

Taskbar



The **taskbar** is located at the bottom of your screen. The **System Tray** is to the right and consists of the programs that are running in the background and the clock. You can move the taskbar to any side of your screen by left-clicking, HOLDING down the mouse button, and DRAGGING the taskbar to where you want to place it. Releasing the button will enable the taskbar to snap into place.

You may also change the width of the **taskbar**, by moving your pointer to the edge of the taskbar until your pointer changes to a double-headed arrow. Then, left-click, HOLD DOWN the mouse button, and DRAG.

You can adjust the time on the clock on the **System Tray** by right-clicking on the clock. From the shortcut menu that appears, select **Adjust date and time** by left-clicking.

The speaker icon can be used to adjust volume controls. Right-click on the icon and click to check by each selection you want to enable. If a box is checked and you want to disable that function, click on it to disable the function and the check will disappear.

If two windows are open on the screen, you can make one active by clicking on its title bar or on any empty space within its window. The title bar of an active window is darkened.

You can point to any icon to activate a description box that names the program it represents. Icons can be added by opening **My Computer** and **Control Panel**.