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

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.

Search Windows Box
Searches for apps by name. Can also be used to search the files on your computer and the internet.

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

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

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

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

Preview Window
Appears when pointing at program buttons on the task bar.

Start button
You can open new windows from here.

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

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

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