

LESSON 82

FAST HIGHLIGHTING, ADD URLS TO TASKBAR

You may want to highlight a word, a line, a paragraph, or even an entire page or document on your screen. To highlight a word, double-click it; to highlight a line, place the cursor to the left of that line and click once. Notice, that as you move the cursor to the left of the line, it changes to an arrow. To highlight a paragraph, place the cursor to the left of the first word and double-click. Again, the cursor will have changed to an arrow when you position it to the left of the first line in the paragraph.

To highlight a large area of text, click once at the beginning of the text, press and hold down the Shift key, and then click at the end of the text. You can also highlight a large area of text by clicking on the first word in the text and, while holding down the Shift key, use the Down-arrow key to expand the highlight in the text.

To highlight the entire document, place the cursor on the first word in the document and press the Ctl+Shift+End keys all at once. Now release the keys. You can also place the cursor anywhere in the document and press the CTL keys.

If you use Microsoft Internet Explorer 4.x or later, you can set up direct Web access on your Taskbar. Right-click on a blank space in the Taskbar and select Toolbars. Now select Address. An Address bar will appear on your Taskbar. You can resize it by holding your cursor over the vertical bar at its left edge. The cursor will now change to a double-pointed arrow. Click and hold the left Mouse button and drag the vertical bar left or right. Release the Mouse key when the Address bar is the desired size.

To use the Address toolbar, click inside of the blank area and type a URL (Universal Resource Locator - short for an Internet address) and press Enter. If you have visited the Web page before, just type the first few letters of the URL in the Address bar and the rest of the name will pop up.

