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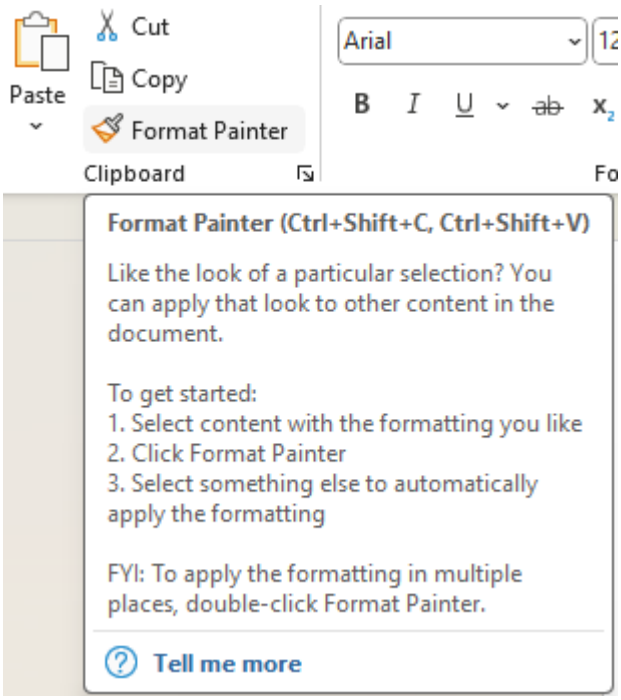
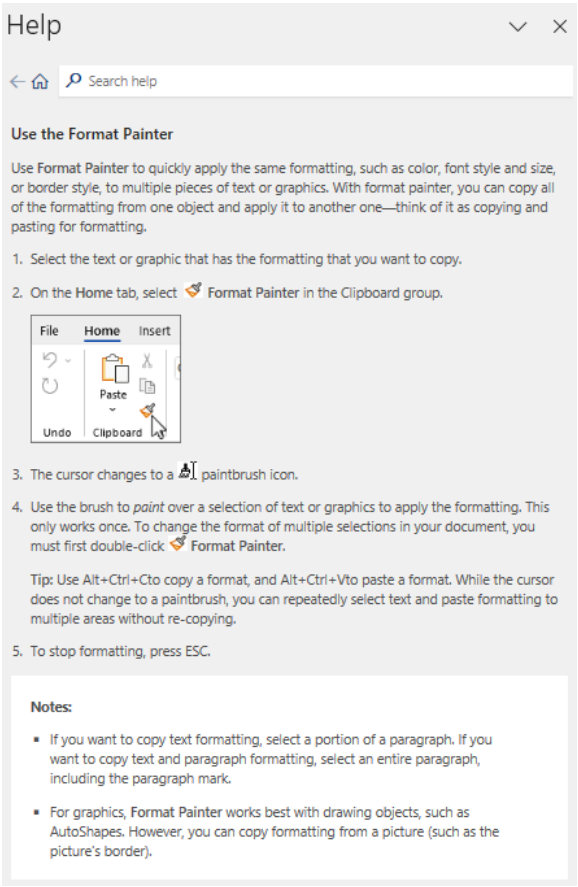
Launch Tip of the Month
January 2024

You probably already know that if you hover over an icon in most programs, it tells you what the icon is called, what it does, and may tell you the shortcut key that can be used in place of clicking the icon. But do you take the time to do it in the programs you use? It's absolutely worth it!

Consider one of the most important tools in any Microsoft product – the Format Painter. You may already use it, but do you know the secret of how to use it repeatedly in different places?

When we hover over the icon, a tooltip appears. Not only does it tell you that the shortcut keys are Ctrl+Shift+C and Ctrl+Shift+V, and how to use it, but it also tells you that if you double-click the icon, you can use it in multiple locations! And if you click the Tell me more link, a pane appears on the right that provides additional help.





Featured Course: Getting Started with Microsoft Teams

3 Hours

- Creating Teams and Channels
- Creating One-on-one and Group Chats
- Setting up Meetings and Understanding Meeting Features
- Uploading Files to the Team
- Adding Files, Websites, Notebooks and More as Tabs
- Adding Apps as Tabs
- Creating Wikis
- Working with the Command Box
- Changing your Availability
- Tips, Tricks and Best Practices

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