

LESSON 43

CHANGE WINDOWS FONT STYLE/SIZE

FAST ACCESS TO YOUR HARD DRIVE

SYSTEM CONFIG.EXE UTILITY

This is our first lesson for 1999. We'll start with how to set the default font style and size for Microsoft Word. Microsoft uses the Times New Roman 10 as the default settings for font style and size. There are many font choices and sizes and you may want to reset your Word default settings to the font style and size you prefer. Here's how to do it.

From within a Word document click on Format and then choose Font. Select the font and font size you like and then click on the Default button at the bottom of the window. From now on all, new documents that you create will default to your new font settings. You may find a need to have access to your Desktop or to the contents of your C: drive while you are working on something that takes up your entire screen. Here's how to do that.

For access to your Hard Drive contents, click on Start and then on Run. Type a backslash (\) in the Open: input box and click on OK. To bring your Desktop up, click on Start and then run. Type a period (.) in the Open: input box and click on OK. Windows 98 comes with a very helpful utility program called the System Configuration Utility. This program, named MSCONFIG.EXE, allows you to modify the system configuration through a process of elimination using check boxes. Why check boxes? Using check boxes reduces or eliminates typing errors associated with Notepad and Sysedit, the System Configuration Editor.

The System Configuration Utility also allows you to backup and restore your System files. This is important because if you modify your system files and your system has problems, the modifications can be reversed or undone.

To run the System Configuration Utility just click on Start and select Run. Type MSCONFIG in the Open: input Box and then press the Enter key. You will find a wealth of information here. Go ahead and play.

Now, that wasn't so hard, was it?

