count, average, etc.
- **Tables**: Converts your spreadsheet to a table.
- **Sparklines**: Mini charts that appear in one cell.
Excel: Quick Analysis

• Select a range of data, and then click the little button that appears near the bottom right of the selection.

• Clicking the button brings up a gallery of options to explore.
Excel: Chart Elements

Provides easy access to the most common and useful chart customization features.
Outlook: Quick Response

Write replies or forwards without leaving your inbox.
Outlook: Quick Response

• When you reply to a message using Quick Response, the Reading Pane is replaced with the compose area you are used to seeing when sending email.

• Now directly from your inbox you can write your reply, adjust formatting, add an attachment, and send your response, all without opening a new window.
Outlook 2013 reminds you about forgotten attachments. When you refer to an attachment in the body of your email and click Send without adding an attachment, an **Attachment Reminder** prompt appears.
Outlook: Peek at your schedule

• Peek at your schedule or a specific appointment without leaving an email message window.
• Option to dock your calendar to the right edge of the Outlook window.
Outlook

Send from an Alias or other email address

• Contact itshelp@law to get access to send from a different address.
Outlook

Replies will go to you unless you specify a different address in ‘Direct Replies To’ section
Questions?

Word 2013: https://www.law.upenn.edu/its/docs/office/word-2013.php
Excel 2013: https://www.law.upenn.edu/its/docs/office/excel-2013.php
PowerPoint 2013: https://www.law.upenn.edu/its/docs/office/powerpoint-2013.php
Outlook 2013: https://www.law.upenn.edu/its/docs/office/outlook-2013.php

We are here to help!
Email: its.help@law.upenn.edu
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