

## START MENU

The Start Menu is used to start applications, open documents, customize settings, get help, and much more. This button is used to begin most tasks in Windows. The illustration to the right shows what a Start Menu in Windows XP might look like. The Start button options are described in the Start Menu Commands table below. The Start menu does the following things:

- ▶ It is available no matter what else is being done in Windows XP.
- ▶ It displays a list of programs and windows on the system using the Start menu's cascading system.
- ▶ It provides easy access to recently used data documents that can be viewed for edit.
- ▶ It provides a search engine that navigates through all the files looking for the one that is needed.
- ▶ It activates the Windows XP help engine, which provides online help for working with Windows XP.
- ▶ It provides access to the Control Panel where changes to the Windows elements such as the mouse and the desktop may be made.
- ▶ It provides access to the folders and disk drives that are available on the computer.



### Start Menu Commands

Item	Description
<b>Program Names</b>	In the Start menu a list of the most recently used programs is displayed.
<b>All Programs</b>	Click this option to see a list of every program that has been installed on the computer. Many of the programs are grouped together in folders that can be opened by clicking the folder.
<b>My Documents</b>	This option displays a window that contains the My Documents folder contents. The My Documents folder is the one where the files created with the different programs are stored. Selecting a document, no matter which program created that document, launches the program and loads that data document into the program.

<b>Item</b>	<b>Description</b>
<b>My Recent Documents</b>	This option displays a list of documents, or data files, that were recently opened and which might be returned to. Selecting a document, no matter which program created that document, launches the program and loads that data document into the program.
<b>My Pictures</b>	This option is used to store any pictures that are downloaded to the hard drive of the computer. The pictures will be displayed when this option is chosen.
<b>My Music</b>	Click this option to display any music files that have been downloaded from the Internet.
<b>My Computer</b>	This option is used to manage the computer's resources and to access files, folders and the disk drives that you have access to.
<b>My Network Places</b>	To see a list of the folders that can be access from the network, click this option. This area is used to manage the network that the computer is connected to.
<b>Control Panel</b>	The Control Panel is used to change the appearance and themes for the desktop and other devices on the computer such as printers, the mouse, and the desktop.
<b>Connect to</b>	To setup up the connection to the Local Area Network (LAN) or for the dialup connection, click this option.
<b>Printers and Faxes</b>	This option provides a list of the installed printers and faxes inside the computer and provides the ability to add new printers. To display a list of documents that are being printed on a printer, click this option.
<b>Help and Support</b>	To obtain help about a particular element of Windows XP, such as how to configure different parts of the operating system, click this option.
<b>Search</b>	To search for a particular file or folder that is stored on the computer, click this link. A window will appear that provides different ways to search for a file or folder on the computer.

<b>Item</b>	<b>Description</b>
<b>Run</b>	This option provides for the ability to execute programs or open program group folders if the proper commands are available.
<b>Pinned Items List</b>	This is the area above the line on the left, top side of the Start Menu. It is used to display a list of the programs most frequently used. Items can be added and removed from this list. This list provides a way to access a program quickly.
<b>Recently Used Items List</b>	This area displays a list of six programs that have been used recently.
<b>Log Off</b>	To exit from the computer without shutting the computer down, click this link. When this option is chosen all programs will close and you will be exited from your personal settings.
<b>Shut Down</b>	This feature is used to Restart the Computer, to Log off the computer, to put the computer in either Stand by or Hibernate mode.