

Task	Windows XP classic	Windows 2000	Windows 98
1. Open start menu	Windows key	Windows key	Windows key
2. Open control panel	S (for settings)	S (for settings)	S (for settings)
3. Open task bar	T	T	T
4. Go to Start Menu or Advanced tab	Ctrl + Tab. Alt + C to customize	Ctrl + Tab	Ctrl + Tab
5. Activate "Add"	Enter	Enter or Alt + D	Enter or Alt + A
6. Activate "Browse"	Tab, then Enter	Tab, then Enter	Tab, then Enter
7. Open "My Computer"	Right arrow key	Down arrow to My Computer, then Right arrow key	Shift + Tab to move cursor up
8. Open C or D drive	Down to C or D, then Right (RT) arrow	Down to C or D, then Right (RT) arrow	Alt + I to open "Look In" to change drive
9. Open "Program Files"	P (until "Program" is highlighted), RT arrow	P (until "Program" is highlighted), RT arrow	P (until "Program" is highlighted), Enter key
10. Find the program or folder. For example 1) Internet Explorer (IE) or Netscape 2) Microsoft Office (MO) applications	TYPE: 1) DOWN arrow to IE or Netscape. RT arrow to open. DOWN arrow to IE.exe or netscape.exe. Go to Step #11. 2) M until MO is highlighted. RT arrow to open MO. O for Office. RT arrow to open. DOWN arrow to excel.exe, winword.exe, powerpoint.exe or outlook.exe. Go to Step #11.	TYPE: 1) DOWN arrow to IE or Netscape RT arrow to open. DOWN arrow to IE.exe or netscape.exe. Go to Step #11. 2) M until MO is highlighted. RT arrow to open MO. O for Office. RT arrow to open. DOWN arrow to excel.exe, winword.exe, powerpoint.exe or outlook.exe. Go to Step #11.	TYPE: 1) I (until IE or netscape is highlighted). Enter to open. I until reach IE.exe or netscape.exe. Go to Step #11. 2) M until MO is highlighted. Enter to open MO. E, W, P or O to excel.exe, winword.exe, powerpoint.exe or outlook.exe. Go to Step #11.
11. Add program to start menu (SM)	Enter to finish Browse Enter to create shortcut UP arrow to select SM Enter or type name of shortcut Enter to finish	Enter to finish Browse Enter to create shortcut UP arrow to select SM Enter or type name of shortcut Enter to finish	Enter to finish browse Enter to create shortcut UP arrow to SM. Enter or type name of shortcut Enter to finish
12. Add My Documents (MD) folder to start menu (SM)	Complete steps #5 & 6 UP arrow to MD Enter to finish Browse Enter to create shortcut UP arrow to SM Enter to finish	Complete steps #5 & 6 UP arrow to MD Enter to finish Browse Enter to create shortcut UP arrow to SM Enter to finish	
13. Add folders stored on network to start menu (SM)	Complete steps #5 – 7 DOWN arrow to drive where folder is stored RT arrow to open DOWN arrow to folder Enter to finish Browse Enter to create shortcut UP arrow to select SM Enter or type name of shortcut Enter to finish		