

LESSON 189

GETTING THAT LOST TASKBAR BACK

The Taskbar is that gray area along the bottom of your Windows screen. By clicking on the Taskbar and holding down the left mouse button, you can drag it to the top, right or left side of that window. You can also resize the Taskbar by clicking on it and dragging it up or down.

There is a potential problem here because you can take the Taskbar so low; you won't be able to grab it with your mouse. If that happens to you, your keyboard can help you get the Taskbar back.

Here's how.

Press the Windows key to bring up the Start menu. If you don't have a Windows key, press the Ctrl and the Esc keys at the same time. Press the Esc key again. The Start menu will disappear, but the Taskbar will be selected, even though you can't see it. Now press the Alt and the Spacebar keys, which will bring up a small menu over the Start button. Choose Size, and your mouse cursor will change to a four-pointed arrow.

At this point, do not click on anything. Use your keyboard arrow key's up arrow key and your Taskbar will move up to a position where you can see it. When you have it where you want it to stay, just click on it.

