Title Bar
Displays information about the window and allows you to move the window around the screen.

Maximize
Click to fill the entire screen with the window.

Minimize
Click to hide the window.

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

Desktop
Located behind all open windows (the blue background).

Close
Click to exit a window. The Active window has a red close button.

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

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

Insertion point
A blinking, vertical line. When you type, text appears at this location.

Window previews
Appear when pointing at program buttons on the task bar.

Start button
You can open new windows from here.

Taskbar
Displays a button for each open window. Multiple instances of a program window will stack.

Notification Tray
Displays an icon for each system program that is running in the background.

Directions: Find the labeled parts of the desktop and use the above description as a guide.