## **Tips And Tricks**

November 19, 2018

## (Un)Hide Scroll Bars

- April update added a hide scroll bars feature as a default
  - Applies to Windows Store Apps, Edge, Settings, and Start Menu
- To have scroll bars always displayed, go to settings>ease of access>display then deselect "automatically hide scroll bars"

## Turn Off Autofit PowerPoint Feature

- Does preset font size automatic changes as you type annoy you?
- PowerPoint has autofit feature
  - Click file>options>proofing>autocorrect options> autocorrect as you type>as you type

## Turn Off Autofit (cont.)

AutoCorrect	?	×
AutoCorrect AutoFormat As You Type Actions Math Au	toCorrect	
Replace as you type   Straight quotes" with "smart quotes"   Fractions (1/2) with fraction character (½)   Ordinals (1st) with superscript   Hyphens () with dash ()   Smiley faces :-) and arrows (==>) with special symble   Internet and network paths with hyperlinks   Apply as you type   Autoratic bulleted and numbered lists   AutoFit title text to placeholder   AutoFit body text to placeholder	ools	
OK	Car	ncel

- Deselect autofit title and/or body checked boxes
- Click OK twice to save changes