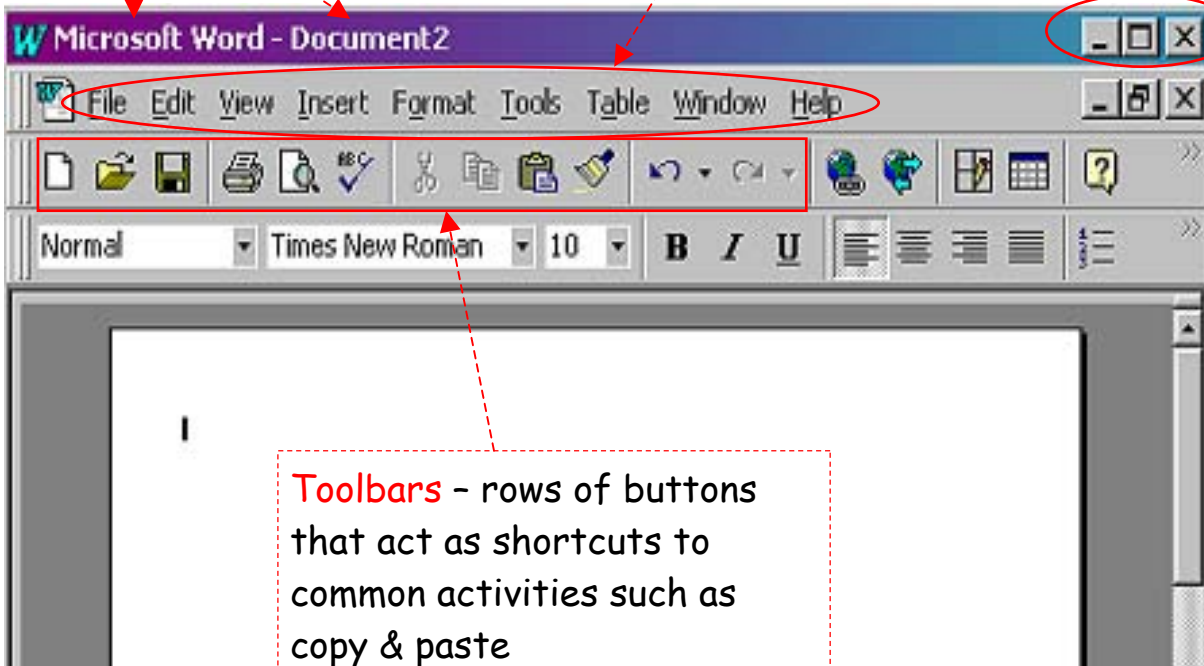


## Working with Windows

**Title bar** ~ gives name of program & name of currently open document

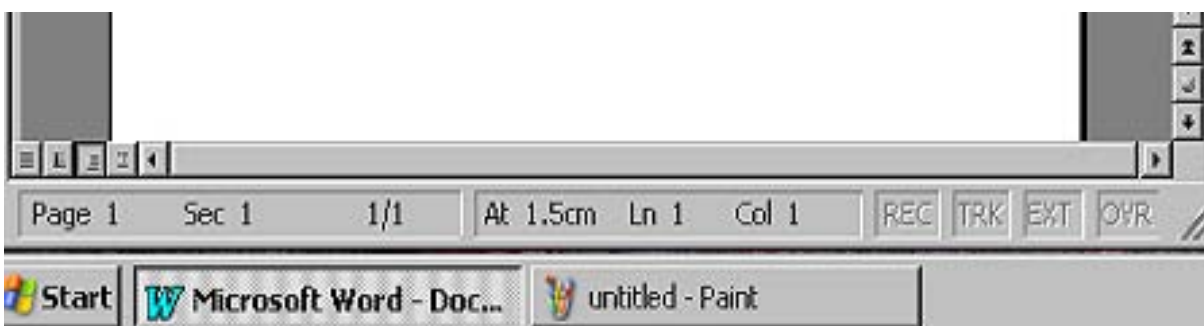
**Menus** - Basic menus, such as File, Edit & Format, which when you click on them display other options

Buttons that **Minimise**, **Resize** & **Close** the window



**Toolbars** - rows of buttons that act as shortcuts to common activities such as copy & paste

At the bottom of the window.....



**Start Menu** - from where you stop the computer(!), and where you can find other programs

Open Program

Program that is open, but minimised on the task bar

**Task Bar** - Start menu is found here, as well as any open programs, shortcuts, date & time

