

LESSON 9

CHANGE SCREEN RESOLUTIONS USING THE CLOCK/ CALENDAR ICONS

From time to time you may want to change the display properties of your monitor. You can change the screen saver, desktop background, appearance or video resolution settings. Just right-click on the desktop, then click on properties. Now click on the Settings Tab. You can now drag the slider switch to change resolution. There may be a check box to show settings on the task bar. Click on this check box and a monitor icon will appear in the system tray on the right side of the task bar. Now you can just click on that icon and change your monitor resolution right from there. Try it. (Some systems may not support this feature) To check the date, place your mouse pointer over the time in the system tray. To set the taskbar clock, just double-click on the time. Now you can change the computer's system date and time. If you want to remove the clock from the taskbar, just right-click on a vacant taskbar space. Now click on Properties, and uncheck the "Show Clock" box. You can also just press the letter C to toggle back and forth between show and don't show the clock.

You can have a master volume control icon in the system tray. If you don't see the speaker icon in the system tray, just open Control Panel, then double-click on the Multimedia icon. Click the Audio tab, then click the "Show Volume Control on the taskbar". Now you can double-click on the speaker icon in the system tray to access the master volume control. If you don't want an audio CD to play when you insert it, just hold down the Shift key as you insert the CD.

Quick access to Scandisk, Defragmenter and Backup is available by opening My Computer, and then right clicking on a drive. Just click on Properties and select the Tools tab. Want to impress your computer friends? At a DOS prompt just type "start ." and press Enter. An open folder of that directory appears on the desktop.

Finally, if you want to know just how much free space remains on your hard drive, click on My Computer. Now right-click on the hard drive icon. Now click on Properties. You will see both the amount of hard drive space used and the amount that remains free. There is a pie chart that represents free and used space.

Now that wasn't too bad, was it?

