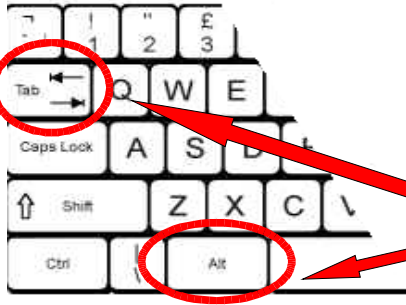




Coffee Break

Question on Software or Operating system.

THREE SIMPLE TIPS & SHORTCUTS.



You may have two different programs running on your PC at the same time. You have a Web browser window open and a Word document ready to **Cut & Paste** some text from the web site. You can quickly switch to activate the program on your task bar by pressing the **Alt + Tab** key this will bring up the next program open on your Task Bar. Just continue to press the **Alt + Tab** key to switch back and forth for the one you want.

Alt + Tab

MENU KEY

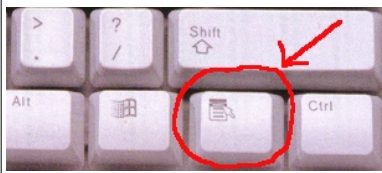


Fig 1.

Have you never noticed on the right side of your keyboard between the Window Key and the Control Key.

(See fig [1]) you could call it the **Menu Key**. Because when you press it, it opens up a drop-down menu for whatever program you're in. The menu includes all the information you would see if you right clicked.

So, next time you're typing away and need an edit menu or some other feature that you normally right-click to get, just head down to the Menu Key.

WHAT DOES THAT PROGRAM DO ?

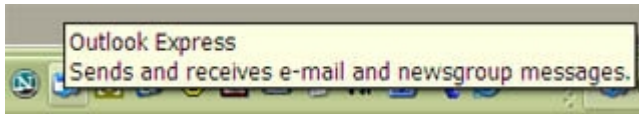


Fig 2.

When you hover the mouse arrow over a program in your Toolbar or Desktop it gives you the program name. Some programs like Outlook Express and Word also give you a description. See fig 2.

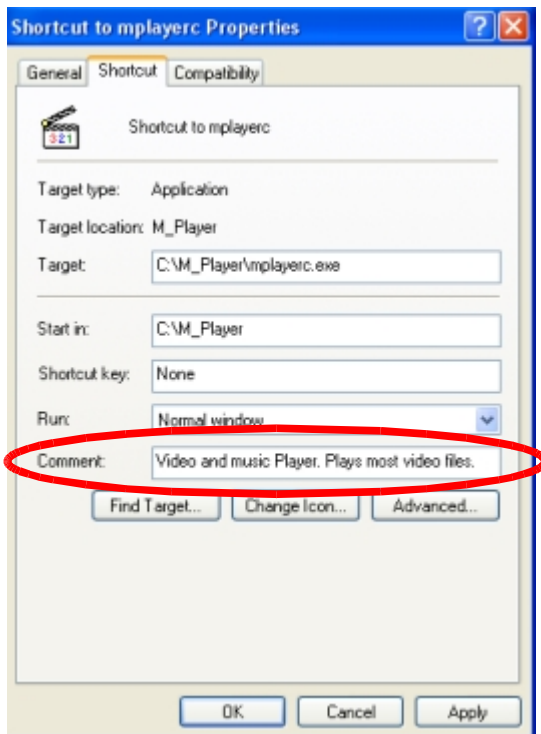


Fig 3

You can place your own description of what the program does when you hover the mouse arrow over it, whether it is on your **desktop, toolbar** or a program in the **[All Programs]** list.

Right-click any **desktop shortcut** or on the **toolbar** plus any program on the **[All Programs]** list and choose "Properties". Next click the "Shortcut" tab. You'll see a box marked "Comment"— type your description there.

Click [Apply] then [OK] to complete the task.