1-When logging in, most email accounts will not need you to enter "@gmail.com" after the username

2- When going directly to a website in the navigation bar (top bar) there is no need to enter www. before entering the name of the website itself

3- By entering a search term, location, etc into the navigation bar and then hitting enter the web browser will do a Google or Bing search

4- Doing a Google search for "Calculator" or "calc" will bring up Google's browser based calculator. This also works for a timer if you search "timer"

5- And a dictionary if you enter "define" before the word you want the meaning of

6-You can check the status of a flight by typing in the airline and flight number

7- To tell when a text was sent in ios 7 slide the texts to the right to view their timestamp

8-On a Smartphone, hit the space bar twice – it will automatically enter a period and capitalize the first letter of the next sentence

9- For Caps lock double tap the shift key until a small line is shown under the upwards arrow

10- In your Smartphone settings you can check data usage and disable data for specific apps

11-By hitting the middle scroll button of a mouse on a link, a new tab will open up

12-Want to be secretive or keep your information safe on a public computer, try incognito browsing (chrome) or private browsing (Firefox)

13-During a PowerPoint presentation (presentation mode) hitting 'b' on the keyboard will black out a slide so people can focus on you instead of a slide

14-Hitting control + enter in Microsoft word and Google docs will create a new page

15-After highlighting something from a webpage, word document, Excel document, etc., hitting Ctrl + C will copy it. Hitting Ctrl + V will paste it.

16-If you have been changing websites, hitting Backspace OR Alt + ← will bring you back to the last website you visited. Alt + → will bring you forward to the most recent site you visited

17-Need to make website text larger? Hitting Ctrl + + zooms in. Hitting Ctrl + - zooms out

18-Easily scroll up and down a website by using the scroll wheel, arrows, or space bar

19-Typing quotes around a Google term will limit your results to only those that contain the entire quote

20-Type your conversion terms into Google and it will bring up Google's unit converter

Twenty Best Technology Tips

Be sure to check out all out upcoming classes including:

Twitter for Beginners
Thursday, September 11 – 7 p.m.

Dropbox for Beginners
Saturday, September 27 10 a.m.

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