

LESSON 196

FREE UP TO 1 MB OF HARD DISK SPACE REMOVE THOSE UNUSED ONLINE SERVICES

Windows 98, by default, installs a Desktop shortcut and files for you to set up any of several popular national online services. These files take up disk space. If you are using an online service provider (ISP) or even if you are using one of the ISPs that came installed with Windows, you can remove the rest of them and free up about 1 MB of hard disk space. Here's how.

First, drag the Online Services desktop icon to the Recycle Bin and drop it. Now double-click on My Computer and then on Control Panel. Open Add/Remove Programs, and then click on the Windows Setup tab. Scroll down to Online Services, highlight it, and then click on the Details button. Click on the check mark next to each listed service to remove it. When you have clicked on those online services you won't be using, click on Apply. Now click OK. You've picked up at least one megabyte of hard disk space.

You can have an instant Month View in Microsoft Outlook. When in the day view, click on any of the letters that represent the days of the week, s, m, t, w, t, f, or s in the top line of the date navigator on the right side of the screen. Now Outlook will instantly display all the information for that month. Use the date navigator again to move to an other month.

