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**How To Get Help On Any Open Application:**

The instruction manual was included when you installed your Windows-based software. When you have a question, the quickest and easiest way to get help is to press **F1**. By selecting F1, the program you are using displays an assistance window on the right side of the screen. For example, to request help on Microsoft Word, press F1. Type in a word or words in the "Search for" box then press the Enter key or the green arrow adjacent to this box. A list of suggested files will be displayed to choose from. If you need more help, type in a new word and try again. Note that the F1 key says "Help" right on it as a reminder. As an alternative, the title bar also includes a HELP drop-down list.

**The Research Icon Can Help With Words and Phrases:**

If you need assistance with a word or phrase in any Microsoft program, you can do some quick research by clicking a few keys. Open the "standard toolbar" if it is not already exposed. Next to the spell-check icon you will see a pair of binoculars with a small magnifying glass. This holds the RESEARCH option. Type a word or group of words. Place your cursor within a word or highlight the group. Next, click on the RESEARCH icon. Your selection will appear in the search box at the right of your screen. Click on the drop-down arrow by "All Reference Books" to see multiple choices. You will find a thesaurus, dictionary, Internet search, financial information and even a translator.

**Gmail For Everyone:**

Ever since Google introduced the Gmail e-mail program to the public back in 2004, it has been an invitation-only service. This meant that you had to be invited by someone who was already using it. Well, all of that is over now. Beginning February 14, 2007, Google announced that everybody can now get a Gmail account. Signing up for Gmail is now as easy as creating an account with Hotmail or Yahoo! All you have to do is visit MAIL.GOOGLE.COM (no www.) and create an account. With your Gmail account, you will have 2 GB of space for your e-mails. If you use Outlook Express or another desktop e-mail client, you can get your Gmail messages forwarded here. Check it out!

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