

## WORD

In Microsoft Word, when you paste in text from another document—say, a Web site — you may not want all the boldface, colors, fonts and other formatting from the original source. Instead of using the regular Paste command, in that case, open the Edit menu and click Paste Special. Click Unformatted Text. You'll get just the text, without the fanciness.

## EXCEL

Transpose - You may decide you want to transform the items in rows into columns (or vice versa). It would take a lot of time to copy and paste each individual header -- but the **transpose** feature allows you to simply move your row data into columns, or the other way around. Start by highlighting the column that you want to transpose into rows. Right-click it, and then select "Copy." Next, select the cells on your spreadsheet where you want your first row or column to begin. Right-click on the cell, and then select "Paste Special." A module will appear -- at the bottom, you'll see an option to transpose. Check that box and select OK.

## WEBINAR - Is my e-learning working?

Date: Wednesday, December 5, 2018

Time: 2:00 PM EDT

Duration: 60-minutes

If you are asking yourself that question, you are not alone. Find out if your organization's training has some tell-tale signs of training ineffectiveness and how you can measure outcomes far beyond employee perception. Join True Office Learning CEO, Neha Gupta, to dive into:  
How the human brain has learned, processed, and retained information for thousands of years  
What tactics actually work and which buzzword traps you should avoid when developing, evaluating or deploying e-learning across your organization.

<https://webinar.clomedia.com/is-my-e-learning-working>

## GMAIL

Are you tired of all the ads and promotions in your Gmail? Click "Settings" (the gear box at the top right), go to "Inbox," deselect the "promotions" check box, hit "Save." If you don't want to get rid of the entire tab, you can always **dismiss each ad** by clicking the "x" **button** to the right of the email/ad.

Enhance Spaced Learning with Strategies to manage the Memory's Limited Capacity.

**Present new concepts starting from simplest to most complex - this allows students to apply meaning to the information**  
**Limit the number of distractions - don't overload the students with irrelevant information and graphics or media**  
**Provide Opportunities for Practice – review early and often!**  
**Chunking - create lessons that are more easily digestible by chunking information into groups that involve similar concepts or ideas.**  
**Present information in meaningful and easily digestible ways - Create learning that features goals or objectives allowing students to fully absorb the knowledge they have gathered**  
**Include assignments that activate long term memory schemata - incorporate activities that encourage the learner to access their long term memory, such as scenarios or simulations that feature previously learned concepts. You significantly boost knowledge retention as you support and make it easier for the working memory to link new information to already existing schemata stored in the long-term memory.**

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