

# Welcome to **Windows 7**



## Lesson 2: Starting Programs

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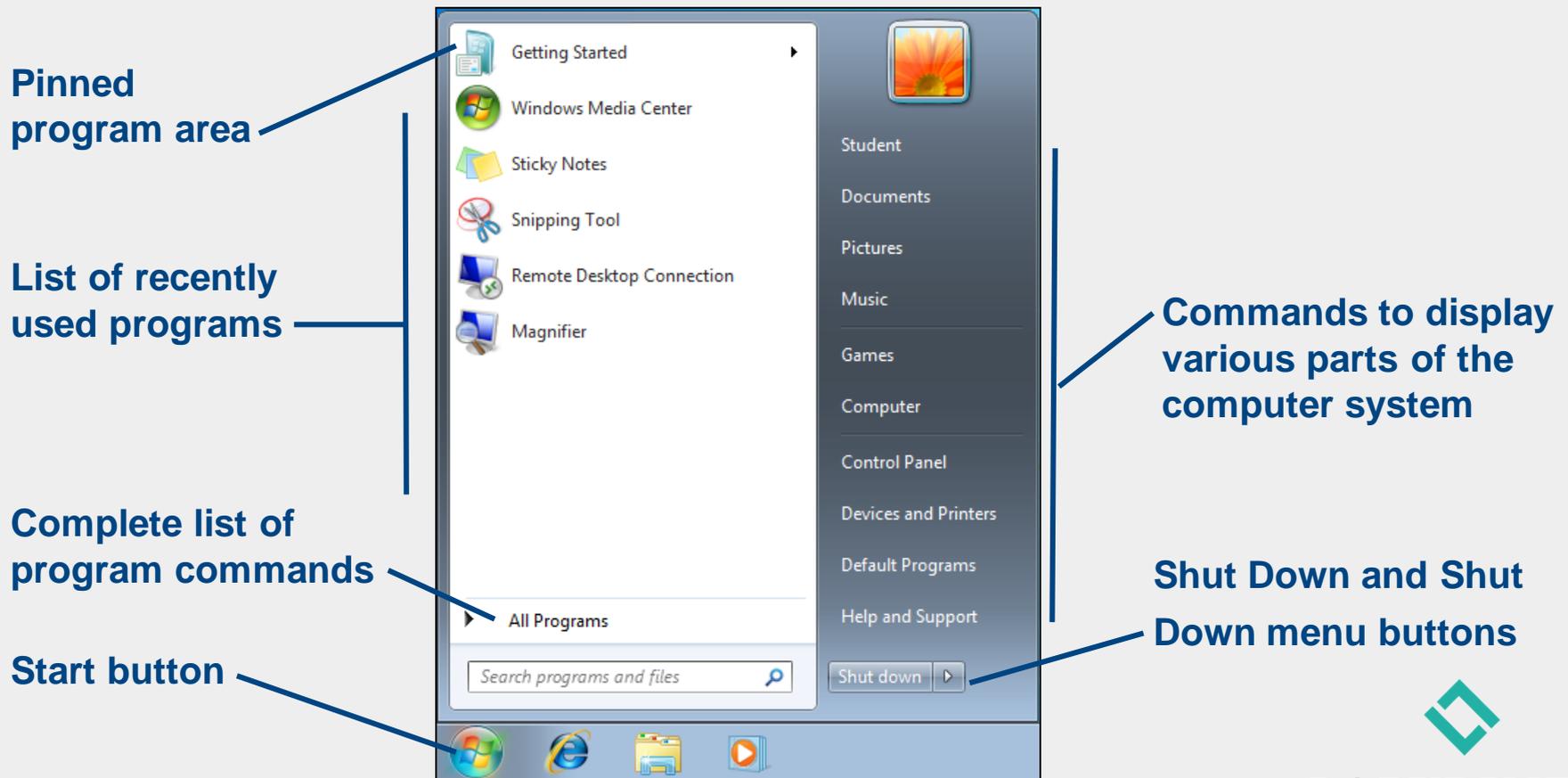
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# Starting and Controlling Programs

- 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

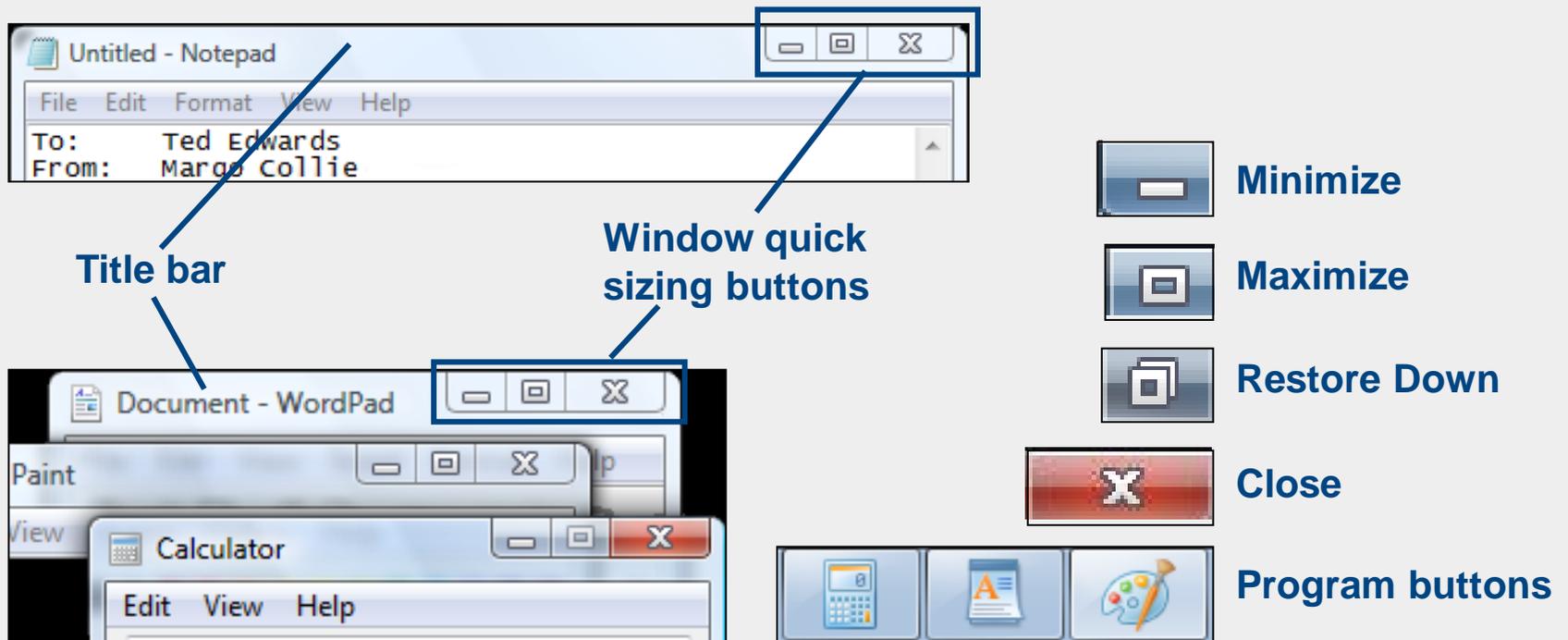
# Using Start Menu Commands

- **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

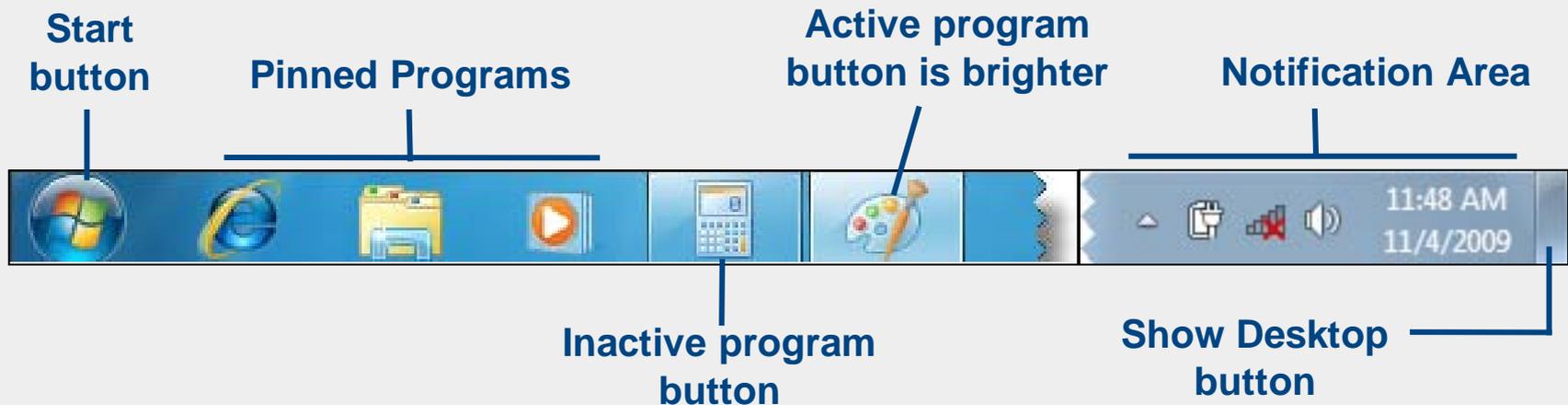


- Program windows can be moved using the title bar



# 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:

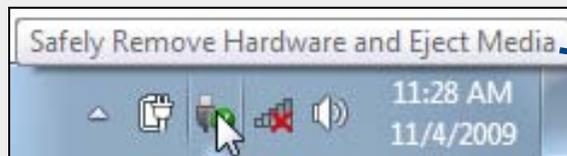
- ▲ Display the system clock and current date



- ▲ 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

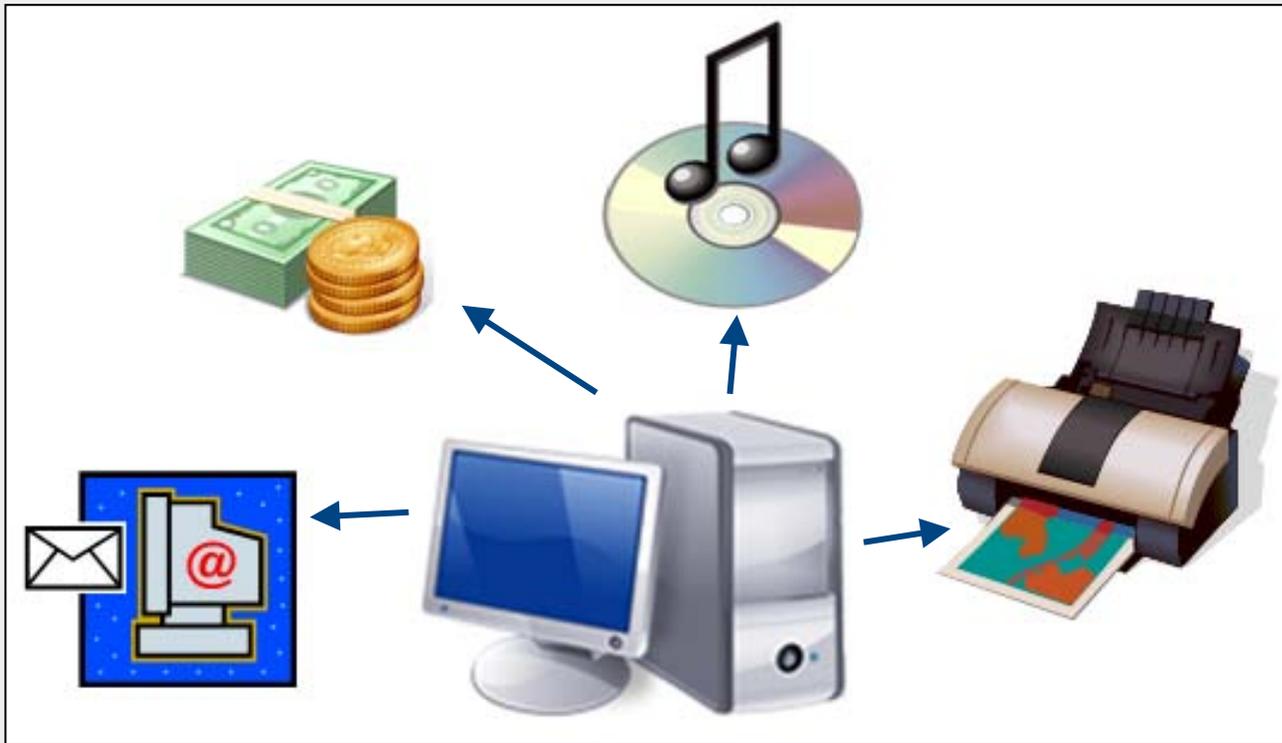
- Programs can be pinned to the taskbar in much the same way they are pinned to the Start menu.
- When no longer necessary, program buttons can be unpinned from the taskbar.
- Pinned program buttons do not have borders when the program is closed.



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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