

Quick Tips:



- **Want to learn more about your computer and its components?**

Run MSINFO32.EXE and you'll get more information than you'll probably need.

- Click on START > RUN > and type: MSINFO32.EXE

- **Want to expand all the sub-directories in a folder within Windows Explorer?**

Highlight the folder you wish to explore. Hit the '*' key on the numeric keypad to automatically expand all sub-directories. *Be careful, if you have an extensive file structure it could take a minute or two to process this command.*

- **Want to change the default directory for opening and saving documents in Word?**

Go to Tools > Options > File Locations Tab > click on "Documents" and then "Modify" to change the default directory from C:\My Documents to the directory of your choice.

- **Want to change the default directory for opening and saving documents in Excel?**

Go to Tools > Options > General Tab > change the "Default File Location" field from C:\My Documents to the directory of your choice.

- **Want to select some or all of the text in a Word document?**

- Click and drag the mouse; *or*
- Hold the Control Key and move the cursor with the arrow keys; *or*
- Hold down the Control Key and press "A" to select all.

Note: *The tips above were tested on WindowsXP and OfficeXP and Office2000*

If you have any questions regarding the above information, consult your Microsoft manual or call Marlatt Consulting for assistance.