

## LESSON 140

### SHARE BOOKMARKS & COOKIES BETWEEN INTERNET EXPLORER AND NETSCAPE OUTLOOK KEYBOARD SHORTCUTS

If you use both Microsoft Internet Explorer and Netscape Communicator to browse the Net, you can share bookmarks and cookies between the two programs. Here's how to do it.

Internet Explorer has a utility that will import and export favorites and cookies to and from the Netscape web browser. Here's how.

From within IE, click on File and then on Import and Export. The Import/Export wizard will open, and you can choose to import or export bookmarks and cookies. This utility will know where to look for your Netscape program, so just follow the instructions as you click your way through it and you're done.

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If you use Microsoft Outlook, you might want to try these keyboard shortcuts.

Press Ctrl + Shift + any of the following keys.

A = Appointment with current date and time

B = Address book

C = new contact

D = new call

E = new folder

G = (not used)

F = advanced find

H = new Office document

I = Inbox

J = new journal entry

K = new task (to do)

L = distribution list

M = new e-mail message

N = new note

O = outbox

P = find people

Q = meeting

Who knew?



