
Windows XP Power Tips

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The Professional Click – (Right Click)

Your mouse has two buttons; the right mouse button can be used to right click things. Learning to right click will give you access to shortcuts and make using windows a lot easier.

#1 How to get to Control Panel

Option 1: Go to Start>Control Panel

Option 2: Click Start>Run then type 'control' and hit Enter

Switch to 'Classic View' for greater control

#2 How to change the Folder view

- Open a folder and click 'View' on the file bar
- Select the view you want: Thumbnail, Tile, Icons, List, and Details

#3 How to keep your Folder view on all folders

- Open a folder and click 'Tools' on the file bar
- Then click 'Folder Option'
- Click the 'View' tab then click the 'Apply to All Folders' button

#4 How to change the Time, Date, and Time Zone

Option 1: Double click the time in the bottom right corner

Option 2: Go to 'Control Panel' and click 'Date and Time'

Best to uncheck "Automatically sync with an Internet time server"

#5 How to change the Display Properties (screen saver, desktop, desktop icons, power settings, and resolution)

Option 1: Right Click on the desktop and click 'Properties'

Option 2: Go to 'Control Panel' then click 'Display'

#6 How to Optimize Visual Settings (this will make Windows XP perform faster on older machines)

Option 1: Right click the 'My Computer' icon then click 'Properties'

Click the 'Advanced' Tab

Click the 'Settings' button under the 'Performance' section

Click 'Adjust for best performance'

*Note: If you want to change it back click 'Adjust for best appearance'



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Option 2: Go to 'Control Panel' then click 'System'
Follow the same directions as option 1

#7 How to remove items from Startup (this is always recommended and never explained)

Go to Start>Run then type in 'msconfig'
Click the 'Startup' tab
Un-check undesirable startup items then click 'Apply'

*Note: This works on every version of windows except Windows 2000. If you have Windows 2000 you have to remove the startup items in the registry.

#8 How to Disable/Enable System Restore

Option 1: Right click the 'My Computer' icon then click 'Properties'
Click the 'System Restore' tab
Check the box for 'Turn off system restore'

*Note: Viruses can be saved in the system restore files and cannot be removed by antivirus software. Be sure if you are using system restore that you do not have any viruses.

#9 How to Change the Firewall Settings

- Go to 'Control Panel' and click 'Windows Firewall'
- Click 'On' or 'Off'

#10 How to Mute and Adjust the Windows Volume

- Single click the speaker icon in the bottom right corner
- Click 'Mute' or adjust the sound.

#11 How to change the Windows sounds

- Go to 'Control Panel' and click 'Sounds and Audio Devices'
- Click 'Place volume icon in taskbar' to put speaker icon in bottom right corner (see tip #10).

*Note: Go to 'Sounds' tab to change sound scheme and sounds.

#12 Change Taskbar and Start menu options (you can make the start menu look like Windows 98/2000/ME)

Option 1: Right click on taskbar then click Properties
Click 'Start Menu' tab
Click 'Start Menu' or 'Classic Start Menu'



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Option 2: Go to 'Control Panel' and click 'Taskbar and Start Menu'
Click 'Start Menu' tab
Click 'Start Menu' or 'Classic Start Menu'

#13 How to Lock/Unlock/Move and Resize Taskbar

- Right click taskbar and check or uncheck 'Lock the taskbar'
- When the taskbar is unlocked you can adjust the size of the taskbar, the size of the quick launch items, and you can move the taskbar to different sides of the screen.

#14 How to Moving, Resize, Minimize, and Close Windows

Move: Click on the title bar and move the window

Resize: Move the mouse to the corner of the window until the mouse changes to a double arrow. Then click and resize the window.

Minimize/Maximize/Close

#15 How to Cut/Copy/Pasting

You have to highlight or select something before you can cut/copy

Cut – Removes the file from its locations and puts it into the location you paste.

- Ctrl+X
- Edit>Cut
- Right Click>Cut

Copy – Makes a duplicate of a file or folder.

- Ctrl+C
- Edit>Copy
- Right Click>Copy

Paste – Puts the file in the location where you Paste.

- Ctrl+V
- Edit>Paste
- Right Click>Paste

I frequently communicate with my students and if you have any questions e-mail me at adam@computerpros.cc

This set of notes and other notes are available for download at
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