

Introduction to Windows XP

Windows XP operating system

The Desktop

When you first log on to the computer, you see the desktop. The desktop is the display area you see when Windows opens. It is always in the background, the "office desk". Users can adjust the outlook of the desktop in many ways. It contains:

- the Start button
- icons
- the taskbar
- notification area (System Tray)

Start button:

The Start button is in the lower left-hand corner of your screen. This button opens the Start menu, which is what you can use to open programs and documents. To begin working on the computer, click with the left mouse button on the Start button. A menu with submenus will open.



in the left column of the Start menu you can find:

- shortcuts to installed Internet browsers (programs that search the Internet and enable viewing of web pages), examples of these shortcuts on the picture are [Mozilla Firefox](#) and [Internet Explorer](#); software for sending and receiving electronic mail (e-mails), an example of this kind of software on the picture is [Mozilla Thunderbird](#)
- shortcuts to the most frequently used applications, examples on the picture are: [FileZilla](#), [Media Player Classic](#), [Nmap](#), etc.
- All Programs – the menu that lists all installed programs enabling you to run the desired software

in the right column of the Start menu you can find:

- My Documents – the default folder for user files
- My Recent Documents – the list of recently used files
- My Pictures – the default folder for user pictures
- My Computer – browses the computer for folders and files
- Printers and Faxes – enables viewing of installed printers and faxes
- Control Panel – this panel provides all options for managing the computer



Windows Xp An Introduction

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