

## **Microsoft on the Web**

The Microsoft Web site provides extensive information beyond that found in the Help menu. Go to the Microsoft home page ([www.microsoft.com](http://www.microsoft.com)), then click the Support tab where you choose the specific application. You will find articles about new features in the application, answers to frequently asked questions, as well as the same knowledge base used by Microsoft support engineers.

## ***Designating the Devices on a System***

The first (usually only) floppy drive is always designated as drive A. (A second floppy drive, if it were present would be drive B.) The first (often only) hard disk on a system is always drive C, whether or not there are one or two floppy drives. A system with one floppy drive and one hard disk (today's most common configuration) will contain icons for drive A and drive C. Additional hard drives (if any) and/or the CD-ROM are labeled from D on.

## ***The Control Panel***

The Control Panel contains the utility programs (tools) used to change the hardware and/or software settings for the devices on your system (e.g., modem, monitor, mouse, and so on). Double click the Control Panel icon within My Computer to open the Control Panel window, then double click the icon of the device whose settings you want to modify. Additional information can be obtained through the Help facility.

## ***ScreenTips***

Point to any button on the toolbar and Windows displays a ScreenTip containing the name of the button, which is indicative of its function. You can also point to other objects on the desktop to see similar Screen Tips. Point to the clock at the right end of the taskbar, for example, and you will see a ScreenTip with today's date. Point to the Start Button and you will see a ScreenTip telling you to click here to begin.

## ***Print the Help Topic***

You can print the contents of any Help window by pointing anywhere within the window and clicking the right mouse button to display a shortcut menu. Click Print Topic, then click the OK command button in the resulting dialog box to print the topic.

## ***Properties Everywhere***

The fastest way to implement a screen saver (or to change the color or other properties of the desktop) is to display the Properties sheet for the desktop. Point to the desktop, click the right mouse button to display a context-sensitive menu, then click Properties to open the Display Properties dialog box. Click the Screen Saver tab, make the appropriate selections, then click OK to accept the settings and close the dialog box.

## ***Subscribe to Winnews***

Consider a subscription to the Microsoft WinNews letter to stay abreast of what is happening in the Windows world. The subscription is free and the newsletter is delivered automatically to your e-mail address. To subscribe to the newsletter, send an e-mail message to [enews99@microsoft.nwnet.com](mailto:enews99@microsoft.nwnet.com). The message should contain a single line with the text **Subscribe WinNews**.

## ***Format at the Proper Capacity***

You must format a floppy disk at its rated capacity or else you may be unable to read the disk. There are two types of 3½ disks, double-density (720KB) and high-density (1.44MB). The easiest way to determine

the type of disk you have is to look at the disk itself for the labels DD or HD, for double and high-density respectively. You can also check the number of square holes in the disk; a double density disk has one whereas a high-density disk has two.

## ***Properties Everywhere***

Windows assigns properties to every object on the desktop and stores those properties with the object itself. Point to any object on the desktop, including the desktop itself, then click the right mouse button to display the property sheet for that object.

## ***File Extensions***

Veterans of MS-DOS will recognize the three-character extension at the end of a file name to indicate the application associated with a file. XLS and DOC, for example, denote an Excel workbook and Word document, respectively. The extensions are displayed (hidden) according to the option specified in the View menu of My Computer. To display (hide) the extension, open My Computer or the Windows Explorer, pull down the View menu, and click the Options command. Click the View tab, then clear (check) the box to hide the MS-DOS file extensions.

## ***Minimize the Application***

Minimize (rather than close) an application if you intend to use it continually during a session. The application remains in memory, which saves you from having to reload the application when you need it. Click the minimize button to reduce the application to a button on the Taskbar, then click its button on the Taskbar whenever you want to return to the application.

## ***File Associations***

Every application creates a different type of file, as denoted by the icon that appears next to the file in the Windows Explorer. Look carefully at the icon for a Word document and notice that it resembles the Microsoft Word logo. In similar fashion, the icons for a PowerPoint presentation, Excel workbook, or Access database appear as miniature logos of their respective applications. Each of these files is automatically associated with the corresponding application. All you have to do is double click a file icon to start the associated application and open the file.

## ***The Rename Command***

Point to a file or a folder, then click the right mouse button to display a menu with commands pertaining to the object. Click the Rename command. The name of the file or folder will be highlighted with the insertion point (a flashing vertical line) positioned at the end of the name. Type a new name; for example, Homework, to replace the selected name, or click anywhere within the name to change the insertion point and edit the name.

## ***Write-Protect Your Backup Disks***

You can write protect a floppy disk to ensure that its contents are not accidentally altered or erased. A 3½ inch disk is write protected by sliding the built-in tab so that the write-protect notch is open. The disk is write-enabled when the notch is covered. The procedure is reversed for a 5¼ inch disk; that is the disk is write protected when the notch is covered and write-enabled when the notch is open.

## ***Use the Right Mouse button for File Operations***

The result of dragging a file with the left mouse button depends on whether the source and destination folders are on the same or different drives. Dragging a file to a folder on a different drive copies the file.

Dragging the file to a folder on the same drive moves the file. If you find this hard to remember, and most people do, click and drag with the right mouse button to produce a shortcut menu asking whether you want to copy or move the file. This simple tip can save you from making a careless (and potentially serious) error. Use it!

## ***The Undo Command***

The Undo command pertains not just to application programs such as Word or Excel, but to file operations as well. It will, for example, undelete a file if it is executed immediately after the Delete command. Pull down the Edit menu and click Undo to reverse (undo) the last command. Some operations cannot be undone (in which case the command will be dimmed out), but Undo is always worth a try.

## ***Backup Important Files***

We cannot over-emphasize the importance of adequate backup and urge you to copy your data files to floppy disks and store those disks away from your computer. It takes only a few minutes, but you will thank us, when (not if) you lose an important file and wish you had another copy.

## ***Organize Your Work***

A folder may contain anything at all — program files, document files, or even other folders. Organize your folders in ways that make sense to you such as a separate folder for every class you are taking. You can also create folders within a folders; for example, a correspondence folder may contain two folders of its own, one for business correspondence, and one for personal letters.

## ***Select Multiple Files***

You can perform the same operation on multiple files at the same time by selecting the files prior to executing the command. Press and hold the Ctrl key as you click the icon of each additional file you want to select. If the files are adjacent to one another, click the icon of the first file, then press and hold the Shift key as you click the icon of the last file. You can also use the Select All command in the Edit menu to select every file in a folder.

## ***Modify the Start Menu***

Click and drag a shortcut icon to the Start button to place the shortcut on the Start menu. It does not appear that anything has happened, but the shortcut will appear at the top of the Start menu. (Click the Start button to display the Start menu, then press the Esc key to exit the menu without executing a command.) To further customize the Start menu, right click the Taskbar, click Properties, then click the Start Menu Programs tab. Click the appropriate command button (Add, Remove, or Advanced) then follow the on-screen instructions.

Filename: long document exercise.doc  
Directory: C:\Documents and Settings\Train\My Documents\Acrobat Class Files  
Template: C:\Documents and Settings\Train\Application  
Data\Microsoft\Templates\Normal.dot  
Title: Working With WordProcessing  
Subject:  
Author: Doug Rice  
Keywords:  
Comments:  
Creation Date: 10/13/2004 3:28:00 PM  
Change Number: 2  
Last Saved On: 10/13/2004 3:28:00 PM  
Last Saved By: trainee7  
Total Editing Time: 2 Minutes  
Last Printed On: 12/02/2008 9:28:00 AM  
As of Last Complete Printing  
Number of Pages: 3  
Number of Words: 1,547 (approx.)  
Number of Characters: 7,400 (approx.)