

LESSON 89

MOVE QUICKLY BETWEEN INTERNET SITES AND YOUR OWN SYSTEM CREATE NO-NAME ICONS - KEYBOARD SHORTCUTS FOR LEFT HANDERS

In a previous lesson I showed you how to go directly to an Internet Web site by clicking on Run and then typing the Web site address in the Open: box. Here are a couple of other ways to use this technology in Windows 98.

From your browser, type in "C:\\" (without the quotes) and press Enter or click OK. Your C: drive contents will be displayed on your screen. This works in both Microsoft Internet Explorer and Netscape Communicator.

From both the My Computer and Explore (Exploring My Computer) screens, you can type in a URL (Universal Resource Locator - a Web address) in the Address box and My Computer or Explorer will take you directly to that Web site.

Have you ever wanted to have no-name icons on your Desktop? It's easy to do. Right-click on the icon to be renamed and then click Rename. Make sure the keyboard NumLock light is on. If it's off, press the NumLock button to turn it on.

Now, while holding down the ALT key, press 0160 on the numeric key pad (this prints a non-printing character) and press Enter. You now have a no-name icon!

I have given you keyboard shortcuts in past lessons, so today here are keyboard shortcuts designed for left-handed folks like me.

While moving the mouse with your right hand, you can go to the left side of the keyboard and do the following commands:

Shift+Delete = Cut
Ctl+Insert = Copy
Shift+Insert= Paste
Alt+Backspace= Undo

******* CAUTION *******

Don't use Shift+Delete outside of an applications program. It's the Windows 95/98 command to delete an item without first sending it to the Recycle Bin.

