

Tuesday TechTip:

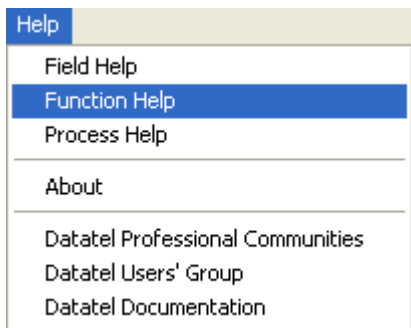
Datatel Keyboard Shortcuts:

There are many keyboard shortcuts available in almost every application, Datatel being no exception. If you are a fan of the fast finger keyboard shortcuts, feast your eyes on these:

Open the File menu	ALT + F
Pull down the Favorites menu	Alt + V
Move to the next field	Tab
Move to the previous field	Shift + Tab
Field/Process Help	ALT + H

Find Shortcuts:

In Datatel, you may quickly find additional shortcuts by going to Help—Function Help or ALT + H.



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For additional tips, check out the Technology Solutions Center self-service portal at <http://help.ccis.edu>.

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