

Common Windows 7 Elements

The **Title Bar** displays information about the open window (note absence of title bar info in Internet Explorer 9)

Click to **Minimize**, or hide, a window.

Click to **Maximize**, or fill the entire screen with, a window.

If a window is already maximized, you will see a **Restore Down** button instead.

Click to **Close**, or exit, a window.

The **Active window** has a red close button

Click the **Scroll buttons** to view hidden parts of a window. If all of the contents are visible, there will not be a **Scroll bar**.

Double-click **Icons** to open programs, files or storage locations.

When you type, text appears at the **insertion point**.

Large window **previews** appear when pointing at program buttons on task bar

You can access programs by clicking the **Start** button.

The **Taskbar** displays a buttons for each open window. Multiple instances of a program window will **stack**.

The **Status bar** displays information about the file you are in.

The **Notification Tray** displays information about the system programs that are running.

