

LESSON 136

MORE KEYBOARD SHORTCUTS ADD SURROUND SOUND TO YOUR COMPUTER

When you need to look at an icon's properties, you right-click on the icon and then select Properties. Here's a faster way. Hold down the Alt key and left-click on the icon. Bingo, the Properties dialog box opens. Does this work in Windows ME? Yes, it does.

If you need to get to your Start menu, you can open it by pressing the Windows key, located in the lower left corner of your keyboard. If your keyboard doesn't have a Windows key, you can still open the Start menu from the keyboard by pressing and holding down the Ctrl key and pressing the Esc key. These keyboard shortcuts also work in Windows ME.

Another keyboard shortcut that works both in Windows 98 and ME is the Alt + Spacebar combination. This brings up a windows menu from which you can select Restore, which reduces the size of the open window, Move, which lets you click and drag the open window anywhere on the Desktop and Size, which lets you resize the open window. This menu also lets you minimize, maximize or close the current window.

If you use DVD to play games or watch movies, you can add surround sound capabilities to your computer. If you use Windows 98, double-click on My computer and then on Control Panel. Double-click on Multimedia and select the Audio tab, click on Advanced Properties in the Playback section. Click on the Speaker Setup dropdown menu and select Surround Sound Speakers. Click OK and then click OK again. To hear surround sound from your computer, you'll need the right speaker components.

If your computer has Windows ME as its operating system, you won't find Multimedia among the Control Panel icons. It is now located in the Sound icon, so you'll have to double-click on the Sounds and Multimedia tab. From the Audio tab click on the Advanced button in the Sound Playback section. On the Speakers tab open Speaker Setup and select Surround Sound. Click OK and then again on OK.

