Getting Acquainted with the Desktop

When your computer is first turned on, it will display a main screen with selected icons which let you access the computer’s programs, files, and settings. This main screen is called the Desktop.

This is what the Desktop looks like on our lab computers:

These Desktop icons provide shortcuts to software programs installed on this computer.

These Desktop icons provide shortcuts to files that are saved to this computer.

These Desktop icons provide shortcuts to selected websites on the internet.

This is the Start button. Click here to access a complete menu of programs, files, and settings.

This is the Task bar. It will display a different button for each program or folder you have open, allowing you to switch easily between windows.

This is the Notification area, which displays information about your settings, volume, and any external media (e.g. USB drives) currently plugged in.

This is the Recycle Bin, where you send files or folders you wish to delete.

TIP: Double-click on any icon on the Desktop in order to open the corresponding program, folder, or link.