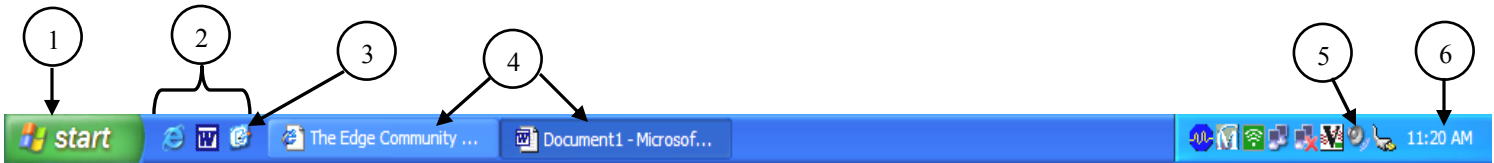


The Taskbar Windows XP

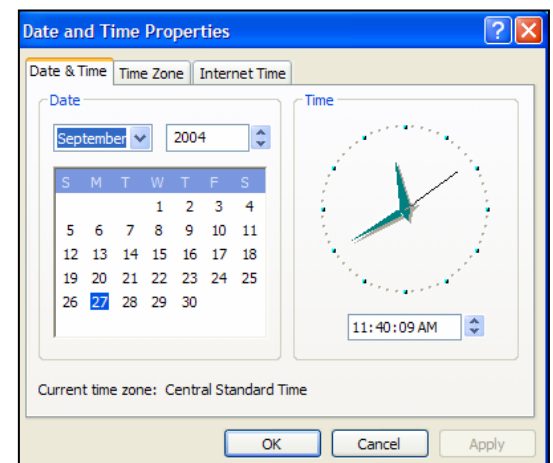


The Taskbar appears at the bottom of the screen and contains the Start menu button, icons for launching programs, and the system clock. The Taskbar provides a way to organize multiple open windows. When multiple programs are being used, one or more of the program windows can be reduced to the Taskbar until needed. To restore/maximize the window, click the window's Task button in the Taskbar.

1. **Start Menu** Clicking this button displays the *Start Menu* which provides quick access to programs, operating system and settings, search feature, online help system, the *Run* window, and the *Shut Down* window.
2. **Quick Launch Bar** Click icons to open programs.
3. **Show Desktop** Clicking this button shows the Desktop
4. **Task Buttons** These buttons represent open programs, windows or files that have been minimized or reduced to the *Taskbar*.
5. **Volume Control** Clicking this icon displays the volume control for the PC's internal speaker.
6. **System Clock** The current time is displayed here. To display the current date, move the cursor over the clock, and the date is displayed.

Setting Date & Time

- Position the mouse cursor over the system clock in the *Taskbar*. Click the right mouse button and a menu is displayed.
- Select *Adjust Date & Time* from the menu and the window illustrated below is displayed.
- Select the current month by clicking the arrow located beside the month and making a selection from the options provided.
- Select the current year by clicking the arrow located beside the year and making a selection from the options provided.
- Select the current date by clicking the date in the calendar.
- Specify the current time by clicking the hour field and using the up/down arrows. Use the same procedure for specifying the minutes and seconds.
- To change time zones click the *Time Zone* tab and select the desired time zone from the drop down menu.
- Once all selections are made, click the *OK* button.



The Start Menu Windows XP

The Start menu provides quick access to many useful features on your computer such as the ability to launch programs, open recent documents, open the Control Panel, search local or network disk drives and the Internet, shut down the system, and access the online help system. Items with an arrow beside them have a submenu associated with them.

