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.
You can also choose one of the function keys you don’t use, F7 as example.
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.