

## **LESSON 17**

### **LOTS OF WINDOWS TIPS & TRICKS**

This week's lesson is a collection of tips and tricks covering a range of subjects. You may find some or all of them valuable.

When you insert an audio CD-ROM disk, your computer can be set to automatically play those music tracks. If you don't want to auto-start a music CD-ROM just hold down the Shift key when you insert the CD-ROM disk. You can set up your computer to start an audio CD-ROM disk, or you can disable this auto-start feature. Here's how: Open My Computer, then click on View. Click on Options, then open the File Type tab. Click on AudioCD, then click on Edit. In the Actions list you'll see the word "play". Click on the Set Default button. When "play" is displayed in bold type, the music CD will play when inserted. If "play" is not bolded, the music CD will not play at insertion.

If you don't have a master volume control in your system tray (the right-hand side of your task bar) you can install it there. Just open Control Panel, then double-click on the Multimedia icon. Click on the Audio tab, then click "Show Volume Control on the taskbar. You can now click on OK and then close both Control Panel and My Computer. Your system tray now has a speaker icon. Click on this icon to bring up the Volume Control. Click anywhere on the desktop to close it. Double-click on the speaker icon to bring up the Master Volume Control box. Close it the same way.

You can "hide" your task bar by clicking on an empty space on the task bar, and then clicking on Properties. On the Taskbar Options tab, click on Auto Hide. The taskbar will remain hidden from view until your mouse pointer moves near the taskbar area. Bingo -it appears. You can move the taskbar by clicking on it and dragging it to the top, left or right portion of your screen, or back down to the bottom.

New computer keyboards have a special "windows" key located between the CTL and ALT keys. This key opens the start menu. You can open your start menu from the keyboard by pressing both the ESC and CTL keys at the same time.

When you need to highlight several files with your mouse, click on the first file, then while holding down the Shift key, click on the last file on the list. All of the files will be highlighted.

You can delete files without sending them to the Recycle Bin. The Recycle Bin holds deleted files in case you have a change of heart. You can flush the Recycle Bin and the deleted files will now be deleted. If you want to avoid all of this and just delete files, hold down the Shift key before clicking on Delete or pressing the Delete key.



