
How to fix your Computer
Class 2 – Make your Computer Work for You
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In this note series you will learn how to make your computer work for you.

How to Change Your Display Properties

Background – The picture that is displayed on your screen behind your icons.

This can be changed to any of the Windows Backgrounds or to any picture on your computer.

Screen Saver – Is a blank screen or moving image that is automatically displayed after the computer has not been used for a period of time.

Power Settings – Automatically powers off the screen or hard drive and can put the computer into standby or hibernation after a period of time.

Resolution – Is the pixel width and height of the computer screen.

- Standard Sizes are: 640x480, 800x600, 1024x768, and 1280x1024
- Some of the newer widescreen resolutions are: 800x500, 1024x640, 1280x800, 1440x900, and 1680x1050
- When the resolution is set low, the font will be larger and the display will be fuzzier. When the resolution is set higher, the font will be smaller and the display will be sharper.

How to Arrange Your Icons

Right-Click on the desktop anywhere not on an icon then go to 'Arrange Icons By' then click 'Auto Arrange'. This setting will automatically arrange all of your icons on the left hand side of the screen. If you uncheck this option you can drag the icons anywhere you want on the screen. If you decide not to use 'Auto Arrange' you will want to click the 'Align to Grid' option.

How to Change your E-mail font Size in Outlook Express

Outlook Express – To change the incoming font size go to Tools>Options, Go to the 'Read' Tab and click on 'Fonts' options. Go to 'Font Size' and select the size you want all incoming mail to be. Larger and Largest.



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How to Change the System Volume on Your Computer

Click the speaker in the bottom right corner of the screen and the Volume control will be displayed. Adjust the System volume to your desired level. It is best to set the system volume to the max and to use your speaker volume control to adjust the volume. You can also mute the computer volume by checking the small checkbox at the bottom of the volume control.

How to Create Website and Program Shortcuts on the Desktop

Website shortcuts on the desktop

- 1) Open Internet Explorer
- 2) Go to the website you want to have a shortcut to
- 3) Click File>Send>Shortcut to Desktop

Program shortcuts on desktop

- 1) Click the Start Button and go to the program you want a shortcut to.
- 2) Right-Click and hold down on the program icon
- 3) Drag it to the desktop
- 4) Release the right mouse button and click 'Copy Here'

How to change your Mouse Cursor Size and Appearance

- 1) Start>Settings>Control Panel
- 2) Double Click 'Mouse'
- 3) Go to the 'Pointers' Tab
- 4) You can change the scheme to the desired look and size
- 5) Note: Under the 'Pointer Options' tab you can also adjust the mouse speed and you can add a 'pointer trail'

If you have any question on the material above please contact me
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