



Using Menus and Toolbars

1. Open the **My Computer** window by double clicking its icon.
2. Click **View** on the menu bar.
3. Items that are currently active appear with a check mark in front of them. To disable the item, click on it again.
4. Other options are marked as active with a bullet. To make a bulleted item inactive you must choose another option in its place.
5. On the **View** menu, click **Small Icons**.
6. The icons should now appear smaller than they were, if **large icons** were previously selected.
7. Press and hold the **[Alt]** key, then press the **[V]** key to open the View menu, then release both keys.
8. Press the **[T]** key to select the **Toolbar** command.
9. The **My Computer** toolbar should appear.
10. The toolbar includes buttons for commands that are frequently used.
11. When you position your mouse pointer over a button & hold it there for a few seconds, a *tool-tip* or the name of the button is displayed.
12. On the **My Computer** toolbar, click **Views**  button. Select **Details**.
13. If you do not see a Views button, resize the **My Computer** window by dragging the right border to the right until the button is visible. You may also need to move the window to the left some.
14. The *Details* option gives you a brief description of what each icon is in the window.
15. If you click on the **View** menu now, you will notice that the **Details** option is now bulleted.
16. Click the **Close**  button in the upper-right corner of the **My Computer** window.