

LESSON 151

CREATE WORD OR EXCEL DOCUMENTS FROM YOUR DESKTOP

Every so often I'll think of something that's important enough for me to make note of it in a memo that I can look at later. Here's a fast and easy way to do just that.

From any application, including the Internet, press the Windows key (located in the lower left corner of your keyboard) and while holding it down tap the letter D. This takes you to your Desktop, and you can repeat this command to take you back to wherever you were.

Right-click on the Desktop, then select New. The drop-down list lets you create a new Word or Excel document, a text in WordPad or an HTML document. Other options may also exist, depending on what programs are loaded on your hard drive. A new icon will appear on your Desktop with a name. For example, if you elected to open a new text document by right-clicking on the Desktop and then clicking on New and then on Text Document, the title for that icon would be New Text Document. Simply type over that new title to give the document any name you choose. Double-click on that new icon and Windows will open the appropriate program file so that you can add text to what will now be a memo.

When you save your memo by clicking on File and then Save As, you can name the memo and Word will, by default, save the document in a Desktop folder so it's always available from the Desktop. You also have the option of telling Word to save the memo in any other location, including My Documents.

This trick comes in handy for me when I need to make a note, or when I copy and paste text that I highlight and copy from the Internet.

When I'm on the Internet and I need to make a note or copy something from a Web page, I can press Ctrl + A to highlight the Web page, and then I can copy whatever I've highlighted (Ctrl + C - or Edit + Copy) and paste (Ctrl + V or Edit - Paste) in a document I create using the quick access to documents. Pressing the Windows key plus the D key will take you to your Desktop. Press the Windows key + D to toggle back to the previous screen.

