

Following is a list of tips (or "HowTos") for performing many different tasks on your Windows computer. Each HowTo is organized into three parts. First, a description of WHY you'd want to do this particular thing?, what will it accomplish for you?, how will it help you? Second, a step-by-step procedure showing you HOW to perform the task which you can print out and save. And, third, a brief VIDEO CLIP demonstrating the procedure which you can view as often as you wish.

If you are using a dial-up connection, please allow some time for the video clips to load.

Note: If you are having trouble viewing the video clips, you should download the Macromedia Shockwave Player. [Click here](#) and follow the directions on the page.

The tutorials in the first set on this page were created by Vic Laurie of the Ewing New Jersey SeniorNet Learning Center.

The tutorials in the second set on this page were created by a team of graduate students at DePaul University (Venita Black; Jennifer Domingo; Jeremy Johnston; Amy Streenz).

Many thanks to these volunteers for creating these useful tutorials.

Click the following links to view the how tos

- [Mouse Exercises](#)
- [Hiding the Task Bar](#)
- [Adding or Deleting Task Bar Icons](#)
- [Minimizing Windows](#)
- [Arranging Windows](#)
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