

# WINDOWS 10, 8 & 7

## Maneuvering your way in Windows

### Topics include:

- ✓ Instant Search - how to find just about everything fast and easy
- ✓ Getting the most out of your Start menu and Taskbar
  - pinning things to access your most frequently used programs
- ✓ What are jump lists and how can you use them
- ✓ Snap to it – snap windows side by side
- ✓ Shake it up – how to take several open windows and minimize all of them except the one you want to see
- ✓ Peek – how to peek at your desktop while you're in your software program
- ✓ Snip It – see something you want to keep like a picture or something on a website, save it, email it
- ✓ Add, remove or arrange Tiles – put information , fun things, pictures, games and more right on your START screen
- ✓ Personalize your settings
- ✓ Learn shortcut keys for easy navigation
- ✓ Create and organize your favorite websites in your internet browser
- ✓ Power Management Options
  - Creating power plans for realtime
  - Optimizing Recording levels

WEBCAST FEE - \$75.00 USD

.15 CEUs points

[Online webcast available for download](#)

[Live individual or group training available](#)

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