

LESSON 61

HOT KEYS FOR CONTROL PANEL

ADD\REMOVE SOFTWARE

In this lesson, I'll give you tips that can make your use of Windows faster and easier. An easy way to look at the contents of any drive from the desktop is to press the Windows key along with the R key. In the dialog box type C: and press the Enter key or click on OK. You can also look at any other drive by entering the drive letter followed by a colon.

If you don't have the Windows key on your keyboard, just press the Esc and Ctrl keys at the same time. Release those keys and press the R key. Now you can enter the drive letter.

Here's how to bring up Control Panel by pressing a function key. Right-click on an open space on the Desktop and select New, then Shortcut. In "the Command Line:" box, type "Control.exe" (without the quotes) and press Enter or click on OK. Click on Finish. Now right-click on the new Control Shortcut and select Properties. Click on the word NONE in the Shortcut Key box and press a function key. I use F7. Now click on OK. Click on the new shortcut once, and after waiting for a short time click on it again. A vertical blinking cursor will appear to the right of the word Control. Move that cursor to the left of Control using the left arrow key. Now type an upper case F and the number of the function key that opens this shortcut, e.g., F7. You can also right-arrow past the word Control and add a space and the word Panel. Now double-click on the shortcut and bingo, it's ready to use.

If you frequently add or remove programs here's how to access Add/Remove Programs using a hot key. Open Control Panel and right-click on Add/Remove Programs. Click on Create Shortcut and select Yes to place the shortcut on your Desktop. Now right-click on the new shortcut and click on the word None in the Shortcut Key box. Press a function key and click on OK. Now use the steps above to add the function key to the shortcut description.

As you browse through your hard drive, or use Explore to locate files, you can view the contents of most files using Quick View. Right-click on a file and select Quick View. In most cases Quick-view can show you the contents of a file without having to open the application program that created that file.

