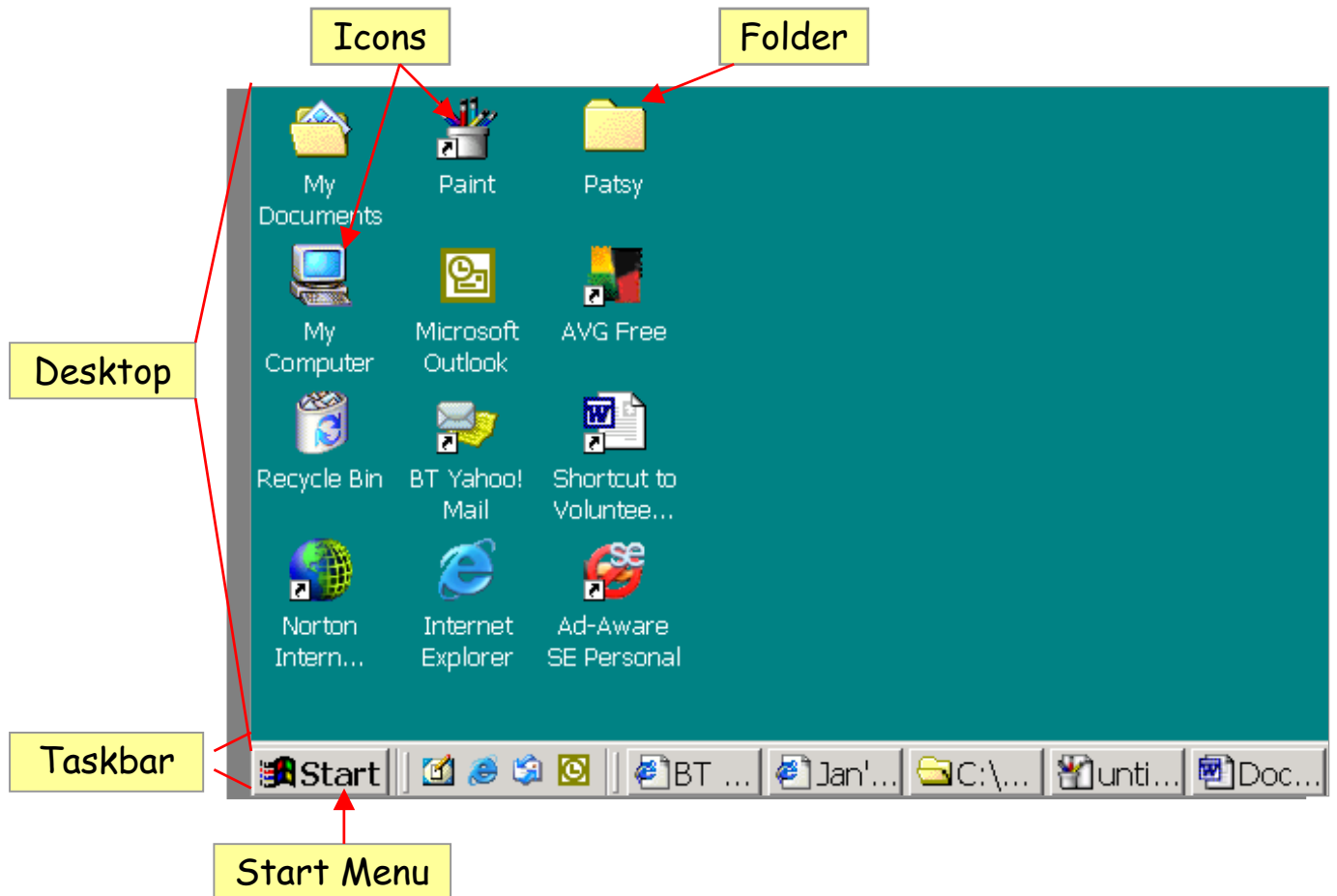


The Desktop & Taskbar




The desktop - is the first screen that you come to after starting the computer. Like an actual desk, it has things on it, called Icons, which help you to use the computer more easily.

Icons - these are the little pictures on the desktop. They lead you to other parts of the computer, or particular programs, such as



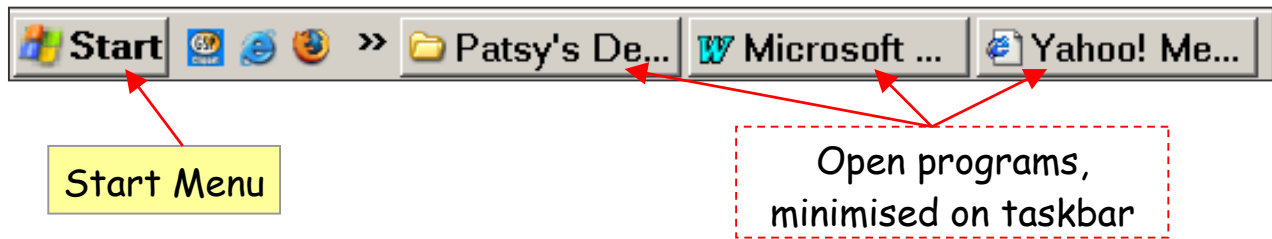
Internet Explorer, a browser, or Microsoft Word, a word processing program.



Shortcuts  This little arrow beside an icon shows that it is a shortcut to a program or some particular file you are working on. Double click on an icon or shortcut to open it.

Folders - As in an office, folders on the computer are used to save documents that you don't want to lose. It is important to name them properly, so that you can find information when you want it!

Taskbar



Taskbar -

- This shows you the Start Menu in the bottom left hand corner.
- It also shows the jobs that are currently running on your computer, including programs that are open but minimised (sitting on the taskbar waiting to be used).
- To work with a program that is minimised click on it once to make it the active program and it will fill the whole of the desktop.



Start Menu -

- Clicking on the '**start**' button leads you to a menu of choices.
- From this menu, clicking on '**All Programs**' will lead you to another menu from where you can chose the particular program that you want to work with.
- You also use the start menu to turn off the computer!