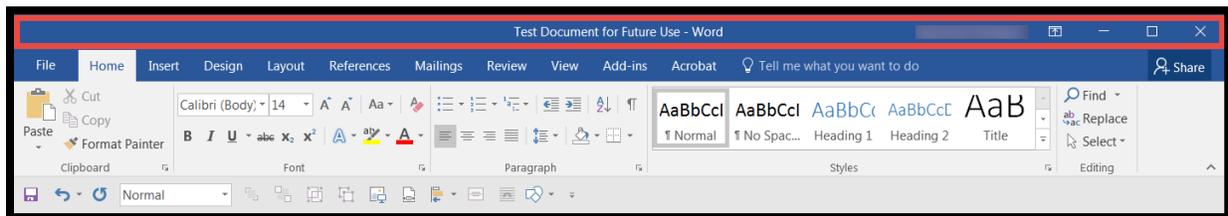


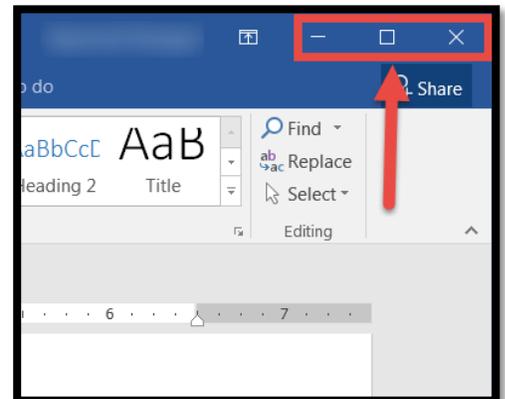
Use this documentation to become more familiar with all the different computer terms in the computer world these days.

WINDOW COMPONENTS:

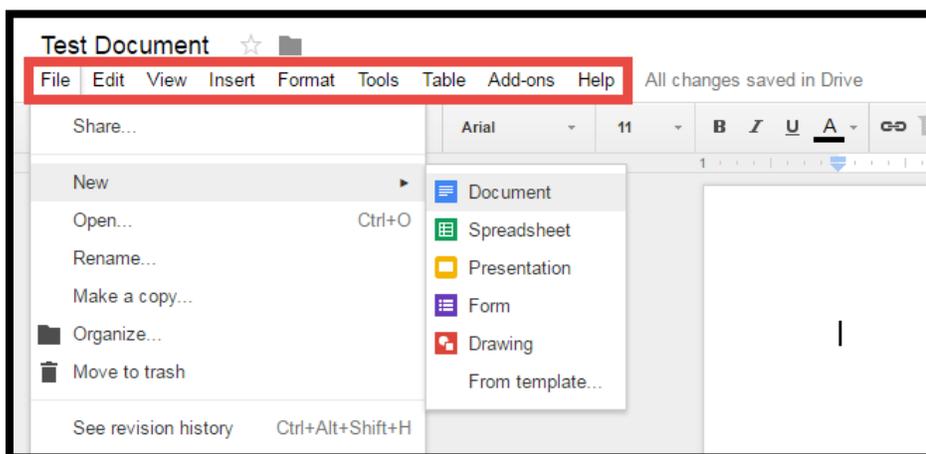
Title bar: Located at the top of your open windows, the title bar tells displays information such as the name of the file you are working on, or the name of the application you are in, or the location of what folder you are viewing.



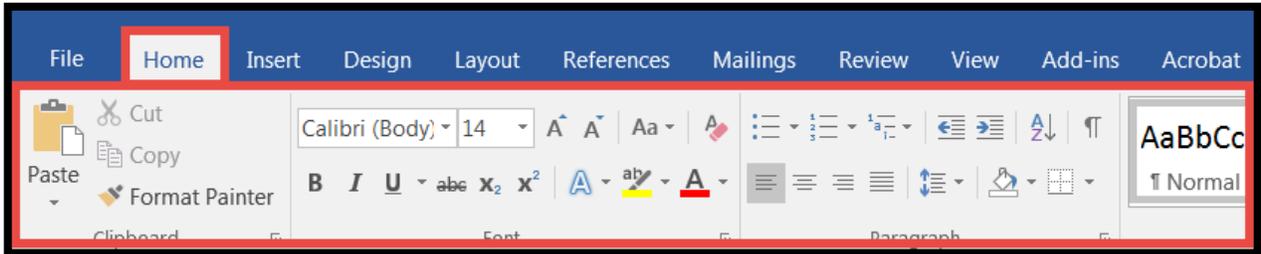
Minimize, Maximize, Restore, Close buttons: These buttons, located in the upper right hand corner of your windows, allow you to size and close your windows.



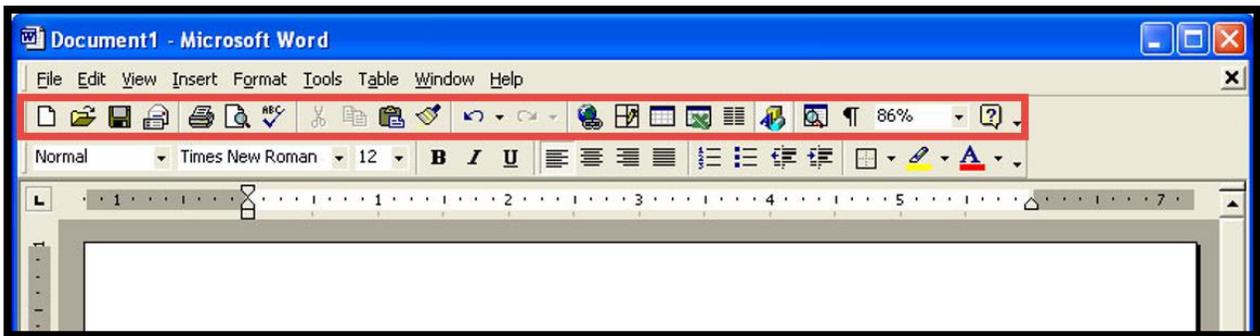
Menu Bar: The Menu bar allows you to work within an application to save, edit, and print your document, among other things.



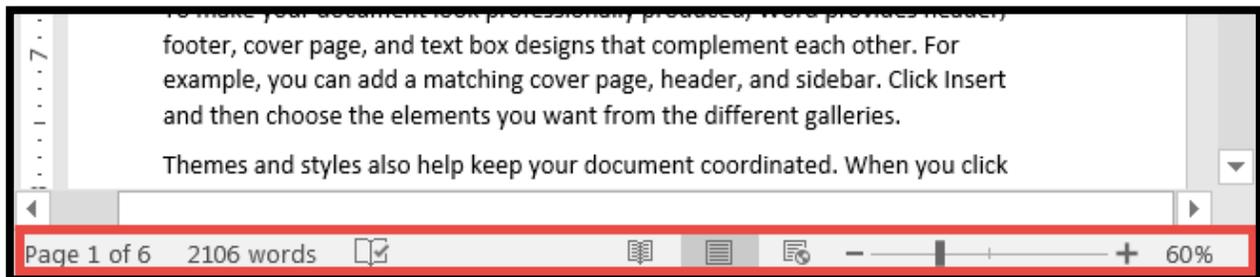
Ribbon Bar: In newer applications, the Ribbon bar has replaced the Menu bar. The Ribbon bar serves the same purpose as the Menu bar did in older applications.



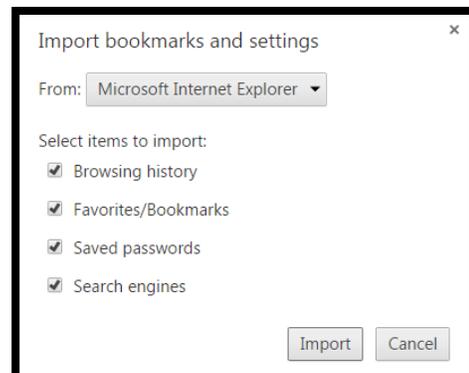
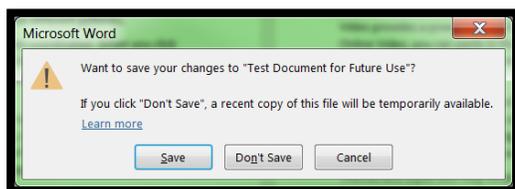
Toolbar: Some applications have Toolbars for common commands, like Save, Print, Open, etc... You can customize most toolbars to show commands that you utilize frequently.



Status Bar: Some applications have a status bar, located at the bottom left of your window that shows you various pieces of information about your document. (i.e., page number, word count, zoom level)

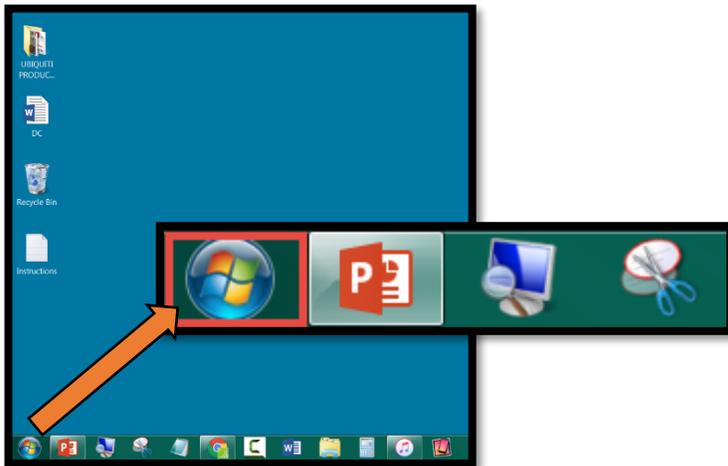


Dialog Box: This is a movable window that appears (with options) when you select a menu command that needs more information.

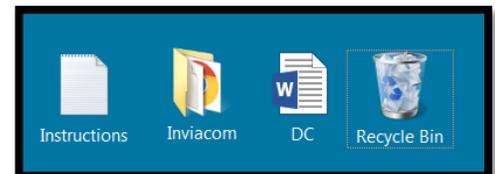


DESKTOP COMPONENTS

Start Button: Also known as the “Windows” button, this button allows users to access applications, as well as restart or shut down their computer.



Icons: A graphical representation of an application, or folder, or file.



Recycle Bin: This is a temporary storage area for files and/or folders that you have deleted. Remember to regularly go in and empty the recycle bin.



System Tray: Located in the bottom right corner of your monitor, the System Tray contains small icons for system functions such as the clock, printer, volume, wireless connectivity, etc...

