

## LESSON 121

### CONVERTING DOUBLE-CLICKS TO SINGLE CLICKS MAKE USE OF THE HOME BUTTON WINDOWS CALCULATOR - PRINT LIST OF KEYBOARD SHORTCUTS

The icons you now highlight with a single-click and open with a double-click can be converted to highlight when your mouse pointer touches the icon and open with a single click.

To make the switch, right-click on My Computer and then click on Explore. Now click on View on the top menu bar and select Folder Options. Select Web Style to enable touch highlighting and single-click operation. Choosing Web Style also causes an underline to appear below each icon title.

To return to the click once to highlight and double-click to open, go back to Explorer and click on View, Folder Options and then select "Classic Style".

If you select the "Custom, based on settings you choose:" try clicking on Single-click to open an item (point to select) and then on "Underline icon titles only when I point to them". Now click OK and then click Close. You now have the best of both.

Your keyboard has a "Home" key. Most keyboards have two Home keys, one on the numeric keypad section and one in a series of six keys located between the main keyboard keys and the numeric keypad section.

Press and hold the CTRL key and then press the Home key to jump to the beginning of any document. Better yet, press and hold down the Alt key and then press the Home key while on the Internet. The Alt + Home key combination takes you to your designated Internet Home Page.

In Lesson 73 I showed you how to create a shortcut to the Windows Calculator program and how to use both the scientific and regular calculator. I also showed you how to use the Memory function in Calculator.

You might want to print out a list of Calculator shortcuts. From within the Calculator program, click on Help and then on Help Topics. On the Contents tab select Tips and Tricks and then select Use keyboard equivalents Of Calculator buttons. Inside the Calculator Help window select Options, Print, Print The Selected Topic, and then click OK. Click OK if necessary to print.

