

Our Lab computers work a little differently from a home computer. This handout describes how the **Windows Start Menu** of a typical home computer looks and behaves.

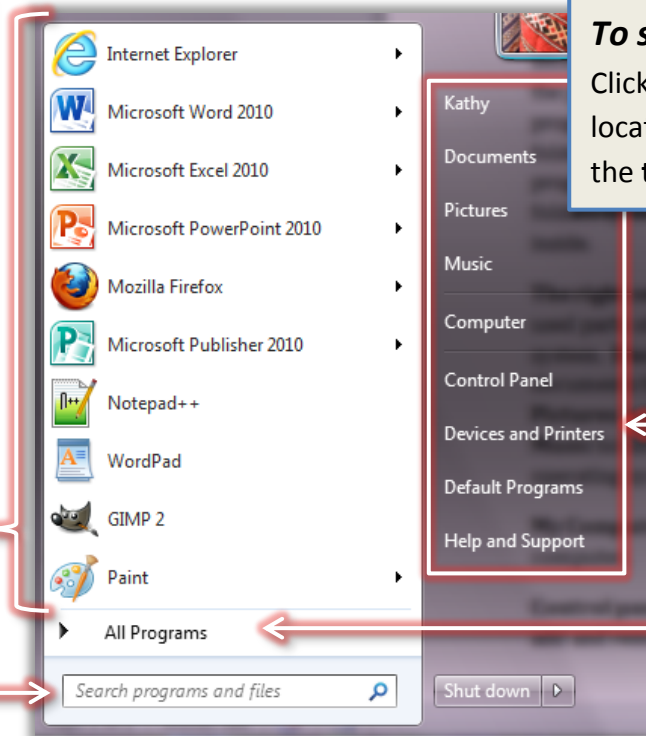
To show the Start Menu:
Click on the **Start button**, located on the **far-left** side of the **task bar**.



RECENTLY-USED PROGRAMS

SEARCH

Performs a keyword search for a program or file.



ALL PROGRAMS

Lists every program that is installed on the computer (see page 2).

“Kathy” The user name of the currently logged-in user.

Documents The default location where most documents are stored.

Pictures The default location where most pictures or photos are stored.

Music The default location where most music and audio files are stored.

Games *(not pictured)* Holds games that came with the operating system or that are subsequently installed.

Computer Allows you to access the disk drives and hardware that are connected to the computer.

Control Panel Allows you to customize the appearance and functions of the computer, add and remove programs, set up networks and add users.

Devices and Printers Allows you to view and manage devices such as printers, scanners and monitors that are connected to the computer.

Default Programs Allows you to tell the computer which programs you want to be used to open certain types of files on your computer.

Help and Support Allows you to find information if you are having problems operating the computer.

Shut down A menu that allows you to shut down the computer, switch users, log off, lock the computer, or put it to sleep (see page 3).

USING THE “ALL PROGRAMS” MENU

1) When “All Programs” is clicked, an alphabetical list of programs will replace the Recently-Used Programs list.

2) The list contains programs, as well as folders that can contain programs within them.

3) To open a folder, click on it. To open a program, click on the program name.

SHUTTING DOWN THE COMPUTER

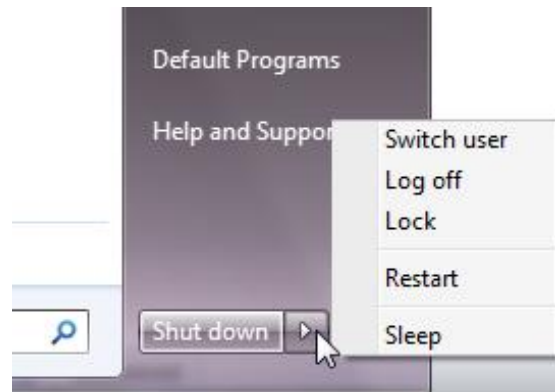
To turn off the computer:

1. Open the **Start Menu**.
2. Click the “**Shut down**” button in the lower-right corner.

Do **NOT** use the computer’s power button to shut down!

When you shut down, the computer closes **all** open programs, and then completely **turns off** the computer.

Clicking the **triangle** next to the **Shut down** button displays additional shut down options (described below).



Shut down (button)

Turns off the computer.

Switch User

If you have multiple user accounts on your computer, you can switch between them without having to log off.

Log off

Logs out of your user account but keeps the computer on. This **closes** all of your open programs.

Lock

Useful when you are stepping away from the computer briefly. Keeps you logged in, but causes the log-in screen to come up, so you will need to enter your password to get back in.

Restart

Turns off the computer, then turns it back on again.

Sleep

Saves energy, but doesn’t quite turn the PC off. In Sleep mode, Windows saves what you're doing and then puts the computer to “sleep” (a special, low-power mode). To wake the computer, wiggle the mouse or press a key on the keyboard.