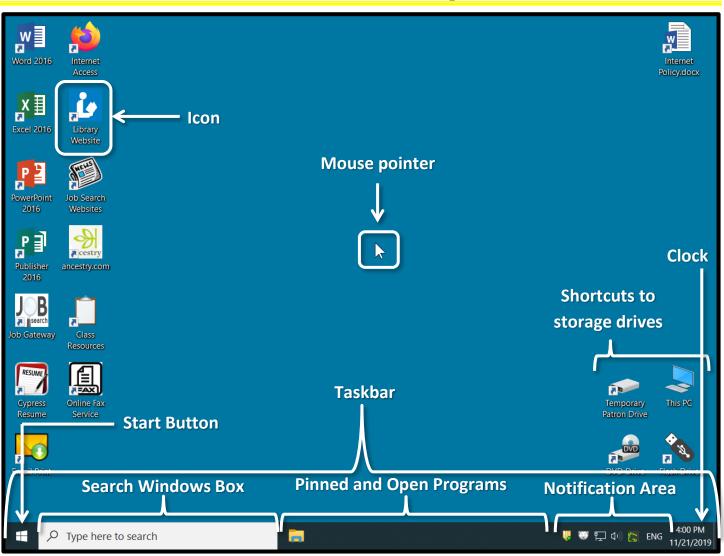


COMPUTER BASICS Handout 6 - The Windows Desktop



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.