Tips And Tricks

March 18, 2019

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> autoformat as you type>apply 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

Open File Manager at Logon

- To open file manager at logon
 - Open file manager and navigate to folder to open at logon
 - Click on view
 - Select options
 - Scroll down to restore previous folder at logon and select
 - Click save twice

Gene	older views You can apply this view (such as Details or Icons) to	×
Adu	all folders of this type. Apply to Folders Reset Folders vanced settings:	
	Restore Defaults	
	OK Cancel Appl	у