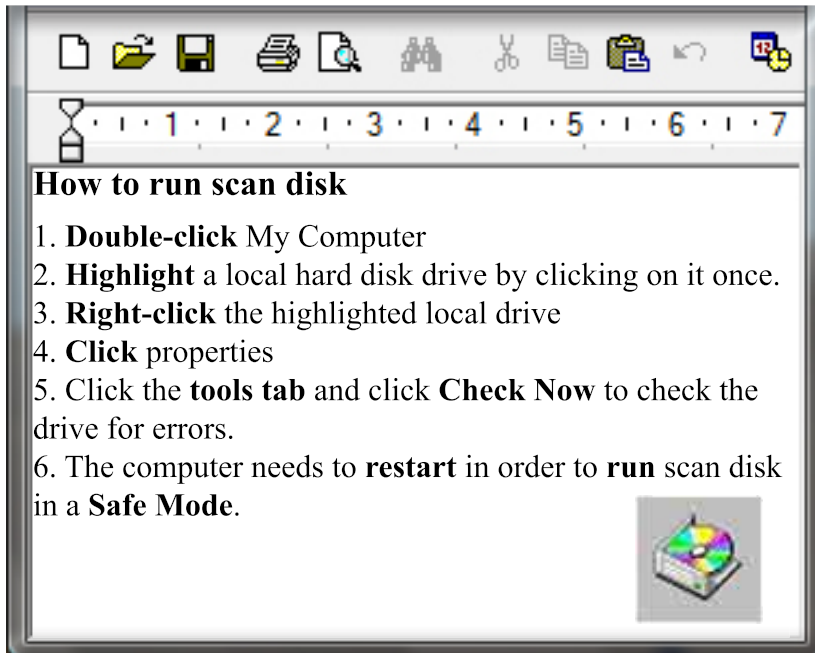




PUTTING WINDOWS TO WORK

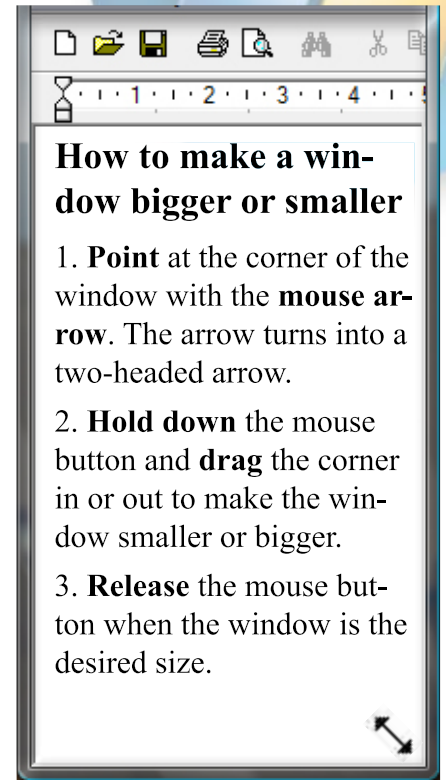


Windows, as other OSs, has its own language. All the words in **bold** are related to the Windows OS. Can you guess their meaning?



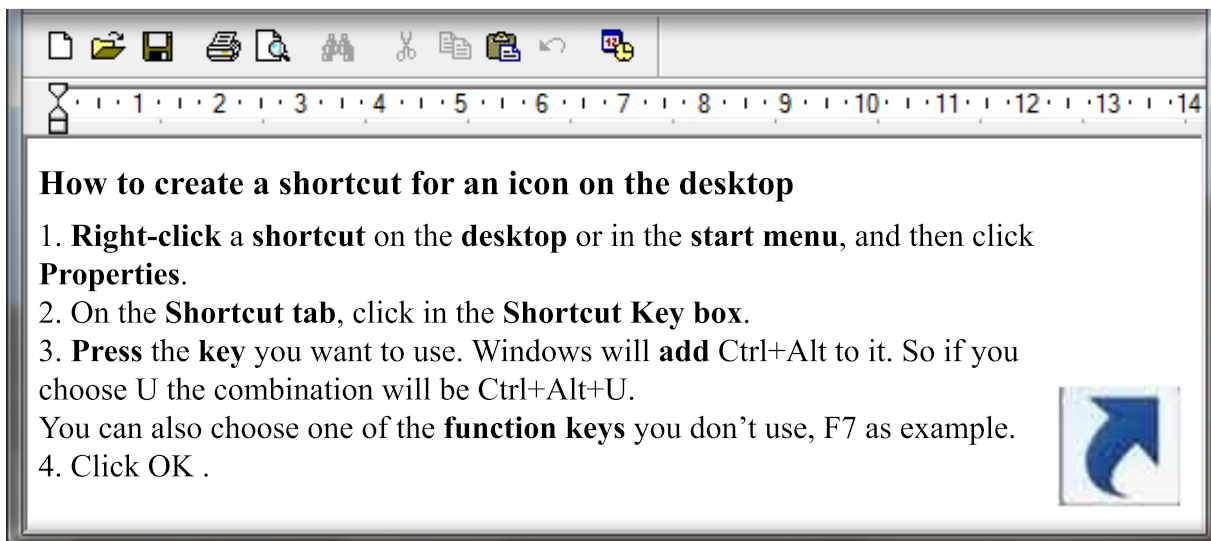
How to run scan disk

1. **Double-click** My Computer
2. **Highlight** a local hard disk drive by clicking on it once.
3. **Right-click** the highlighted local drive
4. **Click** properties
5. Click the **tools tab** and click **Check Now** to check the drive for errors.
6. The computer needs to **restart** in order to **run** scan disk in a **Safe Mode**.



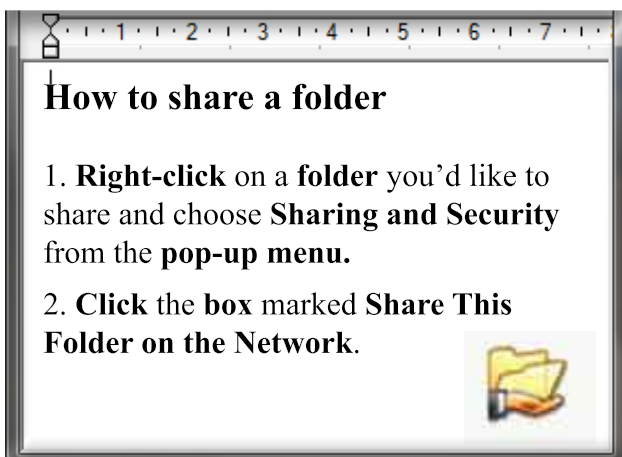
How to make a window bigger or smaller

1. **Point** at the corner of the window with the **mouse arrow**. The arrow turns into a two-headed arrow.
2. **Hold down** the mouse button and **drag** the corner in or out to make the window smaller or bigger.
3. **Release** the mouse button when the window is the desired size.



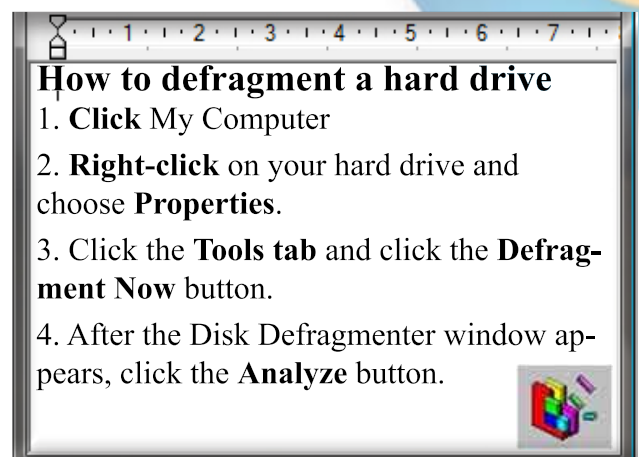
How to create a shortcut for an icon on the desktop

1. **Right-click** a **shortcut** on the **desktop** or in the **start menu**, and then click **Properties**.
2. On the **Shortcut tab**, click in the **Shortcut Key box**.
3. **Press** the **key** you want to use. Windows will **add** Ctrl+Alt to it. So if you choose U the combination will be Ctrl+Alt+U.
4. Click OK.



How to share a folder

1. **Right-click** on a **folder** you'd like to share and choose **Sharing and Security** from the **pop-up menu**.
2. **Click** the **box** marked **Share This Folder on the Network**.



How to defragment a hard drive

1. **Click** My Computer
2. **Right-click** on your hard drive and choose **Properties**.
3. Click the **Tools tab** and click the **Defragment Now** button.
4. After the Disk Defragmenter window appears, click the **Analyze** button.

