

Welcome to **Windows 7**



Lesson 2: Starting Programs

[Return to the Welcome to Windows 7 web page](#)



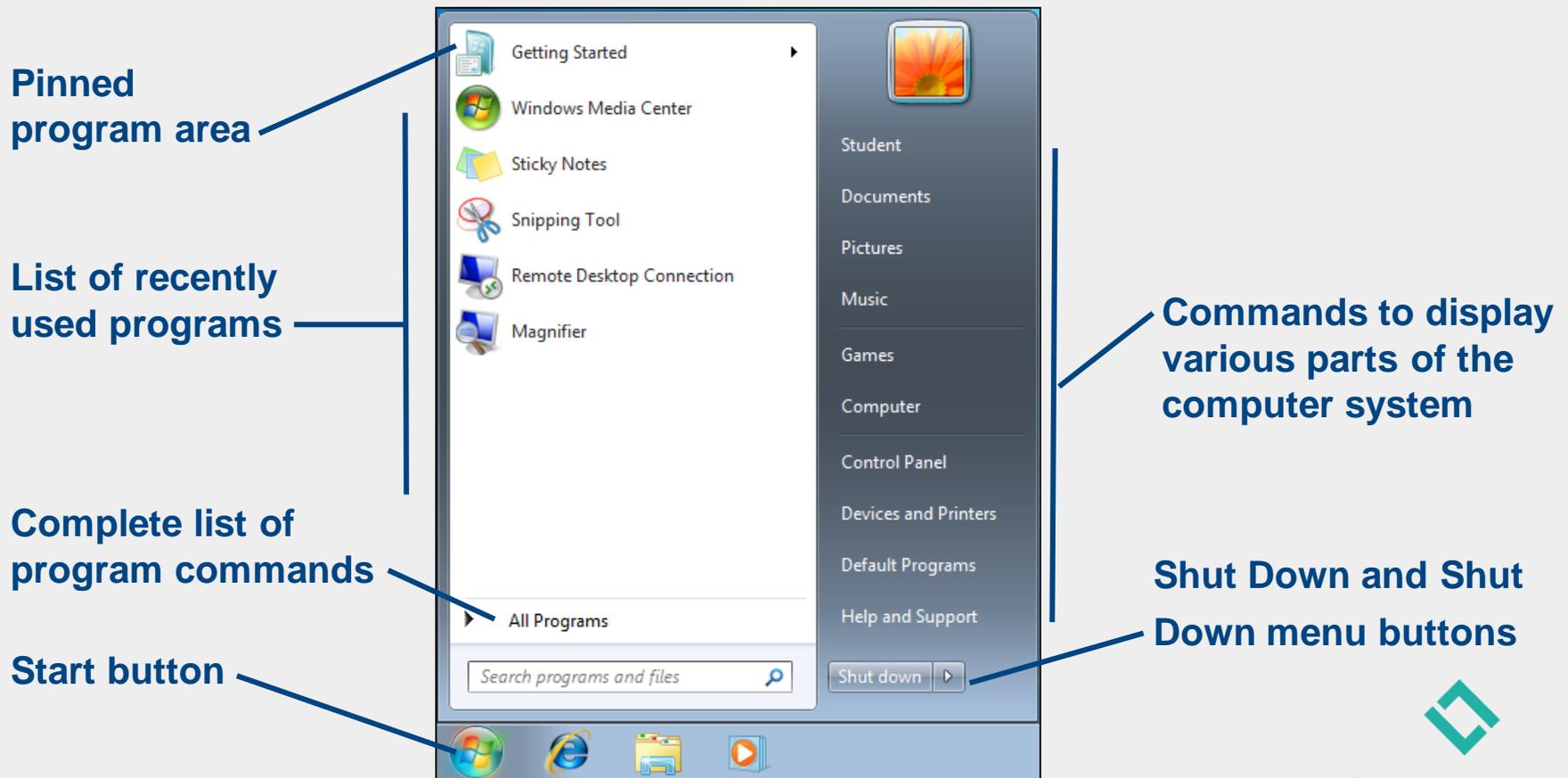
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Starting and Controlling Programs

- In this lesson, you will:
 - ▲ Navigate and arrange program commands on the Start menu
 - ▲ Open programs from the Start menu
 - ▲ Minimize, maximize, size, and move program windows
 - ▲ Describe basic features of the Win 7 taskbar
 - ▲ Multitask effectively using the taskbar

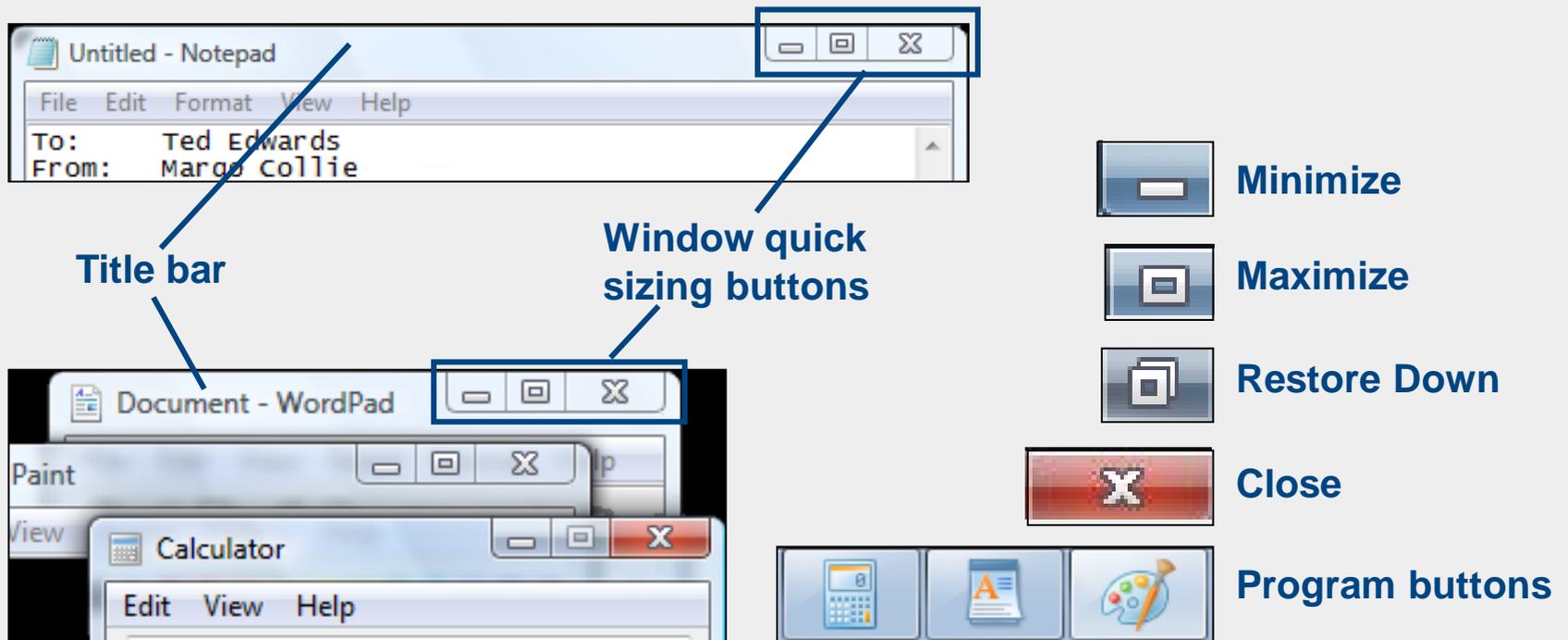
Using Start Menu Commands

- **Command**—Link that launches (starts or opens) a document, folder, or program; executes other tasks



Controlling Program Windows

- Quick sizing buttons enable you to quickly resize a program window



Controlling Program Windows

- Most program windows can also be resized by dragging the window border or resizing handle

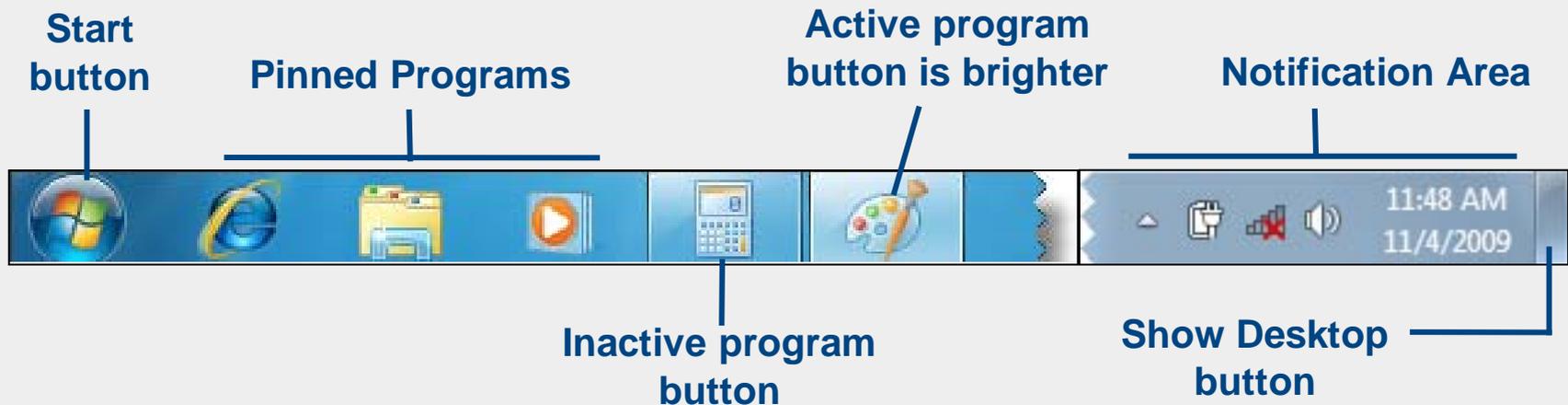


- Program windows can be moved using the title bar



Working with the Taskbar

- The taskbar is located at the bottom of the Desktop
 - ▲ Visible even when programs are maximized
 - ▲ Displays many features



Working with the Notification Area

■ Primary functions of the Notification Area:

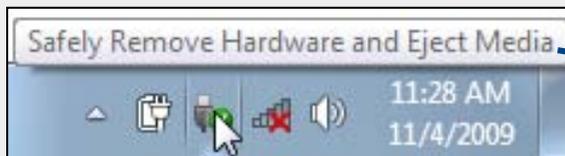
- ▲ Display the system clock and current date



- ▲ Display icons for tasks and functions running in the background, such as antivirus software

- ▲ Display notifications of system events, such as program updates

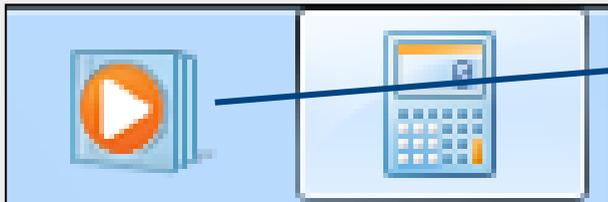
- ▲ Provide access to certain programs



ScreenTips help identify icons

Pin and Unpin Programs

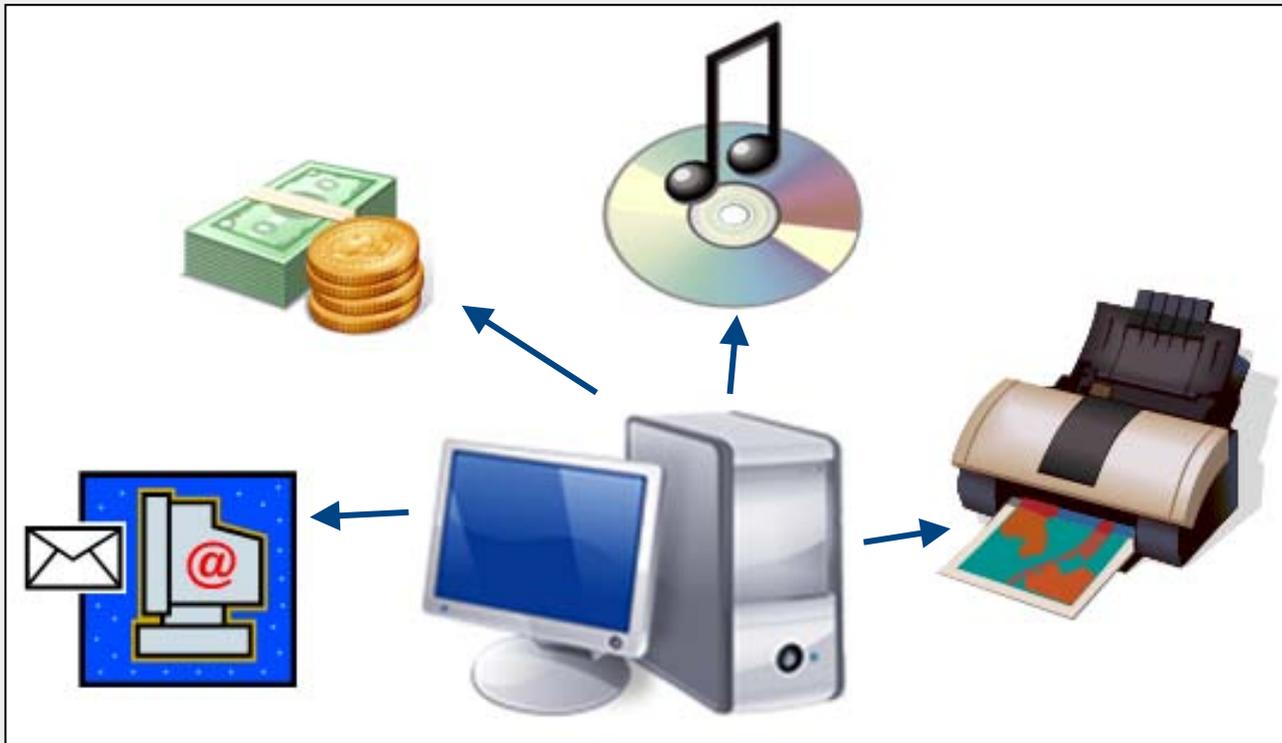
- Programs can be pinned to the taskbar in much the same way they are pinned to the Start menu.
- When no longer necessary, program buttons can be unpinned from the taskbar.
- Pinned program buttons do not have borders when the program is closed.



A pinned program button has no borders when closed

Multitasking

- Multitasking—The ability to run more than one task at a time



Switching between Open Programs

■ Using program buttons on the taskbar:

▲ Only one open program can be active

▲ Click a program button to make that program active



Inactive program buttons

The active program button is brighter

■ Use the Flip command to switch



Icons for open programs

Show Desktop icon



*Use **Alt** + **Tab** to switch between opened programs.*

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