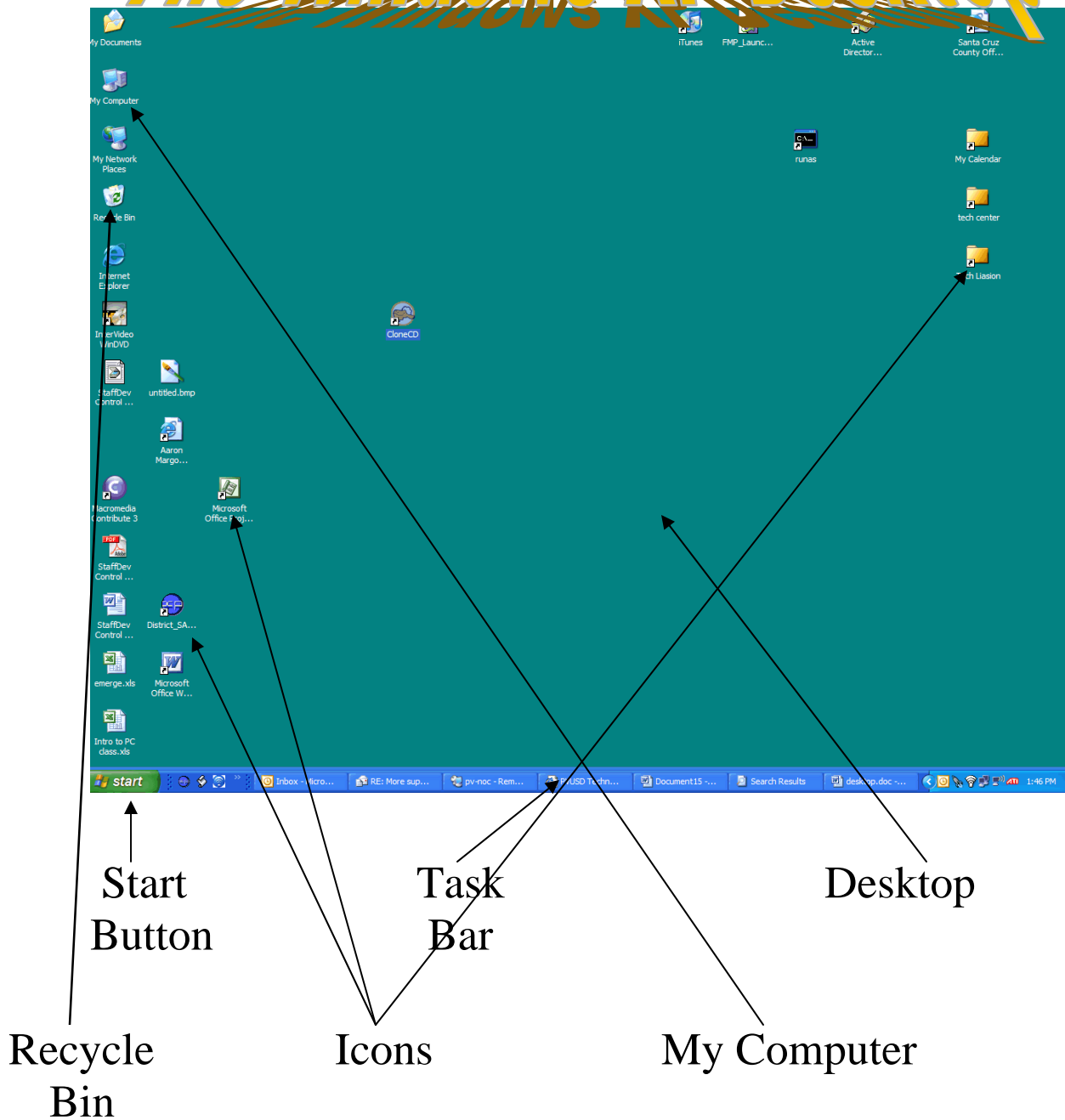


The Windows XP Desktop



- Desktop: The desktop is the main computer “window.” It is where you save work that you are not yet finished with. It is where you access most of the basic functions of the computer.

- **Start Button:** A button located in the bottom left corner of the desktop. When it is clicked, a menu opens that allows you access to programs, settings, recent documents, etc.
- **The Taskbar:** A blue bar that runs along the bottom of the desktop. It shows all of the currently running programs. It can be used to switch between the running programs. It is also where windows and programs go when they are minimized.
- **Icons:** Small pictures that are linked to programs or files. When you double click them, they launch the program or file associated with them.
- **My Computer:** An icon on the desktop that when double clicked, opens a window that gives access to all of the drives on the computer (hard drives, floppy drives, CD Rom drives). It also allows access to the control panel, and printers.
- **Recycle Bin:** This icon can be used to delete unwanted files. You may drag unwanted files onto this icon to delete them, or you can click the unwanted file one time, to highlight it, and then push the delete key on the keyboard to erase it. Files can be taken back out of the recycle bin if it turns out that you still need them, unless “empty recycle bin” is activated. You can empty the recycle bin, by double clicking its icon, and then clicking on the “empty recycle bin” link.