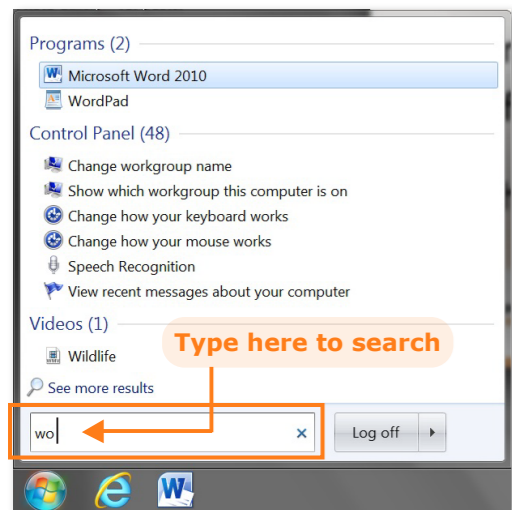


**Start Menu** - in Windows 7 this is very useful as you can type the name of the application or file that you want in the search box and it will appear above – or use the arrow keys to point to the area you want and press Enter! You can access most items on the computer from here



Try out the Windows key

**Start button** - to open and close the Start Menu, **press & release** the Windows key!

Or **click** on the Start button:

**Recycle Bin** - if you delete a file from your computer it goes into the Recycle Bin so you can retrieve it if you change your mind!

**Desktop icons** - these are shortcuts to applications, web pages or files. To open the icon you want: **click once** to select and **press & release** Enter (or **double click**)



**Gadget bar** - this area proves your computer is connected to the internet as the information coming into these gadgets is live – it can show the weather anywhere in the world!

**Log off the computer** - shared computers will automatically restart when you log off, wiping out any changes made during the log on session!

**Log off using the mouse:**

- 1 Click on to open the Start Menu
- 2 Click on the 'Log off' button

**Log off using the keyboard:**

- 1 Press & release the Windows key

- 2 Use the right arrow to **navigate** to the 'Log off' button

- 3 Press & release Enter to log off



**Quick Launch Toolbar** - A **single click** on any of these icons will open the application, for example:

- Internet Explorer** – this opens the Topsites page on the internet
- Word** – this opens Microsoft Word

**Taskbar** - as you open new windows they appear as buttons on the Taskbar. You can reduce or 'minimise' an open window to the Taskbar. There are currently four windows running and you can see them by hovering the mouse over the buttons or use the Windows key then Tab together to get the Aero Flip graphic of all open windows!

