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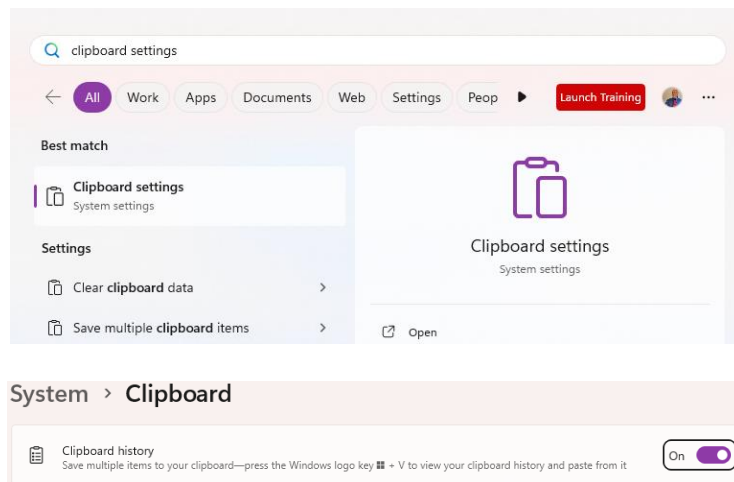
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Launch Tip of the Month October 2023

When you want to copy and paste multiple items between two locations, you could copy the first item in the first location and then move to the second location and paste it and then keep repeating the process over and over, or you could take advantage of a little know feature called Clipboard History!

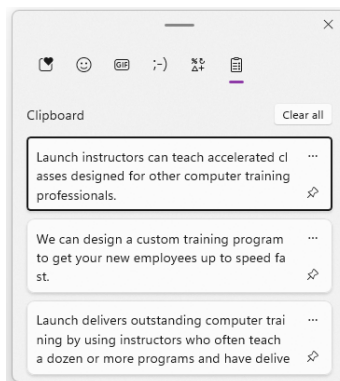
Start by enabling the feature.

1. Press the Windows Logo Key  and type “clipboard settings”.
2. Click Clipboard settings.
3. Toggle the On/Off setting to On.

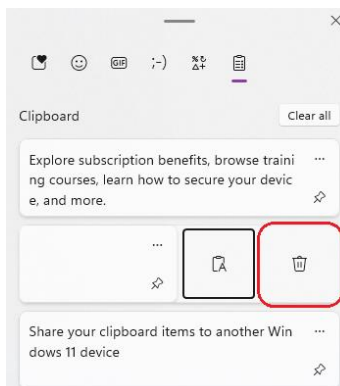


To use Clipboard History:

1. Select the item you want to copy and press Ctrl+C.
2. Repeat the process with other things you want to copy.
3. Move to the place you want to paste the items.
4. Press Windows Logo Key+V. The clipboard appears with a list of the things you have copied.
5. Move to the location where you want to paste the copied items.
6. Click the items in the clipboard in any order you want!

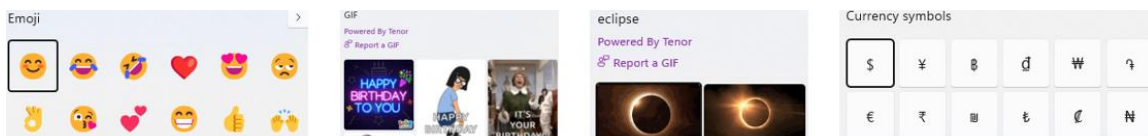


You can empty the entire clipboard by clicking the Clear all button or you can remove individual items by clicking the ellipsis (...) next to a saved item and selecting the trashcan icon.



If you click the pushpin icon  , the saved item remains in the list even if you click the Clear all button!

The top of the Clipboard History dialog box provides numerous other things that can be pasted like emojis, GIFs and symbols. The choices even include trending topics!



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Featured Course: Microsoft Windows 10/11: Getting Started with Windows 10/11

3 Hours

- Getting Help
- Personalizing the Desktop
- Working with the Start Menu
- Creating shortcuts on the Desktop
- Moving and resizing windows
- Displaying multiple windows at the same time
- Switching between windows
- Using a mouse
- Arranging icons
- Using Auto Arrange
- Minimizing, maximizing and restoring windows
- Closing windows
- Cascading and tiling windows
- Working with the Task Bar
- Task View (Multi-App View)
- File Explorer and Finding files
- The Action Center
- Setting screen resolution
- The Windows Clipboard
- Cortana
- Accessing the Windows Store
- Using the Photos App and Windows Media Player
- Deleting files and emptying/bypassing the Recycle Bin
- Using screen capture tools
- Using Aero features
- Using the Run Command
- Using the Clock
- Using the Calculator
- Using WordPad
- Using Paint
- Changing views
- Setting default printers
- Shutting down
- Windows shortcut keys

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