

WINDOWS DESKTOP

The Desktop is the first thing that is seen when the computer is turned on. It is also the home base, the area that is displayed after all programs have been closed. It is the initial display on the computer screen on which windows, icons, menus, and dialog boxes appear. It is used to access disk drives, network drives, files, and other resources such as printers or the Recycle Bin. The most common Windows XP Desktop elements are described below.

| Element | Description |
|-----------------------------|---|
| Recycle Bin | <ul style="list-style-type: none">• This is the storage area for deleted files.• Files that are stored in the Recycle Bin can be retrieved until it is emptied.• When the Recycle Bin is emptied, the files are permanently deleted. |
| Internet Explorer | <ul style="list-style-type: none">• This is a program that is used to access the Internet.• A button to access the program can be found on the Quick Launch Toolbar.• It is also possible to place an icon on the desktop that will allow you to access the program. |
| Taskbar | <ul style="list-style-type: none">• The taskbar is used to start programs.• It is also used to switch among open programs and open documents.• The taskbar is displayed at the bottom of the Window.• When the Taskbar has several items on it, it will group the documents for a particular program together. |
| Start Button | <ul style="list-style-type: none">• This button is used to start programs.• Programs can be pinned to the Start Menu. This allows you to open a program directly from the menu.• The taskbar can be used to search for and find files.• It can also be used to perform many other operations, such as customizing windows. |
| Quick Launch Toolbar | <ul style="list-style-type: none">• This toolbar is used to start Internet Explorer and Outlook.• Icons to start other programs may be added to this toolbar.• The default buttons on this toolbar are Internet Explorer, Outlook, Windows Media Player, and Show Desktop.• This toolbar may not be displayed by default. For information on how to display this toolbar, see the link on the Windows page of this Web site. |