

TASKS IN WINxp

1. Rename icon „My documents“ to „Documents“.
2. Move first icon down from the top.
3. Set cursor blink rate.
4. Set pointer speed of mouse.
5. Change font size for WINxp.
6. Change screen resolution.
7. Change number of colors of VGA.
8. Set auto hide for the taskbar.
9. Hide the clock on the taskbar.
10. Turn on click-lock of the mouse.
11. Change pointer scheme of mouse.
12. Show pointer trails of mouse.
13. Add new printer to WINxp.
14. Move icon My Computer to the right up corner on the desktop.
15. Delete icon of MS Excel.
16. Show all known file types for WinXP.
17. Empty Recycle bin.
18. Create shortcut of „My computer“ on the Quick launch panel.
19. Set the Start menu in two columns.
20. Create shortcut to program MS PowerPoint on the desktop.
21. Set single-click to open an item.
22. Hide icon „My computer“ on the desktop.
23. Set screen saver on the time 5 min.
24. Copy one file from folder Windows to folder My documents by menu of Windows Explorer.
25. Select all icons in folder Windows.
26. Arrange icons by type in folder Windows.
27. Set option „hide extension for known file types“.
28. Show icons in groups in folder Windows.
29. Copy one file from folder Windows to folder My documents by standard buttons.
30. Show all programs installed in WINxp.
31. Copy one file from folder Windows to folder My documents by right click.
32. Hide toolbar with standard buttons of Windows Explorer.
33. Show the name of computer and computer's workgroup.
34. Delete some file (folder) from folder My documents by keyboard.
35. Rename some file (folder) in folder My documents.
36. Show all hardware of computer.
37. Set option „open each folder in its own window“.
38. Set default input language of WINxp.
39. Find all files with extension „txt“ on the hard disk drive.
40. Set repeat rate of keyboard.
41. Arrange desktop icons by type.
42. Hide desktop icons.
43. Activate function „auto arrange“ on the desktop.
44. Change power scheme of computer.
45. Change appearance of WINxp to „Windows Classic style“.
46. Log off from the WINxp.
47. Add button „Folders“ to toolbar „Standard buttons“ in Windows Explorer.
48. Switch left and right mouse button..
49. Centre picture of background on the desktop.
50. Change color of desktop.
51. Delete some file (folder) from folder My documents by standard button.
52. Change icon of „My computer“ on the desktop.
53. Move the Task bar to the upper edge of screen.
54. Set theme „Windows XP“.
55. Change background of desktop.
56. Change color scheme of WINxp.
57. Set speed of double click.
58. Set repeat delay of keyboard.
59. Create password for your account.
60. Add German language to WINxp.
61. Hide column with common tasks in Windows Explorer.
62. Set option „show hidden files and folders“.
63. Set attribute „hidden“ for some file.
64. Delete some file (folder) from folder My documents by right click.