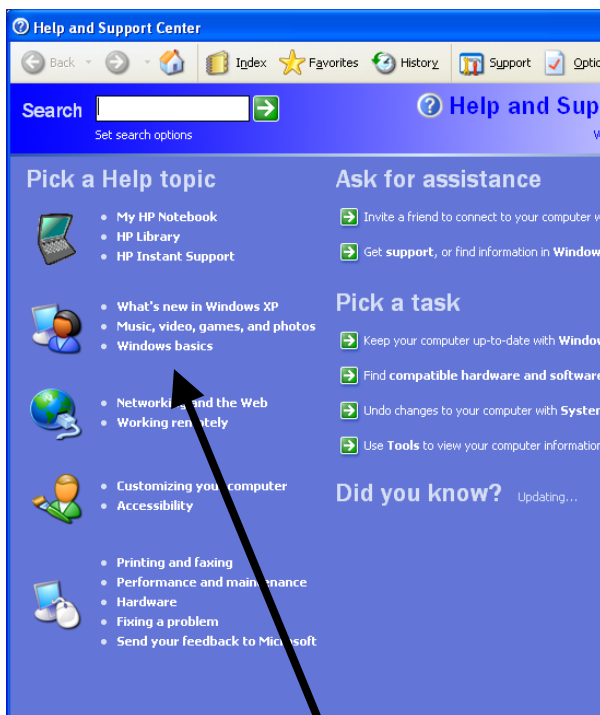
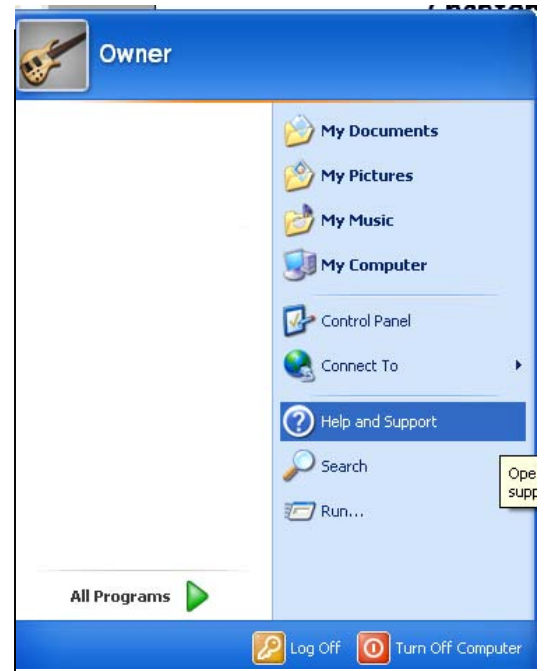
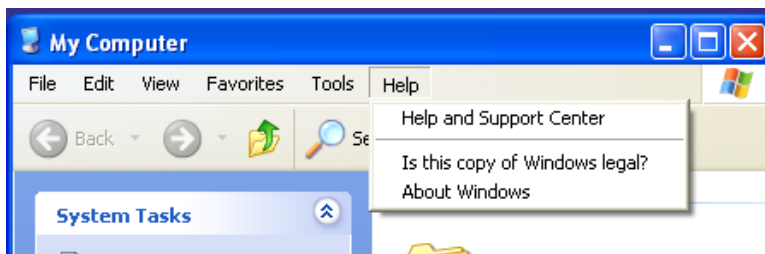


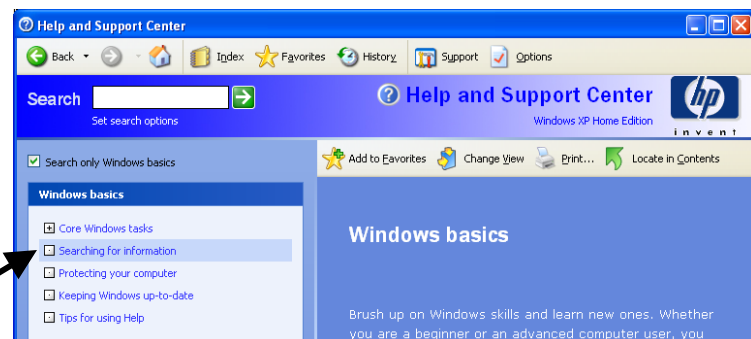
Chapter 2 - Using Help And Dialog Boxes Additional Activities

2.4 • Activity • Using Help

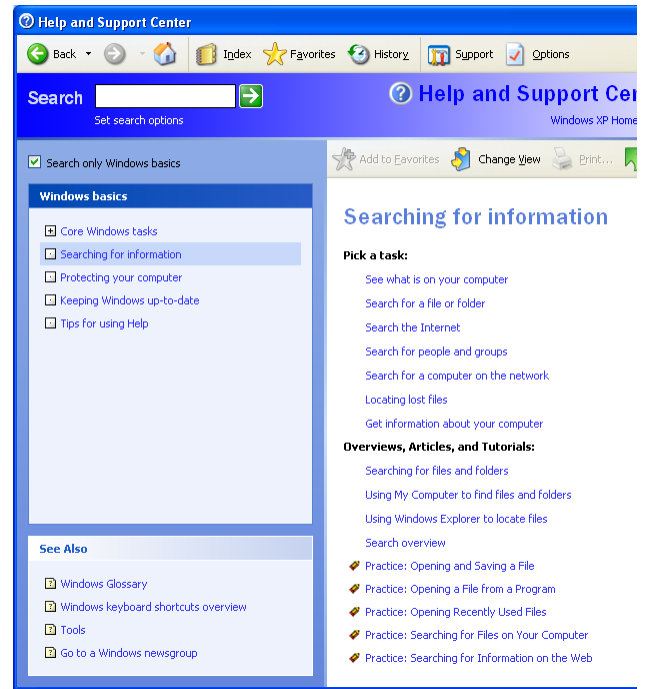
- Click the **Start Menu** and click **Help and Support**. (You can also open **My Computer** and click **Help** on the **Menu Bar**.)



- Click **Windows basics**.
- Click **Searching for information**.

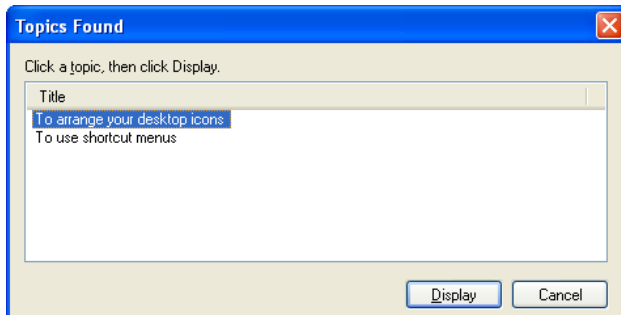
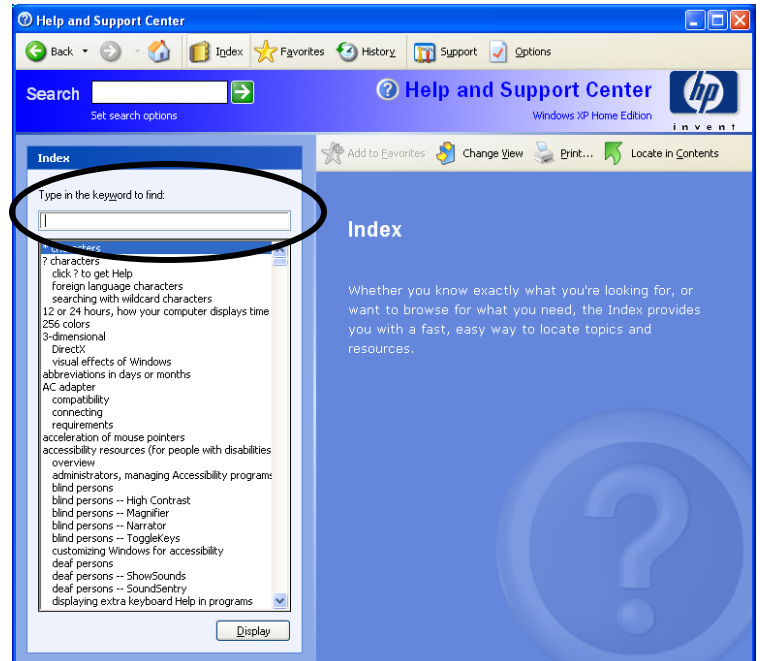
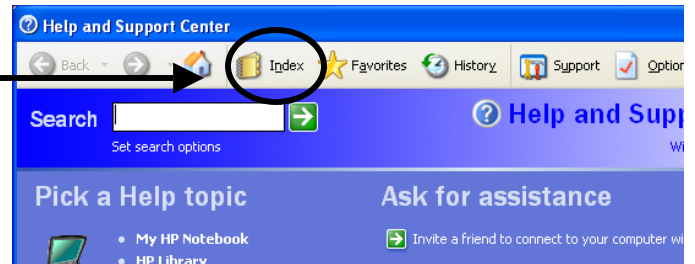


- Move your mouse over any of the items under Pick a task. Your mouse will turn into a hand and the text will be underlined. This indicates a hyperlink, that is, clicking the link will jump to a new topic.
- Click *Get information about your computer*.
- The items under *Overviews, etc.* that begin with *Practice* will produce a short movie that will require your to execute instructions to perform the listed tasks. Click on one of these topics. Close Help.

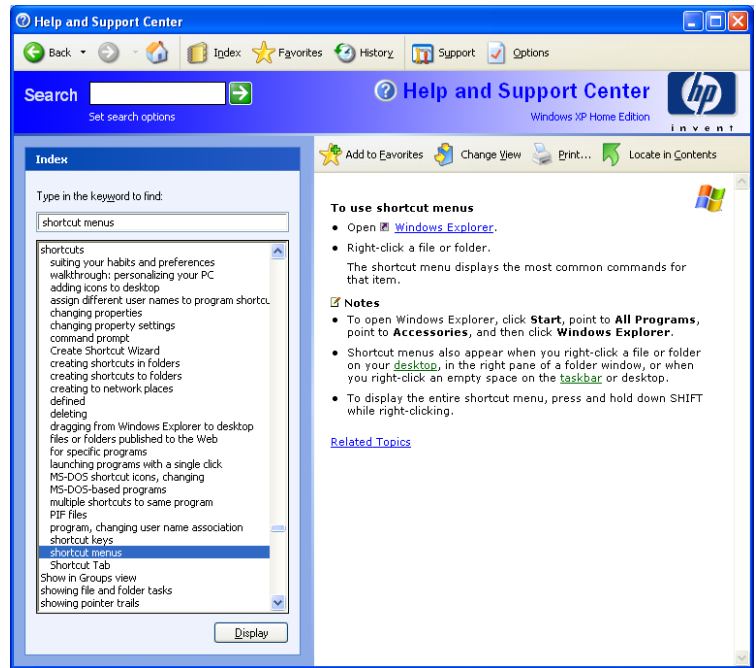


2.11 • Activity • Using the Index

- Click **Start**. Click **Help and Support**. Click the **Index** button.
- Type shortcut menus the text box. This will cause the list box to display the shortcuts topic. Scroll down until you see shortcut menus. Click shortcut menus and then click the **Display** button or Double-click **Shortcut menus**. This will display the **Topics Found** dialog box.
- Click **To use shortcut menus** and click the **Display** button.

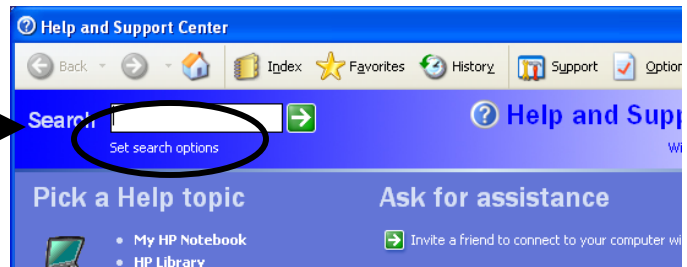


- The display window displays information about your topic and also a Related Topics link at the bottom of the page.
- Click the **Related Topics** link to see where it takes you.
- Close the Help window.



2.13 • Activity • Using the Search and Favorites functions

- Click **Start**. Click **Help and Support**.
- Under the Search text box, click **Set search options**.
- Make sure that the Turn on search highlight is selected. This will highlight the term you are searching for.
- At the bottom of the page is Search for drop-down list box.



- Click the drop-down list box and click **The exact phrase**.
- Type installing printers in the Search textbox and click the green search arrow.
- Click any of the choices to further investigate the topic.

