

## TASK BAR and START BUTTON

The bar across the bottom of your Desktop (Screen) is called the Task Bar. The program icons, except the volume control and time, that are on the right end of the task bar are referred to as TSRs and can use some of system resources.

If Quick Launch is enabled, the icons on the left (next to the START button) are executable icons (opened with one click).

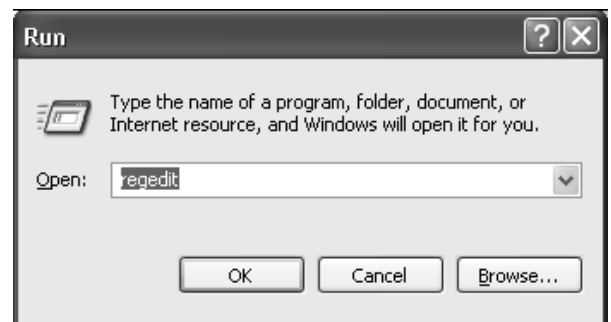
In Windows XP, the taskbar can be locked.

When you click on the START button, the START MENU BAR appears.

When you click on SHUT DOWN, the Shut Down Windows Box opens. At this time, you choose to totally shut down the computer, shut down and restart the computer, or log off one user and log on another user. Some older computer allow you to restart in DOS mode. Different computers have different options, Read them and choose the one you want.

Some computers have a SUSPEND or HIBERNATE or SLEEP mode. While this may save electricity, sometimes it's difficult to awaken the computer.

When you click on RUN the run box opens. In the OPEN: box you type the name of the program, folder, or document you want Windows to open for you. If you are installing a program that is not an 'auto-start' installation, you click on the Browse button, choose the proper drive letter, click on the Set-up or Install file, click on Open; the drive letter and file will then appear in the OPEN: box, click OK and install the program.



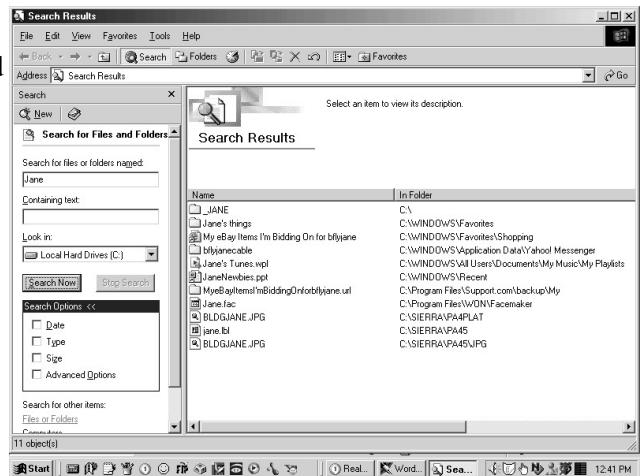
Click on HELP to bring up the Windows Help Box. Click on INDEX on the menu bar. In the first line, type the first few letters of the word or problem you need help with.

Click on SEARCH... or FIND... and a small menu appears. Choose FILES or FOLDERS. In the search box type a bit of the name you're looking for. Click on Search Now. If you're looking for a file but only know one specific (unusual) word in the document, you can search for all files which contain that word in the text. If you want to make a shortcut icon to place on the desktop, right click on the file, choose SEND TO and DESKTOP; CREATE SHORTCUT.

Click on Control Panel to access it.

Click on Printers and Faxes to access your Printer setup program

DOCUMENTS shows the last 15 or so items you had opened. To remove this list of documents: Right click on START, choose Properties, Taskbar and START MENU Properties box comes up. Click on Customize button of the Start Menu, then the Customize Start Menu box appears, then click on the advanced tab, and click on the Clear List button.



PROGRAMS lists some of the programs on your computer. If there is an arrow to the right of the program name, hold the cursor over it to show the options available in that program. To create an icon(shortcut) on the desktop, right click on the name of the program and choose SEND TO DESKTOP. To remove a program from the list, right click on the name of the program and choose delete. (This does NOT remove the program).

