

## Windows 10: Annoyed by Unwanted Notifications?

Every so often (and perhaps far too often for your liking!), Windows 10 will display a notification. A rectangular message slides into view at the bottom-right of your screen, accompanied by a sound effect, pauses for a few seconds and then slides off again.

Those notifications can be distracting when you're working on something, but they often add insult to injury: they're placed in your Action Centre panel, the number on the taskbar's Action Centre icon increases by one, and you're led to believe there's something new and urgent you need to check in that panel. But no, it's just a clutter of notifications you've already seen.

If this behaviour winds you up, here's how to take care of it:

1. Press  +  to open the Settings app. Click the **System** icon and, at the left, **Notifications & actions**.
2. Scroll down to the heading 'Get notifications from these apps' and you'll see a list of the apps (and Windows features) that have previously shown notifications and will presumably do so again.
3. Each app has an On/Off switch, and one simple way to control these notifications is to turn them off. If there's an app that gives you notifications and you never want to see them, click its switch to **Off** and it will stop interrupting you.
4. Better than that, though, you can fine-tune the behaviour of each app's notifications. For instance, perhaps you're happy for Microsoft Outlook to show a notification each time an email message arrives, but you don't want your Action Centre panel filled with

Notification banners can be frequent...

...and annoying!



Turn off a particular app's notifications

### Choose how an app notifies you

those notifications afterwards. To fine-tune an app's notifications, click its name.

5. That leads you to a page dedicated to the app you clicked, and you can choose several useful options:

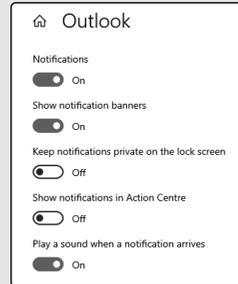
**Notifications:** turning this off does the same as the switch on the previous page: this app will never notify you again.

**Show notification banners:** lets you choose whether a rectangular message should slide in to tell you when this app has a notification for you.

**Show notifications in Action Centre:** choose whether notifications are placed on the Action Centre panel after they slide off your screen or are simply forgotten.

**Play a sound when a notification arrives:** gives you the chance to receive notifications without an accompanying sound effect.

6. After changing the options for one app, click the arrow in the extreme top-left corner of the window to return to the main list and, perhaps, click another to modify in the same way. When you've finished (for now, at least), just close the Settings window.



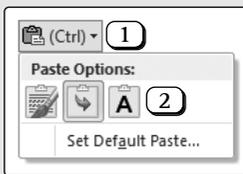
## Copy Unformatted Text into a Word Document

### Copying text from a web page or a PDF?

Do you ever need to copy text into Word from elsewhere? For example, it could be information you've found on a web page, details from an email message, or text from a PDF document or another Word document.

Whenever you do this, you'll find that Word tries to replicate the formatting of that text: it uses the same font and text size, the same line breaks, the same spacing, and the same effects (such as bold or italic). In most cases, that's not what you want: you just want the simple, unadorned text, laid out in a readable way. Fortunately, there's a way to avoid getting this unwanted formatting. Here's what to do:

1. Highlight the text you want to copy from the web page (PDF, or email message) and press **(Ctrl) + (C)** to copy this text to the Windows clipboard.
2. Switch to your Word document and position the cursor at the point where you want to insert the text you've just copied.
3. Press the key combination **(Ctrl) + (V)** to paste the text from the clipboard into the Word document.
4. Initially, you'll see the text the way I just described it above – with Word's attempt to copy all the same formatting. However, just below the text, you'll see a little button **(1)** showing a picture of a clipboard and the word **Ctrl** in brackets. Click this button, or just press the **(Ctrl)** key.
5. A little panel appears below this button offering a choice of options about how the text should be pasted into your Word document: click the button showing an **A** **(2)**.



This button and panel disappear, and Word removes all the formatting from the text to leave it looking as though you'd just typed it yourself. (If the button doesn't disappear, pressing the **(Esc)** key will get rid of it.)

Prevent Word from copying the formatting too



Paste text into your document  
Click the **(Ctrl)** button

Choose the **A** option to 'keep text only'

Plain, easily-readable text



## Quickly Type Web Addresses into Your Browser

Web addresses can be fiddly to type

When you want to visit a website in your browser by typing its address into the address box, it can be a fiddly business. Take Microsoft's site at <http://www.microsoft.com> as an example – with the slashes, dots and colon there's plenty of scope to make a mistake.

Reduce the amount of typing needed

Fortunately, there are various ways in which you can make the job easier and quicker. Just keep the following four tips in mind, all of which work in the popular browsers, Microsoft Edge, Internet Explorer, Mozilla Firefox and Google Chrome:

Easy access to the address box

- To save reaching for the mouse when you need to type into the address box, press **Ctrl** + **L** (for 'Location') instead.

No need for 'http://'

- Save yourself the trouble of typing `http://` at the beginning. Web browsers take this part for granted and insert it themselves after you've finished typing and pressed the **Enter** key.

No need for 'www.'

- Likewise, you can leave out the `www.` prefix. You might have noticed that companies' adverts tell you to visit 'microsoft.com' or 'bbc.co.uk' and indeed you can type exactly that. You only need to type a prefix if the address you've been given starts with something other than 'www.', such as `news.bbc.co.uk` or `office.microsoft.com`.

Skip the '.com' too!

- Are you visiting a website whose domain name ends with `.com`? If so, you can leave that out too and just type the first part, as long as you press **Ctrl** + **Enter** afterwards rather than just the **Enter** key by itself. For instance, type `microsoft` and press **Ctrl** + **Enter** to visit `www.microsoft.com`, or `google` and **Ctrl** + **Enter** for `www.google.com`.

