

## Stupid Windows XP Tricks

### Alphabetize your start menu

Don't you hate how Windows adds new programs to the end of the start menu? The fix is quick and simple, right click on the menu and select sort by name. Ah isn't that better?

### Use the On-Screen Keyboard

An on-screen keyboard is built into Windows XP. It can be useful if you have mobility impairments, if you are using a tablet PC, or if your keyboard goes down. To access the keyboard, go to START, then click RUN, and type osk. Now the keyboard opens on your computer screen, featuring three typing modes you can use to type data:

**Clicking mode**, you click the on-screen keys.

**Scanning mode**, you press a hot key or use a switch-input device to type highlighted characters.

**Hovering mode**, you use a mouse or joystick to point to a key, which is then typed.

### To make a shortcut icon on your desktop to the on-screen keyboard:

Right-click the desktop.

Point to NEW, and then click SHORTCUT.

Type osk, click Next.

Type a name for the shortcut, and then click Finish.

That's it! When you need it, the shortcut to the on-screen keyboard utility is right on your desktop.

### Make a proper fraction

Many times we would like to make a fraction in our typing. Too many times I've seen people use 1 / 2 which looks OK but can be done better. Try this: hold the ALT key down and type 0189. This will produce ½. Hold ALT and type 0188, this will produce ¼. For more interesting symbols like © (ALT+0169) or ® (ALT+0174) try using the Character Map, found under ACCESSORIES | SYSTEM TOOLS.