

## **LESSON 105**

### **USE EXPLORE LIKE YOU USE YOUR WEB BROWSER OPEN EXPLORE IN FULL-SCREEN VIEW**

When you use your browser software (Microsoft Internet Explorer, Netscape, etc.), you can move backward and forward through Web pages using the large Back and Forward buttons at the top of your browser window.

With that in mind, right-click on My Computer and then left-click on Explore. With the Standard Buttons toolbar displayed, you'll see the Back and Forward buttons displayed on your screen. These buttons work the very same way they do in your Browser software.

If you don't see the Back and Forward buttons in your Exploring - My Computer window, just click on View and then select Toolbars. Click to place a check mark to the left of the Standard Button.

Now you can use the Back and Forward buttons to go back the same way you came (and forward again) without a bunch of double-clicking.

You can also jump multiple windows back or forward by clicking on the down arrow next to the back or forward buttons and then choosing a destination from the list that will be displayed.

Explorer windows can be seen in full-screen mode. When Explorer is open but the window is not maximized (you can see all of its edges), hold down the CTRL key and click the middle button in the upper right-hand corner of the window. You can use the F11 key to jump back to the Explorer view you started with. The F11 key can be used as an alternative way to do the same thing. Press the F11 key in any Explorer window to enter the full-screen mode. Pressing the F11 key again will return you to the Explorer view you started with.

