

What's Your Technology I.Q.?



We can customize a training solution
that's right for your company!

Test Your Technology I.Q.

Excel

What function could you use to join two text columns together into another column?

Answer: Use the Concatenate function

Example: =CONCATENATE (A1," ",B1). Enter this formula into the column you want the information joined.

The formula will join the contents of cell A1 and B1 together placing a space between the text from A1 and B1. This is great for joining first names and last names together into another column.

Outlook

How would you quickly view all calendar entries that are meetings? All calendar entries that are training?

Answer: Assign a category to your appointment and use the View menu to view all your appointments by category.

1. Click the New button from within your Calendar to create your appointment.
2. Click the **Categories** button located in the lower right corner of the appointment form and choose a category or add one of your own.
3. **View>Arrange By>Current View>Categories** will allow you to view all appointments by category.

Free skills assessments to pinpoint the skill levels of your employees!

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