

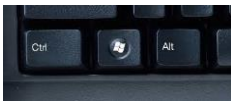
Our Customers Get their Computer Work Done in Less than Half the Time!
Feel in control * Get better looking results * Feel less frustrated * Get it done right * Save money

Learn more at LaunchTraining.com or call 781-395-9565.

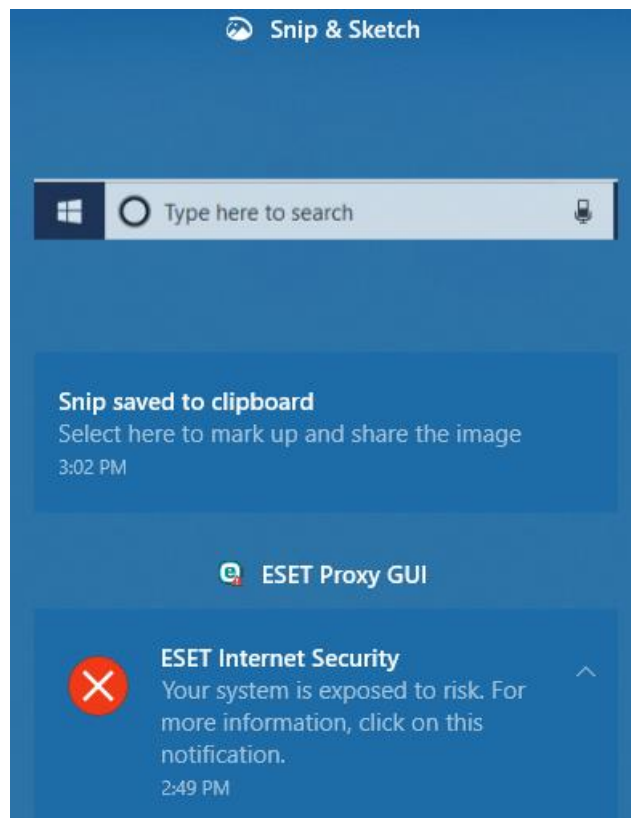
Launch Tip of the Month February 2020

Microsoft's latest operating system, Windows 10, has a number of new and improved features. You'll save lots of time if you know about these features. The Action Center makes accessing popular settings and options easy.

To access the Action Center, hold down the Windows Logo Key and press the letter A or click the icon on the far right of the Task Bar.



At the top of the Action Center, you'll find a list of notifications along with tools to help you markup screen clippings.



At the bottom of the Action Center, you'll find icons to access popular settings.



Tablet mode

Newer laptops and All-in-One computers sometimes combine traditional keyboard and mouse technology with touch screens. Use the Tablet mode tile to toggle between the two. When Tablet mode is turned on, the computer is optimized for touch screens.

Network

Displays available Wi-Fi connections, provides tiles to turn on and off Wi-Fi and Airplane mode and it provides a link to Network Settings.

All settings

Click All settings to access the Windows Settings dialog box.

Location

Location services refer to the ability of some computers to provide information about where the computer is at any moment. Laptops and phones often have this ability. Turning it on helps features like mapping and Cortana to provide useful information.

Airplane mode

Airplane mode provides a way to turn off all wireless communications on your PC. Examples include: Wi-Fi, cellular, Bluetooth, GPS, and near field communication (NFC).

Focus assist

Focus assist allows you to avoid distracting notifications when you need to stay focused and is set by default to activate automatically under certain conditions.

Brightness

Brightness allows the user to customize how bright the screen is. Clicking the tile repeatedly cycles through 0%, 25%, 50%, 75% and 100%. Right-clicking the tile and selecting Go to settings permits the user to pick a brightness level anywhere between 0-100%.

Bluetooth

Toggle between being connected to Bluetooth or not being connected to Bluetooth.

VPN

VPN stands for Virtual Private Network. A VPN is a network that is constructed by using public wires, usually the Internet, to connect to a private network, such as a company's internal network.

Use this tile to turn a VPN connection on or off. Right-click and select Open VPN to make a VPN connection.

Project

This feature allows you to switch displays when connected to a second monitor or projection device. Choices include PC screen only, Duplicate, Extend and Second screen only.

Connect

Connect is used to connect to other wireless devices such as audio and display devices.

Wi-Fi

Turns Wi-Fi on and off.

Mobile Hotspot

You can turn your Windows 10 PC into a mobile hotspot by sharing your internet connection with other devices over Wi-Fi. You can share a Wi-Fi, Ethernet, or cellular data connection.

Night light

Screens emit blue light which can make it harder to sleep. The Night light feature changes the display to warmer colors.

Screen snip

Windows has created an improvement to the Snipping Tool called Snip and Sketch. Click this icon to turn on the tool.

Want to learn more about Microsoft Windows 10? Launch offers a course to help you get the most out of the computer's operating system.

Featured Course: Getting Started with Windows 10

- Getting Help
- Navigating and Customizing the Start Menu
- Pinning Apps to the Start Menu and Task Bar
- Moving and Resizing Windows
- Using Cortana
- Accessing, Moving and Copying Files with File Explorer
- Using Task View
- Using Windows Logo Key Shortcut Keys
- The Action Center
- Using Aero Features
- Setting Default Printers
- Personalizing the Desktop
- Creating Multiple Desktops

Visit <https://www.launchtraining.com/outlines-1> to view all of our class outlines.