

LESSON 79

CUSTOMIZE THE WINDOWS LOOK

We can make small changes to the look and feel of Windows. Our computer experience is enhanced and we feel better when we have some degree of control over our computers.

For example, you can change the font style and size of the text on your Taskbar. Right-click on the desktop, select Properties, and in the Display Properties dialog box, click the Appearance tab. Click on the down arrow to the right of Item and then scroll up to Active Title Bar. Use the Font and Size options in the bottom row of Settings to change the appearance of text on the Taskbar. Click on Apply and you'll see the changes on the Taskbar. When you are satisfied with the changes, click on OK to finish.

Multicolor title bars can also spruce up Windows. Right-click on the desktop and select Properties. In the Display Properties dialog box, click on the Appearance tab. Open the Item drop down list by clicking on the down arrow to the right of Item. Select Active Title Bar and notice that to the right there are two settings, Color and Color 2. You can use them to select two new colors, or you can keep one and change the other. Mixing colors here can create interesting results. When you find what you like, click on OK.

If you frequently use the Run command, here's a shortcut you can use. Click on Start and then on Run. Click on the down arrow that appears on the right edge of the Open text box. You can now select from the Run list and execute by clicking on OK. If your Run list is long, try typing the first few letters of the command you want to use. You can now move through the list from that point, using the up and down arrow keys.

