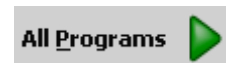


STARTING A PROGRAM

The real work to be performed in the Windows XP environment starts with the software that can be run on the computer. There are several different ways that programs can be started. This section will describe these different ways.

Starting a Program from the Start Menu

- ❖ Click the **Start** button on the **Taskbar**.
- ❖ Point to the **All Programs** menu item.
- ❖ Look for the program that is to be opened.
 - If the program name is not visible, point to an area where the program might be loaded.
 - The arrows beside a menu item indicate that there is a submenu for that item.
 - Continue pointing to different groups as the submenus cascade out.
- ❖ Once the program has been located, point to the folder that contains the program.
- ❖ Click the program name.



Notes

- After a program is started, a button for that program appears on the **Taskbar**.
- To switch from one running program to another, click its Taskbar button.
- If the desired program doesn't appear on the **All Programs** menu or one of its submenus, click **Start**, point to **Search**, and then click **Files or Folders**. Use the **Search** dialog box to locate the program file.

Starting a Program from the Taskbar

For an easy way to start frequently used programs, you can put a shortcut to a program on the Quick Launch toolbar of your **Taskbar**.

- ❖ Right-click an empty area on the taskbar
- ❖ Select **Properties** from the list of options.
- ❖ Make sure that the **Show Quick Launch** option check box is selected.
- ❖ From the **Start Menu**, choose **All Programs**, select a program, and drag it to the **Quick Launch Toolbar**.
- ❖ The icon for that program is now next to the other Quick Launch icons on the taskbar.

Pinning Items to the Start Menu

- ❖ Click **Start** on the **Taskbar**.
- ❖ Right-click on any program in the **Start Menu** or any program in the **All Programs** list.
- ❖ Choose **Pin to Start Menu** from the shortcut menu list.
- ❖ The item will appear above the line on the left-hand side of the **Start Menu**.

Removing Pinned Items from the Start Menu

- ❖ Click **Start** on the **Taskbar**.
- ❖ Right-click on the program icon for the program that is to be removed.
- ❖ Choose **Remove from this list**.