

Title Bar

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

Desktop

Located behind all open windows (the blue background).

Icons

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

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.

Minimize

Click to hide the window.

Maximize

Click to fill the entire screen with the window.

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

Close

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

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.

