



Coffee Break

Question on Software or Operating system.

SORT PROGRAMS ON YOUR ALL PROGRAMS MENU ALPHABETICALLY

Finding programs on your **[All Programs]** menu can become difficult if you have a lot of programs installed. When you install new programs, Microsoft Windows XP adds each new item to the end of the All Programs menu. You can, however, quickly sort the items on your All Programs menu in alphabetical order.



To sort items on your **[All Programs]** menu alphabetically,

1. Click Start, click **[All Programs]** and then **right-click any folder or icon.**
2. On the shortcut menu, click Sort by Name.

That's it—your programs are instantly alphabetized.

This same tip works for your Favorites menu in Internet Explorer.

Note:

In both cases, you'll probably need to go back periodically and sort the lists again, because Windows XP doesn't automatically keep the list in alphabetical order.