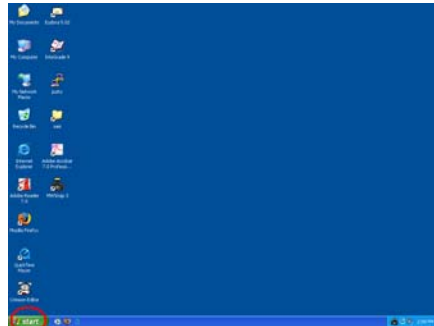
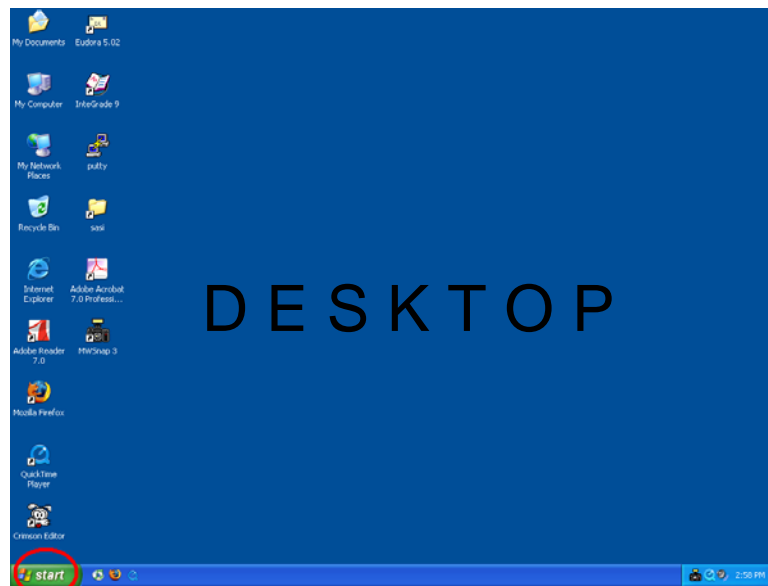
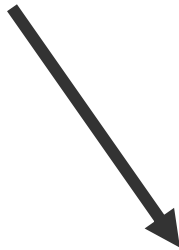


Introduction to Windows for new (beginning) users



There are five parts to Windows.

The start button



The task bar



Window widgets



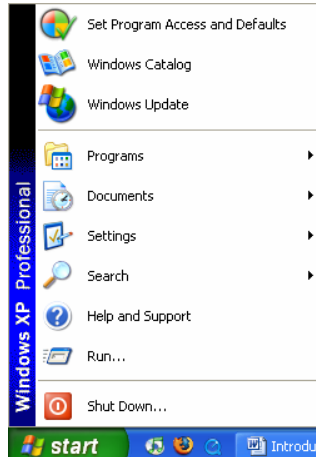
The system tray



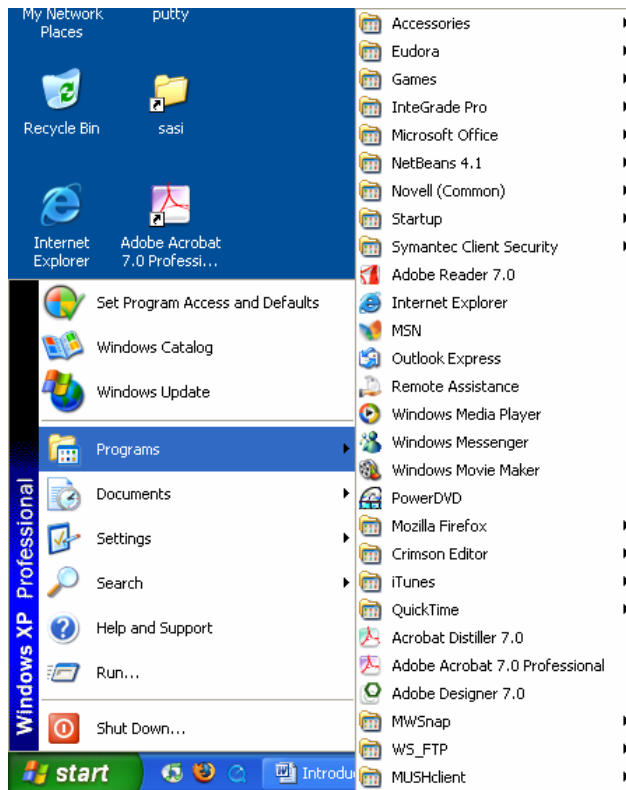
The start menu



Click on the start menu to start a program.



Once you have clicked on Start, click on Programs, and then on the program you want to open. 😊



The taskbar

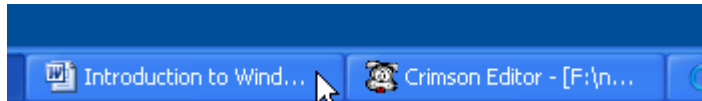


The taskbar is a **container**. It holds any programs you are running. The picture above shows what the taskbar looks like with one program running.

The picture below shows the taskbar with four programs running.



The taskbar is helpful if you want to **quickly switch** between programs. Simply click on a program tile on the taskbar, and your program will be on the front of your desktop.



The system tray



The system tray holds the clock and a list of “behind-the-scenes” programs. Normally, you don’t really need to worry about the system tray. If you hold your mouse cursor over the clock for a few seconds without moving it, you will see the date and time.



Left-clicking on the volume key will let you change the volume on your computer.



Generally speaking, having a ton (more than 6) of cute little icons in your system tray is a bad thing, as it wastes your computer memory.

The desktop

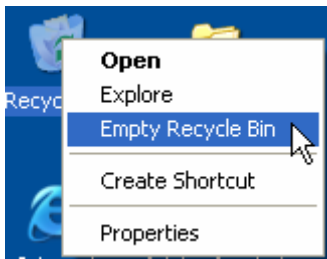


The desktop is just that; a virtual desktop. The desktop is a place to organize your files, folders and programs.

There are some special icons on your desktop.



The Recycle Bin. Drag things here you want to erase. Nothing is permanently erased until you right-click on the recycle bin and click on "Empty Recycle Bin"



Desktops can become cluttered and it can be difficult to find things on it. Please see the section below, window widgets.

Window widgets 

Window widgets are ways to control your windows.



Minimize icon. Clicking on the minimize button will send your window into the taskbar.



Restore down icon. Clicking on this will restore the window down to a smaller size.



Maximize icon. Clicking on this icon will maximize the window size.



Close window icon. Clicking on this icon will close the window. Be careful when closing a window, your computer might think you want to **quit** the running program.