

Desktop, Taskbar, and Start Menu

Desktop: Once the computer has been turned on and the operating system has been loaded, the first screen that displays is the *desktop*. You might want to imagine the computer as being one large desk that contains a number of files, folders, and tools that you can use to perform different tasks. The *desktop* may look different depending upon the computer. At the Milwaukee Public Library, the desktop has a picture of the Central Library. On other computers, it may be a solid color, design, or image. On non-library computers there usually are a number of icons that display on the *desktop*.

Taskbar: The *taskbar* is located at the bottom of your screen. On the right hand side of the *taskbar* is a clock that displays the current time. If you move the mouse on top of the clock and pause, the day and date will display momentarily. On the left-hand side of the *taskbar* is the **Start button** that displays available applications on the computer. The *taskbar* will show how many *Windows* are currently open. You can use the *taskbar* to move from one window to another.

Start Menu: You can use the **Start button** to open programs that are available on the computer, just as you would open a drawer to access your files or other office tools such as a calculator.

