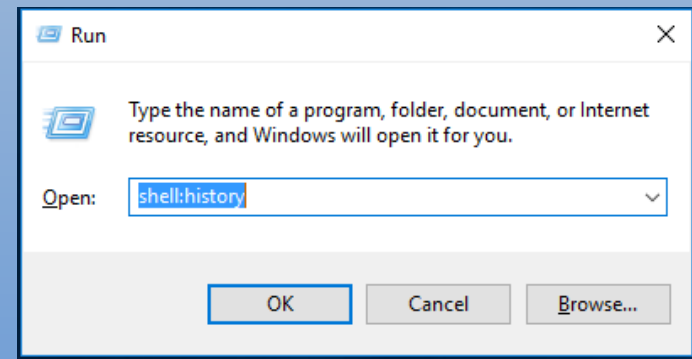
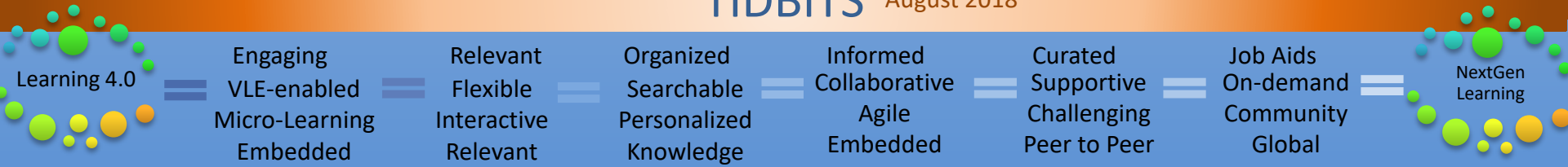


Clear Internet Explorer browser history in windows 10.

Click in the bottom left hand corner of your screen and type “RUN”, and click OK. The desktop *Run app* will pop up. Type **shell:history** in the drop down box. You will see all the folders that contain your history. You can delete all the folders or you can choose which folders you wish to delete!



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MS Word and the Developer tool

Do you want to use word to create surveys, quizzes or forms? Make sure the “Developer” Tab is showing on your top bar! If the tab is not showing, then go to “file”, “options”, “customize ribbon”. Under “Choose Command from” select “Main Tabs” – check the Developers box and then select the “add” tab. You will see the developers tool appear on your toolbar!

TIP - If you want to create a form that has certain sections that will be “editable” and other sections that will be “locked” – you need to use the “Layout” tab – select “Breaks” – then select “continuous”. When you password protect the document, you can choose which sections you want the editing restrictions placed on by check marking those “sections”.

Be sure to try some of the other customized ribbon options! Adding the “check accessibility” icon to your review tab will easily help you check and fix issues to make your documents accessible for people with disabilities!

Many other features are listed under the Customized ribbon features!

SKYPE conversations

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