

Windows XP

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Start Menu:

Change the way All Programs opens from the Start menu

1. Right-click the **Start** button, and then click **Properties**.
2. On the **Start Menu** tab, click **Start menu**, and then click **Customize**.
3. On the **Advanced** tab, select the **Open submenus when I pause on them with my mouse** check box. The next time you click **Start**, and point to **All Programs**, you see a list of available programs.

Start Menu:

Add selected items to the Start menu

1. Right-click the **Start** button, and then click **Properties**.
2. On the **Start Menu** tab, under **Start menu**, click **Customize**.
3. On the **Advanced** tab, under **Start menu items**, select the items you want to appear on the **Start** menu. The next time you click **Start**, the items you selected are on the **Start** menu.
4. You can remove an item from the **Start** menu by clearing its check box in the last step of this procedure.

Start Menu:

To display a program at the top of the Start menu-1

1. Right-click the program you want to display at the top of the **Start** menu. You can right-click a program on the **Start** menu, in Windows Explorer, in My Computer, or on the desktop.
2. Click **Pin to Start menu**. The program is displayed in the pinned items list in the area above the separator line on the **Start** menu.
3. You can remove the program from the pinned items list by right-clicking the program and then clicking **Unpin from Start menu**.

Start Menu:

To display a program at the top of the Start menu-2

4. You can change the order of the programs on the pinned items list by dragging a program to a new position.
5. You cannot pin or unpin items using the Classic **Start** menu. For more information, click **Related Topics**.
6. You can also add shortcuts to the start menu: Click and drag shortcuts to the Start button.

Start Menu:

To change the Start menu style-1

1. To change the Start menu style
2. Right-click the **Start** button, and then click **Properties**.
3. On the **Start Menu** tab, to select the default **Start** menu, click **Start menu**.
4. On the **Start Menu** tab, to select the style from an earlier version of Windows, click **Classic Start menu**.
5. The next time you click **Start**, the **Start** menu displays the new style.

Start Menu:

To change the Start menu style-2

6. To make additional selections for the **Start** menu style, click **Customize**. Additional selections include specifying the items you want to display on the **Start** menu, setting submenus to open when you pause on them with your mouse, and clearing your list of recently used programs, documents, and Web sites.

Start Menu:

To show your most recently used documents

1. Right-click the **Start** button, and then click **Properties**.
2. On the **Start Menu** tab, click **Start menu**, and then click **Customize**.
3. On the **Advanced** tab, select the **List my most recently opened documents** check box. The next time you click **Start**, the My Recent Documents folder is on the **Start** menu.
4. On the **Advanced** tab, click **Clear List** to empty the My Recent Documents folder. This does not delete the documents from the computer.

Help:

To use Win XP help-1

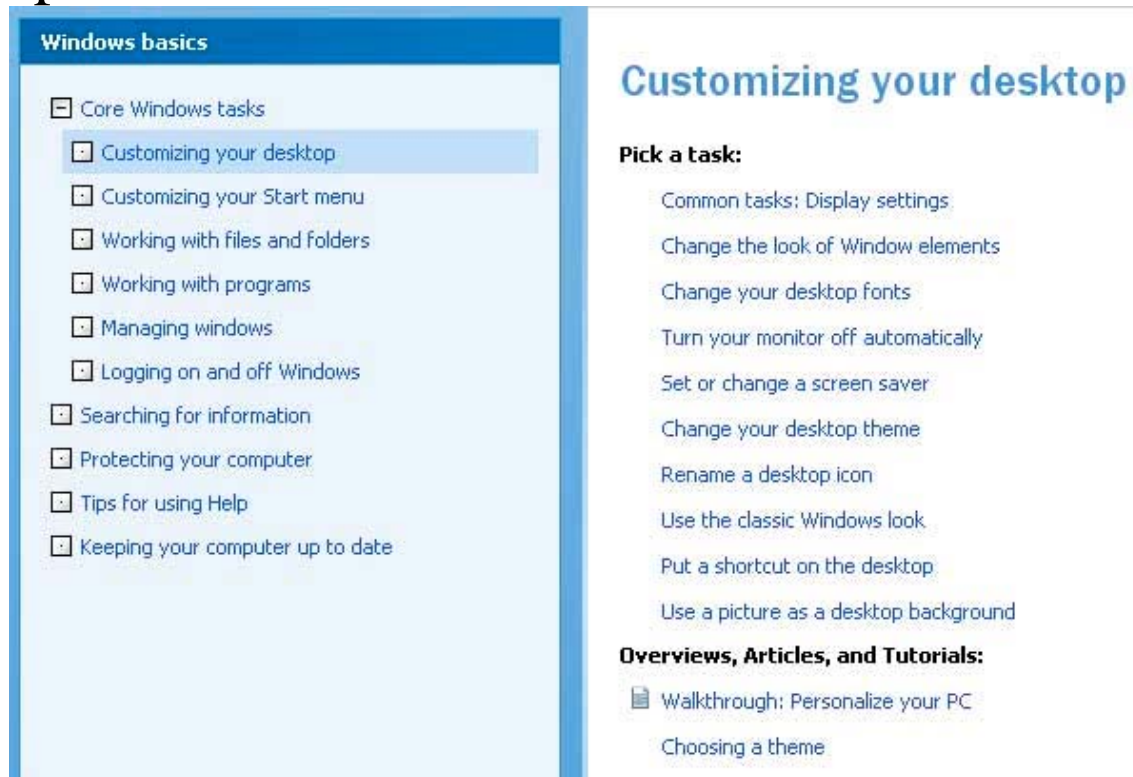
Click on “Start”, then on “Help and support”.



Help:

To use Win XP help-2

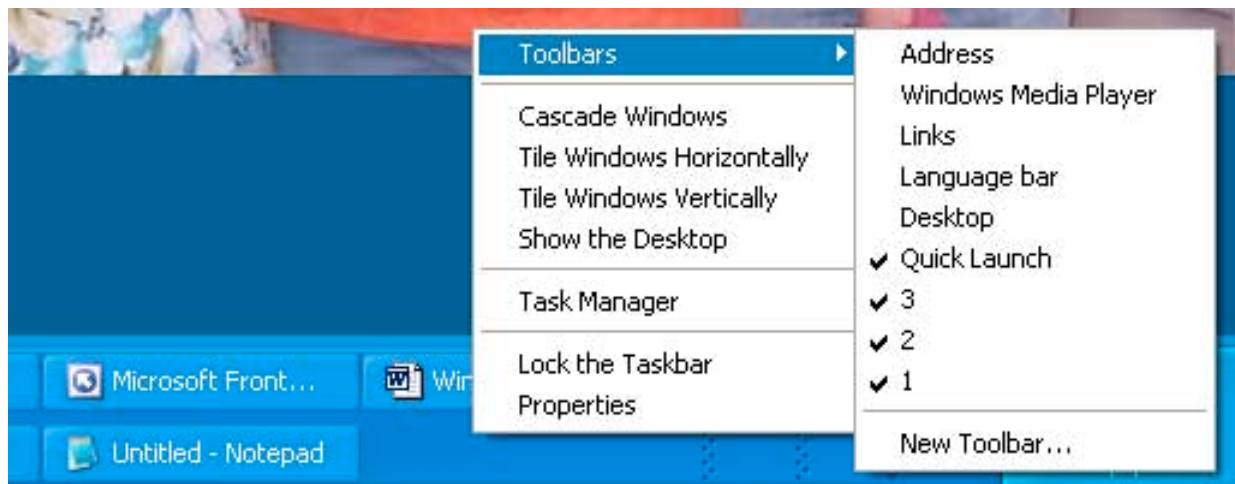
To get help using core Windows tasks such as customizing the desktop:



Toolbars:

Show or create-1

Right-click on an empty area of the main toolbar, to show the context menu.

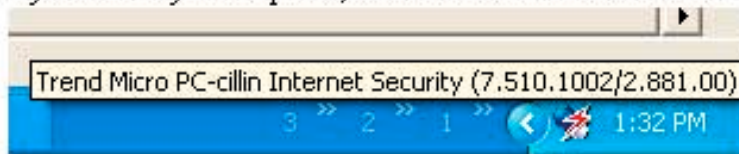


Toolbars:

Show or create-2

System tray; time and date; quick launch

System tray collapsed, with mouse arrow hovering over the PC-cillin icon:



System tray expanded, showing active applications:



Double-click the time, to set the time and time zone.



Toolbars:

Custom toolbars-1

1. Create a new folder to hold the contents of your new toolbar. Right-click on the desktop; select “new”; then select “folder”. Give the new folder a short name, such as one letter or number, so the name takes as little space as possible.
2. Copy the items you want on your toolbar to the folder you made in step 1. Typical items on a toolbar might include shortcuts to applications, files, and web sites.

Toolbars:

Custom toolbars-2

3. Right-click the taskbar; select “Toolbars”; select “New Toolbar”; browse to the folder you created in step 1 and select this folder, then click OK.
4. To add an item to your toolbar, drag the item to the toolbar or the folder used to create the toolbar. To remove an item from your toolbar, drag it off the toolbar, and then delete it. Also, you can move this toolbar by dragging it to a new location.

Keyboard Shortcuts:

Menu toolbar

Keyboard shortcuts are shown on the menu toolbar. Common shortcuts are:

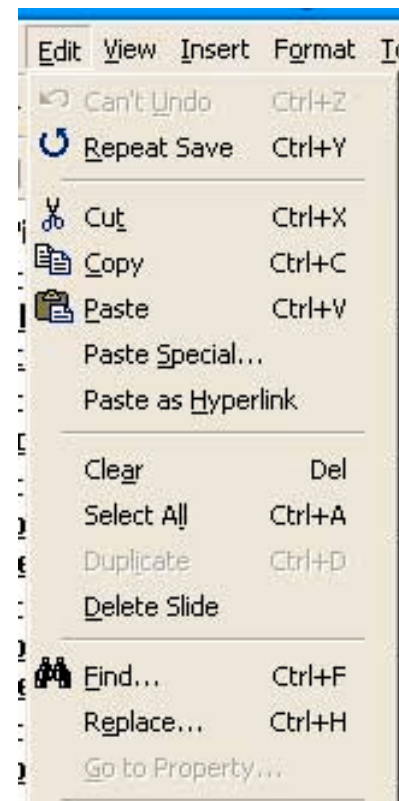
Copy Ctrl+C

Paste Ctrl+V

Select all Ctrl+A

Find Ctrl+F

Undo Ctrl+Z



Prior Win XP Topics:

Working with files and folders

http://www.kuhnfamily.com/Kuhn_Consulting/Computer-items/Win_XP2_files_folders.pdf

Win XP features, start menu, toolbars

http://www.kuhnfamily.com/Kuhn_Consulting/Computer-items/Win_XP2.pdf

Win XP features

http://www.foxhillfarm.org/Groups/Computer/CC_Newsletters/Windows_XP_Features_and_Frust_rations.pdf