



**Desktop**

The screen that shows when you first start the computer or when no other programs are open. Usually has icons on it for easy access to frequently used programs.

**Mouse pointer (or “cursor”)**

The indicator on the screen that is used to select and move objects. It changes appearance depending on what program you are using and what tool you have selected.

**Icon**

A picture representing a program, file, folder, or storage drive. To active an icon, **double-click** it.

**Start Button**

A single click on this button opens a menu that allows you to browse all of the programs on the computer and open them. It is also used to turn off the computer.

**Search Windows Box**

Searches for apps by name. Can also be used to search the files on your computer and the Internet.

**Taskbar**

The gray/black bar at the bottom of the screen. Open and pinned programs are represented by a button on the taskbar. The taskbar is generally *always visible*, no matter what programs are open.

**Notification Area (or “system tray”)**

Contains miniature icons for easy access to system programs that are always running in the background. Examples include antivirus settings, printer status, network connection, sound volume, and battery status.

**Clock**

Displays the current date and time. Clicking it displays a calendar.