Computer Basics
Start Menu, Taskbar, & System Tray

START MENU
To customize the Start Menu, right click on the Start button and choose Properties.

Click the Start Menu tab, and choose a style.

XP Style
Select this menu style for easy access to the Internet, e-mail, and your favorite programs.

Classic Style
Select this option to use the menu style from earlier versions of Windows.
To take a program and add it permanently to the left side of the XP Start Menu style, right click on the program, then left click on **Pin to Start Menu**.

To unpin a Start Menu item, right click the item, then left click on **Remove From This List**.

To view program list in alphabetical order, right click on any program in the list, then choose **Sort by Name**.
To place a shortcut for a program on your desktop, Locate it in Start Menu > Programs.

Right click on the program, Left click on Send To, Then left click on Desktop (create shortcut).

**TASKBAR**
The Taskbar consists of the area between the start menu and the icons to the left of the clock. It shows the programs that you have open on your computer.

To switch from one program to another, single click the program on the Taskbar, and it will become the frontmost window.

A quicker and easier way to switch between two programs is using the Alt+Tab method. While holding down the Alt key, press and release the Tab key.

To toggle between multiple programs, hold down the Alt, and press the Tab key. Press Tab repeatedly until you arrive at the program you want to be the active window, as indicated by the blue selection box and the title.
### Customizing the Taskbar

To customize the **Taskbar**, right click on the **Start** button and choose **Properties**.

Click the **Taskbar** tab.

- **Lock the Taskbar** = keeps user from resizing or moving taskbar
- **Auto-Hide** = hides taskbar to make more room on screen – mouse over taskbar to view it
- **Keep Taskbar on Top** = will be visible at all times
- **Group Similar Task Buttons** = taskbar windows will group according to program – see sample below

**Show Quick Launch** = adds single-click start icons

**Hide Inactive Icons** = collapses system tray

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### Quick Launch

To add icons to Quick launch bar, drag any item from desktop to taskbar.
SAMPLE – GROUP SIMILAR TASKBAR BUTTONS

collapsed group

right click to close group

expanded group – right click and choose window

SYSTEM TRAY (also called Notification Area)
This area shows applications that are currently running on your computer, processes that are taking place, etc.