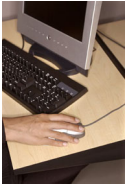


# Computer Tip Sheets



Monroe County Public Library has created a number of tip sheets on a variety of computer topics. We will work to keep these as up-to-date as possible. Please browse the list of downloadable tip sheets below. You will need Adobe Reader installed on your computer to view these tip sheets. If you do not have Adobe Reader installed on your computer, you can [download the software](#) from the Adobe website.

## **Windows 7 Basics**

[Glossary of Terms](#)

[Windows 7 Basics](#)

[File Management](#)

[Using Libraries](#)

[Ripping Music from a CD](#)

[Burning Music to a CD](#)

[Downloading Photos](#)

## **Internet Tools**

[Web Basics](#)

[Gmail](#)

[Hotmail](#)

[Using Flickr to Share Photos](#)

## **Microsoft Office**

[Word 2007](#)

[Word 2010](#)

[Excel 2007](#)

[Excel 2010](#)

[PowerPoint 2007](#)

[PowerPoint 2010](#)

**Please note: these tip sheets are intended for educational purposes only.**

Updated October 26, 2016

Links

- [1] <https://mcp1.info/classes/computer-4p-sheets>
- [2] <https://get.adobe.com/reader/>
- [3] [https://mcp1.info/sites/default/files/glossary\\_of\\_terms\\_11\\_07\\_28.pdf](https://mcp1.info/sites/default/files/glossary_of_terms_11_07_28.pdf)
- [4] [https://mcp1.info/sites/default/files/windows7\\_basics\\_sp\\_sheet\\_11\\_08\\_31.pdf](https://mcp1.info/sites/default/files/windows7_basics_sp_sheet_11_08_31.pdf)
- [5] [https://mcp1.info/sites/default/files/management\\_11\\_08\\_02.pdf](https://mcp1.info/sites/default/files/management_11_08_02.pdf)
- [6] [https://mcp1.info/sites/default/files/foranes\\_sp\\_sheet\\_11\\_09\\_08.pdf](https://mcp1.info/sites/default/files/foranes_sp_sheet_11_09_08.pdf)
- [7] [https://mcp1.info/sites/default/files/shopping\\_music\\_from\\_a\\_cd\\_11\\_09\\_12.pdf](https://mcp1.info/sites/default/files/shopping_music_from_a_cd_11_09_12.pdf)
- [8] [https://mcp1.info/sites/default/files/burning\\_music\\_to\\_a\\_cd\\_11\\_09\\_12.pdf](https://mcp1.info/sites/default/files/burning_music_to_a_cd_11_09_12.pdf)
- [9] [https://mcp1.info/sites/default/files/downloading\\_photos\\_11\\_12\\_01.pdf](https://mcp1.info/sites/default/files/downloading_photos_11_12_01.pdf)
- [10] [https://mcp1.info/sites/default/files/web\\_basics\\_sp\\_sheet\\_11\\_12\\_05.pdf](https://mcp1.info/sites/default/files/web_basics_sp_sheet_11_12_05.pdf)
- [11] [https://mcp1.info/sites/default/files/gmail\\_sp\\_sheet\\_11\\_10\\_21.pdf](https://mcp1.info/sites/default/files/gmail_sp_sheet_11_10_21.pdf)
- [12] [https://mcp1.info/sites/default/files/hotmail\\_sp\\_sheet\\_11\\_10\\_14.pdf](https://mcp1.info/sites/default/files/hotmail_sp_sheet_11_10_14.pdf)
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- [15] [https://mcp1.info/sites/default/files/word2010\\_sp\\_sheet\\_11\\_10\\_28.pdf](https://mcp1.info/sites/default/files/word2010_sp_sheet_11_10_28.pdf)
- [16] [https://mcp1.info/sites/default/files/excel2007\\_sp\\_sheet\\_09\\_06\\_12.pdf](https://mcp1.info/sites/default/files/excel2007_sp_sheet_09_06_12.pdf)
- [17] [https://mcp1.info/sites/default/files/excel2010\\_sp\\_sheet\\_11\\_11\\_16.pdf](https://mcp1.info/sites/default/files/excel2010_sp_sheet_11_11_16.pdf)
- [18] [https://mcp1.info/sites/default/files/pp2007\\_sp\\_sheet\\_09\\_07\\_24.pdf](https://mcp1.info/sites/default/files/pp2007_sp_sheet_09_07_24.pdf)
- [19] [https://mcp1.info/sites/default/files/pp2010\\_sp\\_sheet\\_11\\_11\\_18.pdf](https://mcp1.info/sites/default/files/pp2010_sp_sheet_11_11_18.pdf)