

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 March 2022

Screenshots of webpages can be extremely useful but normally you can only capture what is currently on your screen. Wouldn't it be great if you could capture the entire webpage?

1. Navigate to the webpage you want to capture.
2. Click the ellipsis (...) in the upper right corner of the screen or press Alt+F.
3. Select Web Capture or you can skip the step above and just press Ctrl+Shift+S.
4. Select Capture full page.

Call or Email Us Today!
781-395-9565

Capture area | Capture full page | X

COMPUTER TRAINING & CONSULTING
Reach new heights of productivity & knowledge!

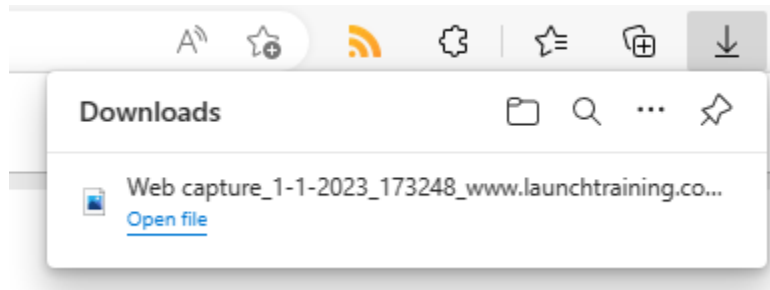
Sign-in | Course Evaluation

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Customer Comments

- "Absolutely the Best Computer Training I have ever attended. COME BACK SOON"
- "Everyone at this company loves you. You're a rock star."
- "This class gave me a great foundation for Excel VBA. It is definitely something I wish to pursue on my own."
- "I had a great time while learning. Thanks!"
- "Should have done this a long time ago. Looking forward to more training."
- "It was an excellent introduction to the software."
- "Very good advanced course. Great job!"
- "Such a great class. Thank you so much!!!!"
- "I'm much more comfortable with the product after taking this course."
- "I was in your class yesterday for Excel tips with [Company Name]. I wanted to thank you for that class because I am going to be SO MUCH better at my job now and I truly mean that. You blew my mind!"
- "I will keep my notes right by my desk and I will save so much time!"
- "Learned shortcuts not previously known."
- "It was the perfect pace."
- "By far the best instructor that the company has ever brought in for training."
- "Fun exercises!"
- "WOW!"
- "Great class. I learned a lot."
- "Exceeded my expectations."
- "Fantastic! Best course I have ever taken for the workplace. Jamie is Awesome!!!"

5. Click the Save icon and then click Open file.



Want to learn more about Microsoft Edge? Launch offers an instructor-led class at your site as well as an instructor-led webinar.

Featured Course: Microsoft Edge: Surfing and Searching the Internet

- How Does the Internet Work?
- Important Dates in the History of the Internet
- Fun Facts
- Understanding Email Addresses
- Understanding URLs
- Changing the Appearance of the Interface
- Viewing Full Screen
- Getting Help
- Navigating to Websites
- Going Back or Forward a Page
- Refreshing a Page or Website
- Stopping a Page from Loading
- Finding Content on the Page
- Changing the Default Search Provider
- Home Pages
 - Setting a Home Page
 - Moving from the Current Page to Your Home Page
 - Page or Pages to Open to On Startup
- Zooming In and Out of Webpages
- Working with Tabs
 - Opening Webpages in Separate Tabs
 - Navigating between Tabs
 - Moving Tabs into Their Own Windows and Docking and Tiling Them
 - Creating New Tabs
 - Closing Tabs
 - Duplicating Tabs
 - Reopening Closed Tabs
 - Muting a Tab
 - Tab Groups
- Reopening the Last Browsing Session
- Favorites
 - Show or Hide the Favorites Bar
 - Managing Favorites
 - Adding Pages to Your List of Favorites
 - Adding Current Open Tabs to Favorites

- Displaying Your Favorites List
- Displaying the Favorites Bar
- Sorting Favorites
- Adding a Website to Your Taskbar
- Collections
- RSS Feeds
- History
 - Viewing History
 - Managing History
 - Clearing Browsing History
- Read Aloud
- Security
 - Identifying Whether a Site is Encrypted
 - Viewing Which Site a Link Will Bring You To
 - InPrivate Browsing
- My Favorite Shortcuts
- Google Searches
 - Effective search techniques
 - Google search operators (+ - ~ ...)
 - Advanced searches
 - Accessing Google Search Help
 - Image searches
- Cool Websites

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