# THE RIGHT CLICK

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Lots of time we forget that there is a right button on the mouse.  There are many uses for this button.  Here are a few handy tips.

♦ If you have a lot of open windows and you want to get to the Desktop, right click on any blank area of the Taskbar and choose Show the Desktop.  XP will minimize all open windows, displaying the desktop in its entirety.  To reopen all the windows, right click on the Taskbar and choose Show Open Window.

♦ To find a certain window that you may want to work with, you can cascade or tile the windows.  This gives you an easier view to find that window.  Again right click on any open space on the Taskbar and choose Cascade Windows, Tile Windows Vertically or Horizontally.  To undo choose Undo Cascade.

♦ If you want to empty the Recycle Bin without inspecting the files, right click on Recycle Bin and choose Empty Recycle Bin and click Yes to confirm.  If you hold the Shift key down when you delete a file it will not go to the Recycle bin.

♦ If you would like to see a picture of how much space is on a hard drive.  Go to My Computer, left click on the drive you want to look at, then right click.  Go to Properties and one left click.  You will now see the used and unused space in the picture of a pie.

♦ How to get you're favorite program on the Start menu.  Go to Start, then Programs.  Right click on the program you want to show up on the Start menu.  Choose Pin To Start menu.

♦ Undo a delete.  After you deleted a file and you feel you want it back.  Immediately right click on any blank area of the folder or Desktop and choose Undo Delete.  Will only work on the last item deleted.

♦ To check the properties of a program without opening that program.  Go to that program thru the Start menu and right click on that program.  Then scroll down to Properties.

# Understanding Word Styles

In Microsoft Word, a *style* is a collection of commands and formats that have been bundled under one name. With styles, you don't have to visit a bunch of dialog boxes to change the formatting of text or paragraphs. Instead, you simply choose a style from the Styles and Formatting task pane or the Style drop-down list. You can be certain that all parts of the document that were assigned the same style look the same. In short, you can fool everybody into thinking your documents were created by a pro.   Which styles are available depends on which template you used to create your document. Each template comes with its own set of styles, and you can create your own styles, too. A simple document created with the Normal template (a document that you created by clicking the New Blank Document button or pressing Ctrl+N) has but a few basic styles, but a document that was created with an advanced template comes with many styles.

To see which styles are available in the document you are working on, choose Format, Styles and Formatting or click the Styles and Formatting button to open the Styles and Formatting task pane. Want to know which style has been assigned to text or a paragraph? Click the text or paragraph and glance at the Style menu or the Styles and Formatting task pane.