

To delete shortcuts:

1. Drag the shortcut icon into the Recycle Bin.
2. In the Confirm File Delete box, choose Yes.

To add a program to the Start menu:

1. Right-click the taskbar.
2. From the shortcut menu, choose Properties.
3. In the Taskbar Properties dialog box, select the Start Menu Programs tab.
4. On the Start Menu Programs page, in the Customize Start Menu area, choose Add.
5. In the first screen of the Create Shortcut Wizard, choose Browse.
6. In the Browse dialog box, select the desired folder and program.
7. Choose Open.
8. Choose Next >.
9. In the Select Program Folder screen of the Create Shortcut wizard, select the Start Menu folder and choose Next.
10. In the Select a Title for the Program screen of the wizard, choose Finish.
11. In the Taskbar Properties dialog box, choose OK.

To remove a program from the Start menu:

1. Right-click the taskbar.
2. From the shortcut menu, choose Properties.
3. In the Taskbar Properties dialog box, select the Start Menu Programs tab.
4. On the Start Menu Programs page, in the Customize Start Menu area, choose Remove.
5. In the Remove Shortcuts/Folders dialog box, select the item to remove.
6. Choose Remove.
7. In the Confirm File Delete dialog box, choose Yes.
8. In the Remove Shortcuts/Folders dialog box, choose Close.
9. In the Taskbar Properties dialog box, choose OK.

To perform simple calculations using Calculator:

1. From the Start menu, choose Programs.
2. From the Programs submenu, choose Accessories.