

Tips And Tricks

November 19, 2018

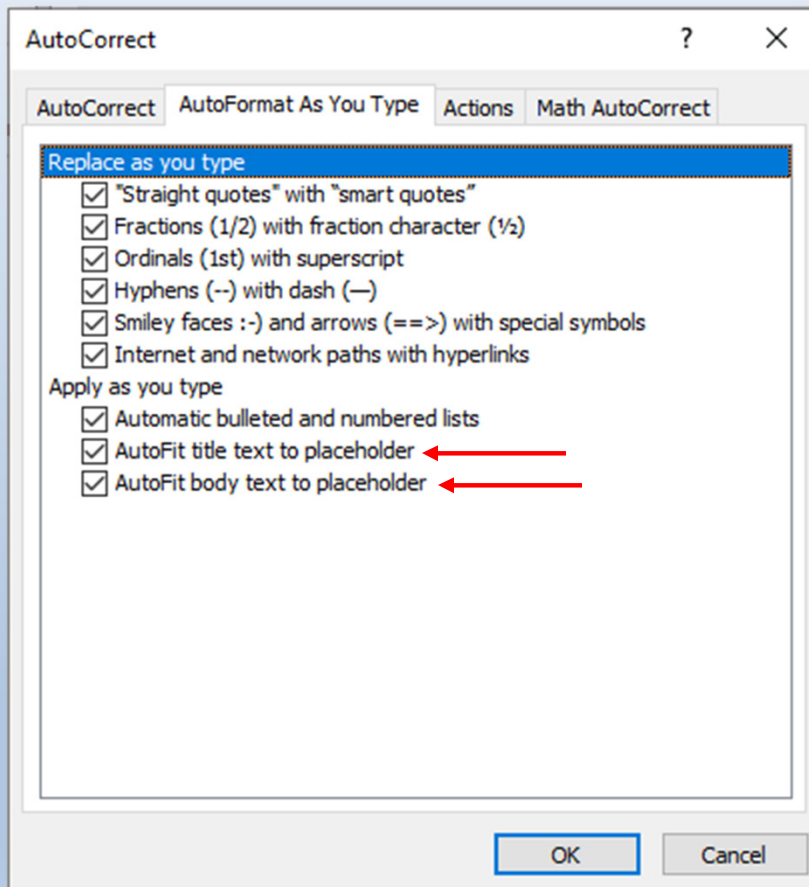
(Un)Hide Scroll Bars

- 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.)



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