

LESSON 135

FAST ACCESS TO "MY COMPUTER" W/ VERTICAL MENU SHORTCUT TO SYSTEM PROPERTIES/DEVICE MANAGER

Navigating to your Desktop to find and open specific files can sometimes be a pain in the key board. Here's a way to have access to any file in your computer from just one single menu.

The trick here is to create a Desktop toolbar on your Taskbar and then resize it. First, right-click on your Taskbar. Select Toolbars and then Desktop. Place your mouse cursor on the vertical sizing bar on the left edge of your new Desktop Toolbar. Click and hold the left mouse button and drag it to the right until only the word "Desktop" appears.

Now you can click on the right arrow next to the word "Desktop" to launch a cascading menu. From this new menu you can navigate to My Computer and access any file in your system directly from the Taskbar.

I frequently need to display the System Properties box on screen. System Properties includes Device Manager, Performance, and a General tab that will display the version of Windows you are using, the Windows product ID number and the amount of RAM installed on your computer. Here's a very fast and easy way to get to the System Properties box.

Press and hold the "Windows" key (located between the Ctrl and Alt keys at the lower left side of your keyboard) then press the Break key, located at the top right side of your keyboard, just to the right of the F12 key.

Press the Escape key to close the System Properties box.

