

The Desktop



The computer Jane is using is running the Windows 7 operating system.

When the computer has started, Jane sees what's known as the desktop in the monitor.

Here we see the Windows 7 desktop.

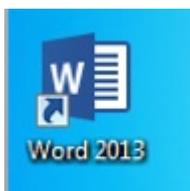
If you're using a PC that has a different version of Windows running, the desktop may look different.



The desktop is just like the top of Jane’s desk at home or at work. On her desk, she keeps different folders with papers in them and other tools she needs to get things done such as a calculator for math, a pen for writing, or a book for looking things up.

Just as Jane has folders and tools on her wooden desk, she also has those tools and folders on the computer. She can access them through the computer desktop.

To access those tools and folders, she can double click on these icons, also known as shortcuts, since you can open the application right from the desktop.



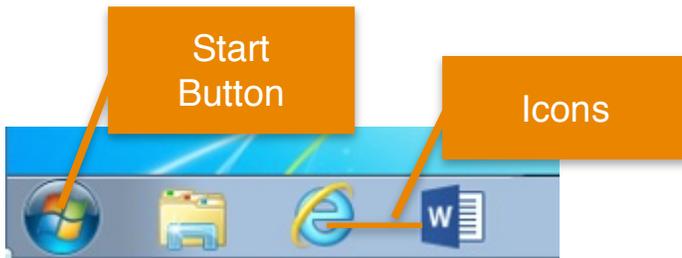
If Jane wanted to handwrite a letter, she would use her pen. But since she wants to create a letter on her computer, she would double click on the icon (shown on the left), for the writing application Microsoft Word, in order to open it.

Applications are tools that allow you to do things on a computer.

Some applications allow you to work on text documents, like the one Jane will use for her letter, and others will allow you to do things like edit pictures or do math.



Below the desktop at the bottom of the screen is the task bar, which can include shortcut icons for commonly used applications similar to the icons on the desktop.

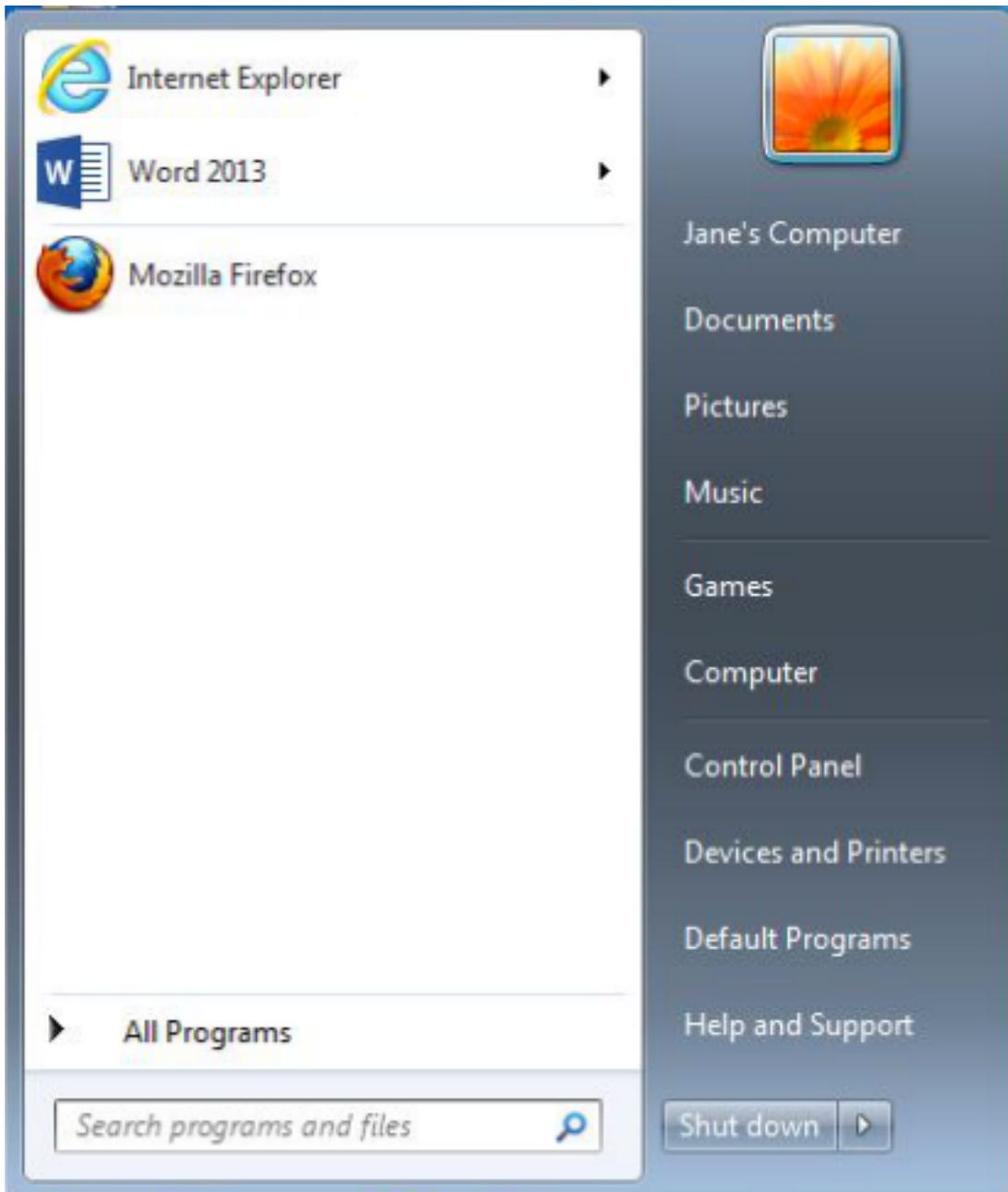


Clicking on the icons on the taskbar will open applications just like clicking on the desktop icons.



Other information such as the date, time, volume control and internet settings are also found on the taskbar.

In addition, the taskbar includes the “Start” button, which opens the Start menu. The Start menu is another way that Jane can open an application.



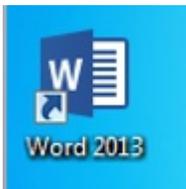
Clicking the “Start” button will open the Start menu where you can see the writing application that Jane wants to use for her letter.

Clicking the icon for Word 2013 in the Start menu would open the application just like clicking the icon would.



To recap, there are 3 ways to open an application:

- Double clicking the icon on the desktop.



- Clicking once the icon on the taskbar.
- Selecting your option through the Start menu.



All of these 3 options can take you to the same application.