

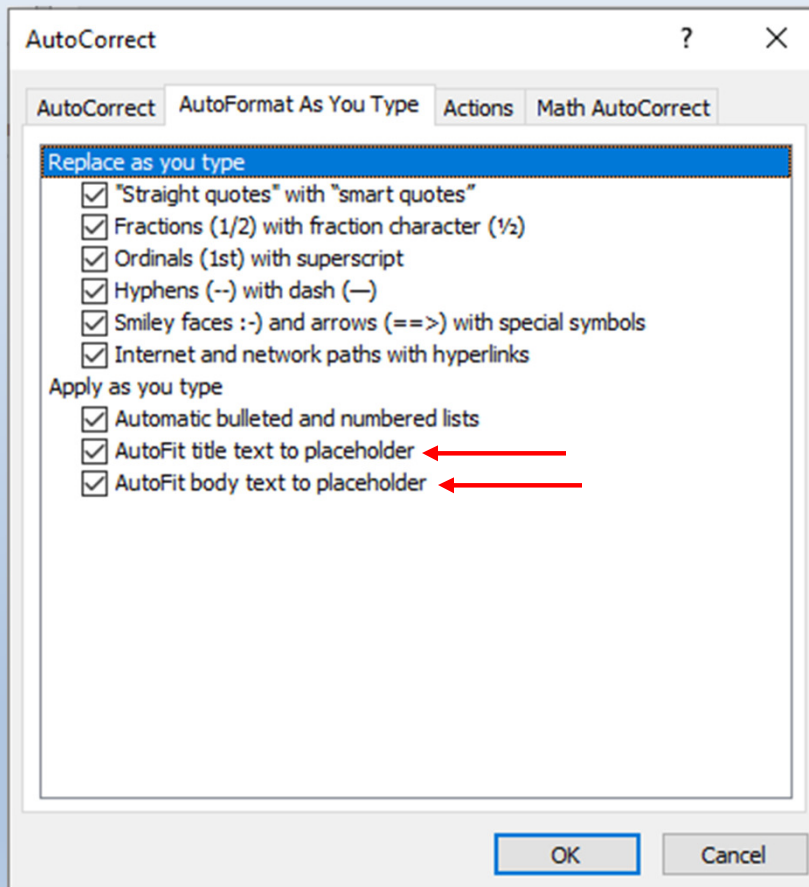
Tips And Tricks

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.)



- 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

