

To switch between programs:

1. On the taskbar, click the button of the program to which you want to switch.

To share information between programs:

1. Start the programs between which you want to share information.
2. Select the text or graphic you want to copy.
3. Right click the mouse button over the selected area, choose Copy
4. Switch to the program to which you want to paste.
5. Position the mouse pointer where you want the text or graphic to appear, Right-click the mouse button, choose Paste

To view your computer components:

1. Double-click the My Computer icon.
2. In the My Computer window, double-click the icon for the drive or device you want to see.

To change the My Computer view options:

1. From the View menu, choose the desired view.

To arrange icons and sort lists in My Computer:

1. Right-click in the window, choose Arrange Icons.
2. From the Arrange Icons submenu, choose the desired arrangement.

To display and use the toolbar:

1. If necessary, from the View menu, choose Toolbar.
2. Click the desired button on the toolbar.

To hide the toolbar:

1. From the View menu, choose Toolbar.

To create a new folder in My Computer:

1. Open the window in which you want to create the new folder.
2. Right-click in the window, choose New.