

LESSON 20

PROPERTIES & SHORTCUTS

The Start menu in both Windows 95 and 98 can be enlarged or made smaller by clicking on Start, then Settings, then Task Bar in Windows 95 or Task Bar and Start Menu in Windows 98. Click in the Show Small Icons in Start Menu box and your start menu will be small. Remove that checkmark and the start menu will almost reach the top of your screen. While you are in the Taskbar Properties box, look at the Show Clock box. When this box is checked, your computer displays the system time in the system tray, located at the bottom right corner of your screen.

If Always On Top is checked, your Taskbar will always show no matter what is on your screen.

While in the Taskbar Properties area, click on Start Menu Programs, then on Advanced. You will see a window split into two sections. The section on the right shows the contents of your Start Menu. Some items are at the top of your Start Menu, like Open Office Document. Highlight Start Menu in the left window, and you can now remove items from your Start Menu by highlighting an item, then clicking on File, then Delete. You can also add items to your Start Menu by Clicking on File, then New, and selecting from an available list. An easy way to add a folder, shortcut, program or document to your Start Menu is to drag it to the Start button in the lower left corner of the screen. The next time you open your Start Menu, the new item will appear.

If Windows knows your Browser, you can type in a URL or Web address at the Start, Run dialog box. Your Browser will open, connect you to the Internet, and go to that URL.

You can get to the Context Menu for your Taskbar by right clicking on a blank space right on the Taskbar. If your Taskbar is full, just move your mouse pointer to either the right or left and right-click.

At a DOS prompt you can start a Windows document by typing Start and the file name, and then pressing Enter. For Example, I can type Start JeffLevy.doc and press Enter. My Microsoft Word document Jefflevy.doc will open Microsoft word and that document. Typing Run and a program name at a DOS prompt will cause that program to run. For example, typing RUN NOTEPAD as a DOS prompt will open Windows and Notepad.

Now that wasn't so hard, was it?

