

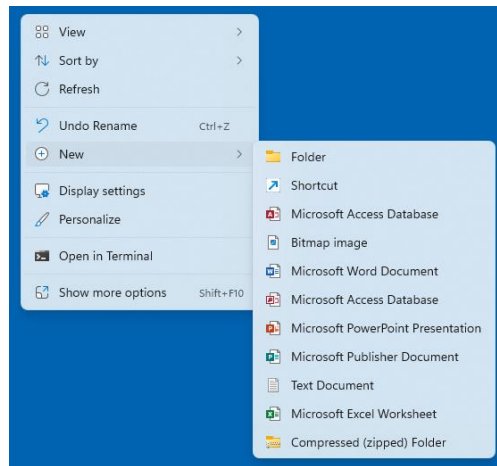
Our Customers Get their Computer Work Done in Less than Half the Time!  
Feel in control \* Get better looking results \* Feel less frustrated \* Get it done right \* Save money

Learn more at [LaunchTraining.com](http://LaunchTraining.com) or call 781-395-9565.

## Launch Tip of the Month January 2023

It is a really good idea to familiarize yourself with the settings and tools you can access in Microsoft Windows. A great way to easily access and learn about them is to create a single folder where more than two hundred can be stored. The folder can be placed anywhere, but I find the desktop to be a particularly useful location. It even makes it easier to create shortcuts to individual settings you access most frequently. The new folder is called God Mode.

1. Create a new folder on your desktop by right-clicking the desktop and selecting New>Folder.



2. Rename the folder God Mode.{ED7BA470-8E54-465E-825C-99712043E01C}.
3. The folder icon changes. Double-click the folder to access the tools.



- > AutoPlay
- > Backup and Restore (Windows 7)
- > BitLocker Drive Encryption
- > Color Management
- > Credential Manager
- > Date and Time
- > Devices and Printers
- > Ease of Access Center
- > File Explorer Options
- > File History
- > Fonts
- > Indexing Options
- > Internet Options
- > Keyboard
- > Mouse
- > Network and Sharing Center
- > Phone and Modem
- > Power Options
- > Programs and Features
- > Region
- > RemoteApp and Desktop Connections
- > Security and Maintenance
- > Sound
- > Speech Recognition
- > Storage Spaces
- > Sync Center
- > System
- > Taskbar and Navigation
- > Troubleshooting
- > User Accounts
- > Windows Defender Firewall
- > Windows Tools
- > Work Folders

---

### **Featured Course: Getting Started with Windows**

- 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> to view all our class outlines.