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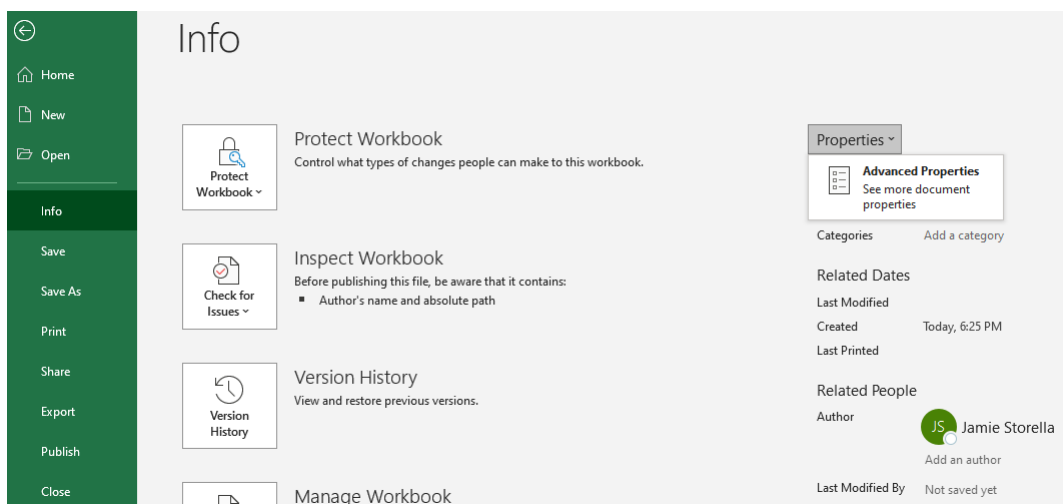
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Launch Tip of the Month June 2022

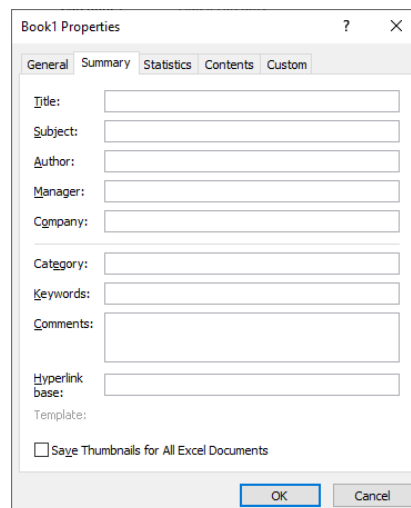
Microsoft Office products offer a little known way to find files based on tags you create in the Properties window. It doesn't matter which product you use. The option can be found in the same place for all Microsoft products. For our example, we will use Microsoft Excel.

Start by accessing the Properties window.

1. Select File>Info>Properties>Advanced Properties.



2. Fill in the boxes as you see fit.



3. Open File Explorer by clicking the File Explorer icon on your Taskbar or use the shortcut key Windows Logo Key+E.
4. Navigate to the location where you keep your files. It could even be your entire OneDrive.
5. In the Search box type the name of the property, followed by a colon, followed by the term you typed. For example, Category:budget. All files with that category will be retrieved!

Note: Indexing settings on your computer or network may influence how this works.

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

Featured Course: Microsoft File Explorer: Getting Started with File Explorer

- Accessing File Explorer
- Parts of the screen
- Drive properties
- Address bar
- The Search Box
- The View ribbon
- The Home ribbon
- The Share ribbon
- Sharing to OneNote, Mail, WebEx
- Windows shortcut keys

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