

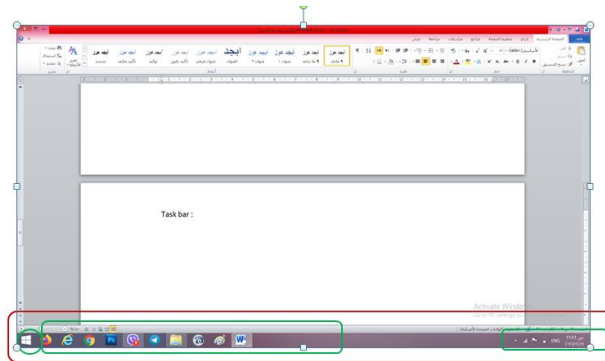
Taskbar and Start Screen

Taskbar

The **taskbar** is the long horizontal bar at the bottom of your screen.

Taskbar has three main sections:

- The **Start button**, which opens the Start screen.
- The **middle section**, which shows you which programs, folders and files you have open and allows you to quickly switch between them.
- The **notification area**, which includes a clock and icons (small pictures) that communicate the status of certain programs and computer settings.



Whenever you open a program, folder, or file, Windows creates a corresponding **button** on the **middle section** of the taskbar, the button shows an icon that represents the open program.

If a taskbar button is **highlight**, this indicates that it is the active window, meaning that it's in front of any other open windows and is ready for you to interact with. To switch to another window, click its taskbar button.



When a window is **active** (its **taskbar button is highlighted**), clicking its taskbar button minimizes the window. That means that the window disappears from the desktop. Minimizing a window doesn't close it or delete its contents because it has a button on the taskbar, it temporarily removes it from the desktop.

The **notification area**, on the far right side of the taskbar, includes a clock and a group of icons.

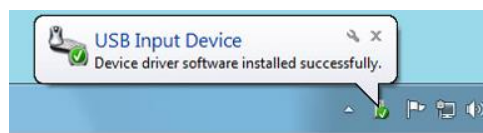


The notification area of the taskbar

These icons communicate the status of something on your computer or provide access to certain settings. The set of icons you see depends on which programs or services you have installed and how your computer manufacturer set up your computer.

When you move your pointer to a particular icon, you will see that icon's name or the status of a setting. For example, pointing to the volume icon  shows the current volume level of your computer. Pointing to the network icon  displays information about whether you are connected to a network, the connection speed, and the signal strength.

Clicking an icon in the notification area usually opens the program or setting associated with it. For example, clicking the volume icon opens the volume controls. Clicking the network icon opens Network and Sharing Center. An icon in the notification area will display a small pop-up window (called a *notification*) to notify you about something. For example, after adding a new hardware device to your computer, you might see this.



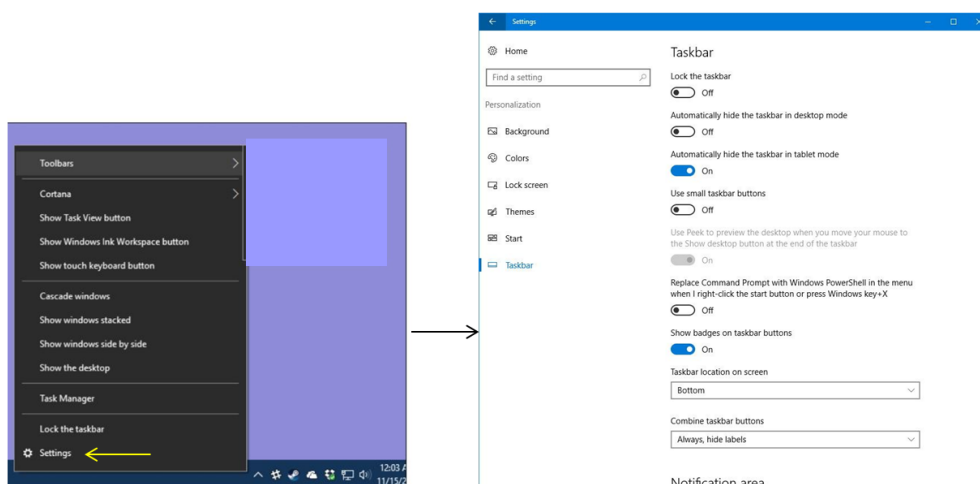
The notification area displays a message after new hardware is installed

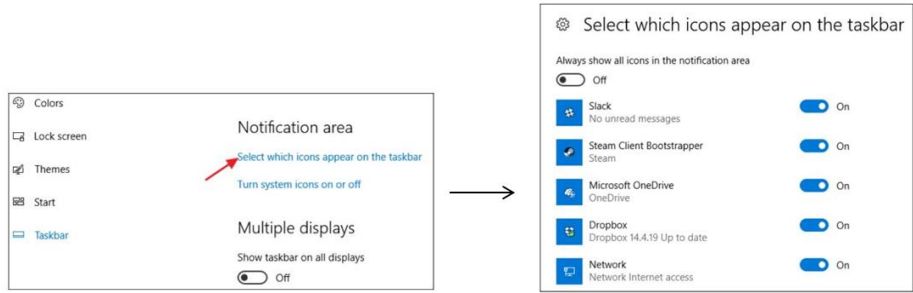
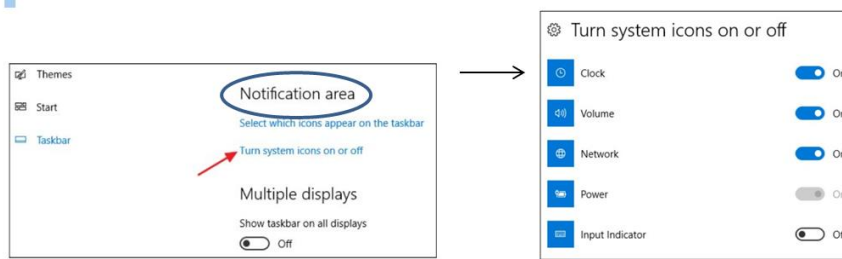
To reduce clutter, Windows hides icons in the notification area when you haven't used them in a while. If icons become hidden, click the Show hidden icons button to temporarily display the hidden icons.



Click the Show hidden icons button to display all icons in the notification area

You can hide (then show), lock, or resize the taskbar, pin app., adjust setting, and add a toolbar to the taskbar.

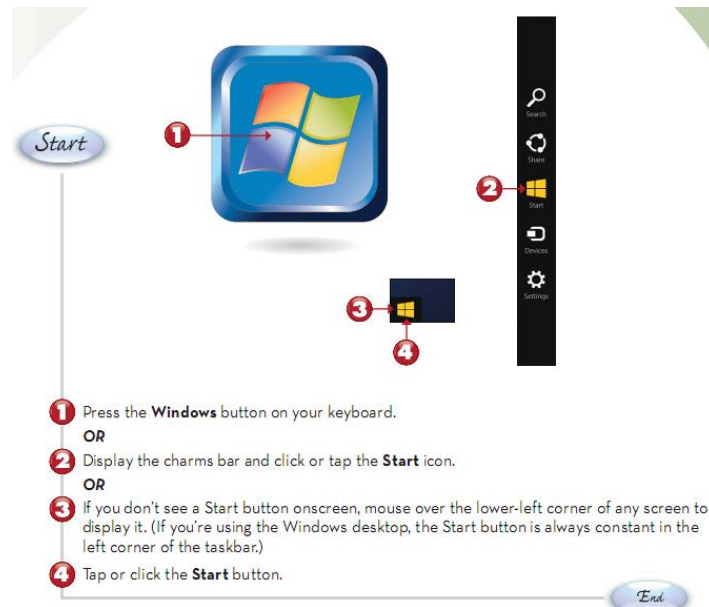




Start Screen

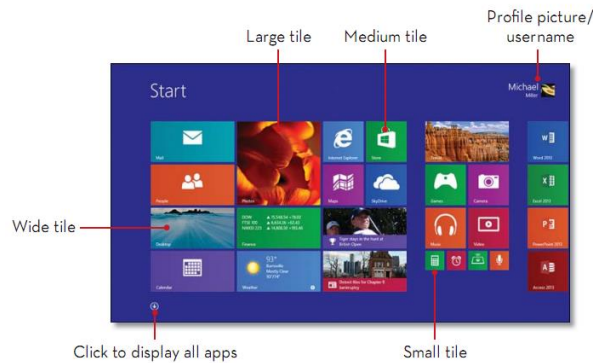
The Start screen is the main gateway to your computer's programs and settings. It's called a "start" implies, it's often the place that you'll go to start or open things.

To open the Start menu, click the Start button in the lower-left corner of your screen. Or, press the Windows logo key on your keyboard.



Everything starts on the Start screen (the home screen full of tiles for different apps) and goes from there.

EXPLORING THE START SCREEN



Use the Start screen to do these common activities:

- Start programs
- Open commonly used folders
- Search for files, folders, and programs
- Adjust computer settings
- Get help with the Windows operating system
- Turn off the computer
- Log off from Windows or switch to a different user account

Opening programs from the Start menu

One of the most common uses of the Start screen is opening programs installed on your computer. To open a program shown in the left pane of the Start menu, click it. The program opens and the Start screen closes. If you don't see the program you want, search about it.

You might notice that over time, the lists of programs in your Start screen change, this happens for two reasons. First, when you install new programs.. Second, the Start screen detects which programs you use the most, and places them in the left pane for quick access.

You can make the following:

- * Pin and unpin a program icon (tiles for Windows apps).
- * Customize the right pane of the start menu.
- * Search for programs from the start menu.
- * adjust the icons of programs (size, place, ...).
- * Arrange tiles into groups, with or without names.
- * Move tiles ,you can select multiple tiles and drag them to a new location on the Start screen.