

VISTA LESSON 8

USING THE START MENU SEARCH FEATURE

Vista brings with it several new and advanced search features that make it easier to find and use things. One feature I find especially useful is the Start Search box which appears at the bottom left side of the Start menu. Here are a couple of things you should know about the Start Search window.

A quick way to start a program is to type all or part of that program's name in the Start Search box. For example, press the Windows key or click on Start to open the Start Menu. Now type Word and the WordPad program appears under Programs. If you have Microsoft Office installed on your Vista computer, Microsoft Office Word 2007 will appear under Files.

Since the "Run" command no longer appears on the Start menu, in the Start Search menu type "run" and press the Enter key to open the Run dialog box. If you want to go to a DOS or Command Line Prompt, type "CMD" in the Start Search box (without the quotes) and press the Enter key. To Exit the DOS window, type "Exit" (without the quotes) and press the Enter key.

