

LESSON 36

WIN 98 STARTUP DISK W/CD ROM ENABLE-ADD TO TASK BAR

Both Windows 95 and 98 will you create a startup disk for use if your system crashes. Windows 98 goes one step further, and lets you create a startup disk from a DOS prompt. This start disk will enable most CD-ROM drives for use at a DOS prompt in case you have to reinstall Windows 98. Here's how to create that disk.

From a DOS prompt type CD\WINDOWS\COMMAND and press the Enter key. Place a floppy disk in Drive A. This floppy disk will be formatted, so any information you have on that disk will be lost! Now type BOOTDISK and press the Enter key. Windows 98 will format the disk and place on it the files you need to start the computer and use your CD-ROM disk from a DOS prompt.

Windows 98 also lets you drag shortcuts onto the TASK BAR whey they will stay. Here are the four shortcuts I use most frequently. I've placed them on my TASK BAR so that one click opens them.

To place Control Panel on your TASK BAR, double-click on My Computer, then right-click on Control Panel. Select Shortcut, and answer yes to placing it on the Desktop. When it is complete just click on and drag the shortcut to the Task Bar where it will stay. For a DOS window icon on your TASK BAR right-click on a blank space in your Desktop. Select New and then select Shortcut. In the Command Line box type the word COMMAND and click on Next. Now click on Finish. Click on and drag the MS-DOS Shortcut to the TASK BAR where it will stay.

To create a TASK BAR icon for Explorer, right-click on a Desktop blank space. Again select New and then Shortcut. Select Browse, then navigate to your Drive C. Double-click on the Windows folder, and scroll to the right using the scroll bar at the bottom of the dialog box. Find EXPLORER.EXE or the Explorer Icon and select it. Click on Next, give it a name and click on Finish. You can now drag the Explorer Shortcut to the Task Bar.

You can also right-click on My Computer and set up a Shortcut on the Desktop, which can also be dragged down onto the TASKBAR. Now you have frequently used icons on your TASK BAR. They can be opened with one click.

Finally, I'll give you an Easter egg in Microsoft Explorer. Easter Egg is the name programmers give to bits of code they leave in the programs we use. The code does amazing things, as you are about to learn.

Open Excel. In a blank worksheet press the F5 key. Now type in X97:L97 and press the Enter key. Press the Tab key. Hold down both the Shift and CTL keys on the left side of the keyboard. Now click on the Chart Wizard button on the Excel Tool Bar. Use your Mouse keys to fly around. The mouse controls direction while the right mouse button moves you forward and the left mouse button moves you backward.

