

## LESSON 122

### QUICKLY DETERMINE FONT & PARAGRAPH SETTINGS IN MICROSOFT WORD DOCUMENTS CHANGE HOW WINDOWS EXPLORER DISPLAYS

Microsoft Word uses a WYSIWYG (What You See is What You Get) format for documents. This means that Word hides the formatting codes that control fonts, margins, spacing and the like. You see your Word document just as it will appear in print.

While you can check these settings by clicking through a series of menus and dialog boxes, there is a much easier way that involves what Microsoft calls the "What's this" feature. Here's how.

From within any Word document, click on Help and then on What's This, or press both the Shift and F1 keys at the same time. Your cursor will change to a wide arrow followed by a question mark. Place the cursor on the character or paragraph you wish to identify. Click once and Word will then display a message box that summarizes the font and paragraph formatting of the text you selected. Press the Esc key to close this box.

To open Windows Explorer you normally right-click on My Computer and then click on Explore. Windows Explorer will open in the "My Computer" view and give you access to any and all of your Computers drive devices, like the Floppy Drive (A:), Hard Drive (C:), CD-ROM Drives, etc. You can also access Control Panel, Dial- Up-Networking and Printers from the My Computer View.

You can also open Windows Explorer directly to your Desktop or even to a drive device. Here are a few examples.

Click on Start, and then on Run. In the Open: box just type "explorer /e," (without the quotes) and click OK or press Enter, Windows Explorer will now open to your Desktop.

Now at the Open: box type "explorer e, /C:\\" and Windows Explorer will open with a view of the contents of your C: drive. You can also use any other valid drive letter here.

