

See shaded instructions on back for customizing of shaded function key labels.



Cut off along this line.

ICP/IP COMMANDS (DOS box) IPCONFIG to confirm TCP/IP address IPCONFIG /ALL to confirm ALL address data. NETSTAT to list active connections PING computername to check connections ROUTE PRINT to see active routes.		WINDOWS KEYS SYSTEM PROPERTIES Win Break FIND COMPUTER Win Ctrl F FIND FILES Win F EXPLORER Win E CYCLE TASKBAR Win TAB CYCLE TASKBAR Win TAB RUN PROGRAM Win R UNDO MINIMIZE OPEN Win Shift M		EXPLORER/MY COMPUTER Expand Folder Win → Collapse Folder Win ← Go To Folder Win G Expand Folder all levels Win *		ON BOOTUP Old DOS F4 W98 DOS F5 Start Optns. F8 (WIN 98 Only)		Down / Up One Screen PageDown / PageUp Beginning of Document Win Home End of Document Win End Switch Documents Win Tab Beginning/End of Line Home / End Down / Up 1 Line ↓ / ↑		BEGINNER'S TIPS: (Type at DOS Prompt) Synchronize clock with COMPUTER1: NET TIME \COMPUTER1 /SET To check current user's name: SET To copy only latest file changes: XCOPY C:\PATH* * D:\PATH /D To check current network drive names: NET USE		EDITING SHORTCUTS COPY SELECTED Ctrl C CUT SELECTED Ctrl X PASTE from CLIPBOARD Ctrl V UNDO Ctrl Z REDO Ctrl Y REPLACE TEXT Ctrl H SELECT ALL Ctrl A CAPTURE SCREEN PrtSc CAPTURE WINDOW Alt PrtSc		WINDOWS ESSENTIALS NEW FILE Ctrl N OPEN FILE Ctrl O PRINT FILE Ctrl P SAVE FILE Ctrl S CANCEL Esc CONTROL MENU Alt Space ↓ DOS WINDOW Alt Enter CYCLE OPEN TASKS Alt TAB CYCLE OPTIONS TAB CLOSE PROGR. Ctrl Alt DEL	
WINDOWS 98 Microsoft Inc. (TM)		HELP RENAME OBJECT Win F2 FIND OBJECT Win F3		INTERNET MAIL Alt Internet		DIAL UP NETWORKING Alt Network		MOVING AROUND EXCEL Ctrl X WORD Ctrl W WORDPAD Ctrl W		CD PLAYER Alt CD		NET COMMANDS (DOS Prompt) NET HELP command NET PRINT \computername\sharename NET USE to see all current connections. NET VIEW to see connected computers NET TIME \computername /set NET START/STOP service		WINDOWS 98 EKHQ INC. (C) WWW.EKHO.COM (613) 822-6935 ACAD1415_ay.dwg	

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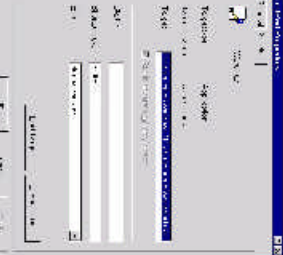


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- Start MSCONFIG from a RUN dialogue (**Win**+**R**) to create backups or restore backups.

CUSTOM KEYS (Shaded)
 Shaded labels on front are customized by enabling through the icon's Properties. Right click on icon, select "Properties", "Shortcut" tab, Select "Shortcut Key" box press 1 pair of the keys listed below to create hotkey for the Windows icon.
Alt F5, F6, F9, F10
Ctrl F4, F5, F7(Excel), F8 (Word), F9
Shift F6, F7, F8, F9
 Do not customize these function keys if you plan to use them in Word, Excel, etc.



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WINDOWS 98