


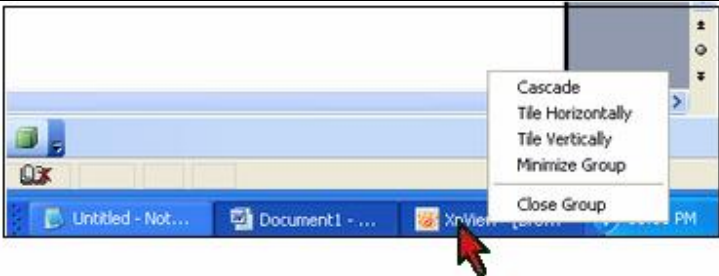


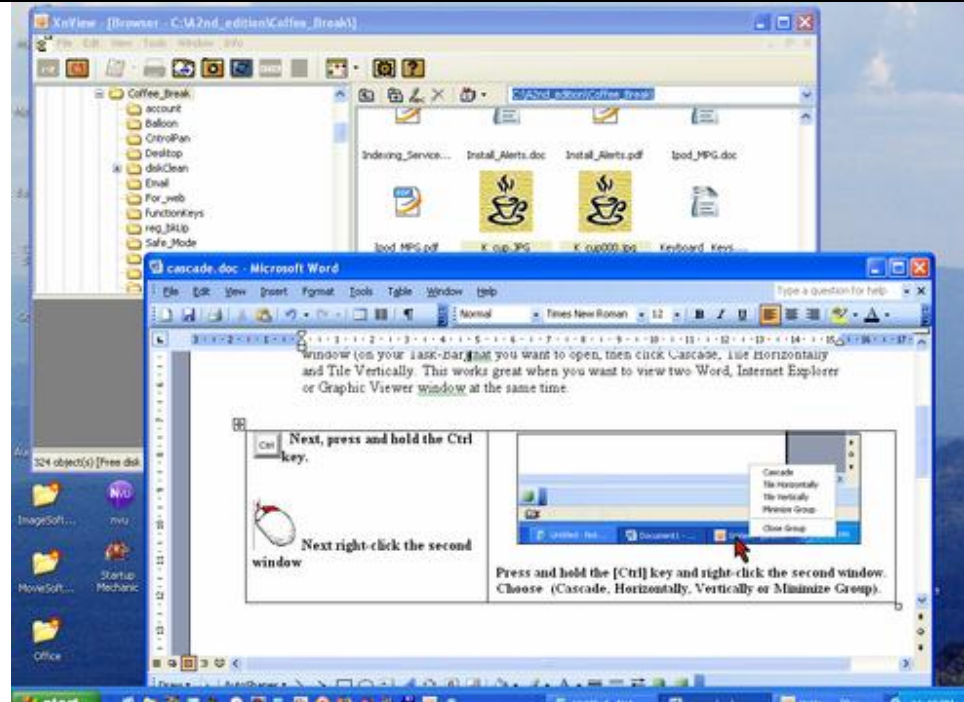
Coffee Break

Question on Software or Operating system.

Arranging windows on your desktop.

You can display any two windows side by side on the desktop. With the first window open. (Example; Microsoft Word). Hold down the [Ctrl] key and right-click the second window (on your Task-Bar) that you want to open, then click **Cascade**, **Tile Horizontally** and **Tile Vertically**. This works great when you want to view two Word, Internet Explorer or Graphic Viewer window at the same time.

<p>Ctrl Press and hold the Ctrl key.</p>  <p>Next <u>right-click</u> the second window</p>	 <p>Press and hold the [Ctrl] key and right-click the second window. Choose (Cascade, Horizontally, Vertically or Minimize Group).</p>
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	<p>This example is the Cascade style. You can Drag & Drop an image or photo into the word document from any of the Cascade, Tile Horizontally and Tile Vertically windows.</p>
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