

Knowledge is Power!

Remember you can get **FREE** training and other resources from your public library!

Free Safari Books Online, Free Lynda.com, Free Gale course, Free Office 365 training, Adobe and Camtasia!

Free Rosetta Stone.. Free Ancestry.com! Go to your libraries website and search for online resources.

Montgomery County GALE: <http://education.gale.com/l-rock21695>

Harford County: <http://hcplonline.org/onlinelearning.php>

MicroSoft



Free webinars and **on demand videos** you can watch anytime - anywhere.

<https://www.microsoft.com/en-us/itshowcase/webinars>


Are you using the Microsoft Edge browser?

Click on the icons in the left upper hand corner of the edge browser to keep a list of all your web pages you opened. This allows you to easily open all the windows you set aside!

Set aside tabs for later

Select  whenever you have tabs that you might need again later. To bring them back, select , and then **Restore tabs**.

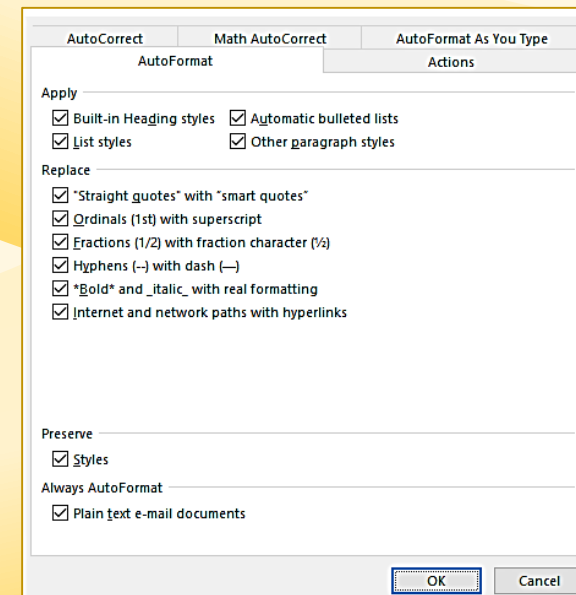
Find the tab you need

Select  to show previews of all of your tabs at once — super useful when you have several tabs from the same website.

How to Stop Automatic Outlines & Numbered Lists You Don't Want in Word

Have you ever tried to create your own numbered list or outline with letters and then watched the numbering or formatting change once you press **[Enter]** for the next line? Do you type your e-mail address or website into a document and then watch as it suddenly changes to blue underlined text (a hyperlink)? Do you ever enter fractions or quotes that automatically re-format? You are a victim of **AutoFormat As You Type**, a common Word ailment. Although some of these options can be helpful, turn them off if they get in the way of your work. To customize Word so that it works for you and not against you:

1. Choose **File > Options. Proofing** and then **AutoCorrect**.
2. Choose the **AutoFormat As You Type** tab and uncheck any option that gets in the way of typing your text. Choices include smart quotes (different open and close quotes), fractions, hyperlinks to websites and e-mail addresses, and automatic numbering.



Warning - Support for Windows 7 is ending!

After January 14, 2020, Microsoft will no longer provide security updates or support for PCs running Windows 7.

What does end of support mean? If you continue to use Windows 7 after support has ended, your PC will still work, but it may become more vulnerable to security risks and viruses. Your PC will continue to start and run, but Microsoft will no longer provide the following support for your business. No technical support No software updates No security updates

To avoid security risks and viruses, Microsoft recommends you upgrade to Windows 10.