





Al-Mustaqbal University
Department of Techniques of Fuel and Energy Engineering
First stage
Subject: Introduction to Computer

Lecturer: M.Sc. Ali Ajmi Faleh

To open the Start menu, click the Start button  in the lower-left corner of your screen. Or, press the Windows logo key  on your keyboard.

The Start menu is divided into three basic parts:

- The large **left pane** shows a short list of programs on your computer. Your computer manufacturer can customize this list, so its exact appearance will vary. Clicking All Programs displays a complete list of programs.
- At the bottom of the left pane is the **search box**, which allows you look for programs and files on your computer by typing in search terms.
- The **right pane** provides access to commonly used folders, files, settings, and features. It's also where you go to log off from Windows or turn off your computer.

Opening programs from the Start menu

One of the most common uses of the Start menu is opening programs installed on your computer. To open a program shown in the left pane of the Start menu, click it. The program opens and the Start menu closes. If you don't see the program you want, click All Programs at the bottom of the left pane. Instantly, the left pane displays a long list of programs in alphabetical order, followed by a list of folders.

Clicking one of the program [icons](#) launches the program, and the Start menu closes.

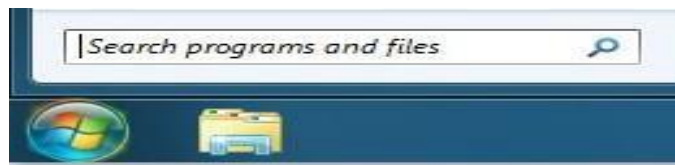
So what's inside the folders? More programs. Click Accessories, for example, and a list of programs that are stored in that folder appears. Click any program to open it. To get back to the programs you saw when you first opened the Start menu, click Back near the bottom of the menu. If you're ever unsure what a program does, move the pointer over its icon or name. A box appears that often contains a description of the program. For example, pointing to Calculator displays this message: "Performs basic arithmetic tasks with an on-screen calculator." This feature works for items in the right pane of the Start menu, too.



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You might notice that over time, the lists of programs in your Start menu change. This happens for two reasons. First, when you install new programs, they get added to the All Programs list. Second, the Start menu detects which programs you use the most, and places them in the left pane for quick access.

The search box



The Start menu search box

The search box is one of the most convenient ways to find things on your computer. The exact location of the items doesn't matter—the search box will scour your programs and all of the folders in your personal folder (which includes Documents, Pictures, Music, Desktop, and other common locations). It will also search your e-mail messages, saved instant messages, appointments, and contacts.

- The ***right pane of the Start menu*** contains links to parts of Windows that you're likely to use frequently. Here they are, from top to bottom:
 - **Personal folder**. Opens your [personal folder](#), which is named for whoever is currently logged on to Windows. For example, if the current user is Molly Clark, the folder will be named Molly Clark. This folder, in turn, contains user-specific files, including the Documents, Music, Pictures, and Videos folders.
 - **Documents**. Opens the Documents folder, where you can store and open text files, spreadsheets, presentations, and other kinds of documents.
 - **Pictures**. Opens the Pictures folder, where you can store and view digital pictures and graphics files.
 - **Music**. Opens the Music folder, where you can store and play music and other audio files.
 - **Games**. Opens the Games folder, where you can access all of the games on your computer.
 - **Computer**. Opens a window where you can access disk drives, cameras, printers, scanners, and other hardware connected to your computer.



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- **Control Panel**. Opens Control Panel, where you can customize the appearance and functionality of your computer, install or uninstall programs, set up network connections, and manage user accounts.
- **Devices and Printers**. Opens a window where you can view information about the printer, mouse, and other devices installed on your computer.
- **Default Programs**. Opens a window where you can choose which program you want Windows to use for activities such as web browsing.
- **Help and Support**. Opens Windows Help and Support, where you can browse and search Help topics about using Windows and your computer.

At the bottom of the right pane is the Shutdown button. Click the Shutdown button to turn off your computer. Clicking the arrow next to the Shutdown button displays a menu with additional options for switching users, logging off, restarting, or shutting down.

You can make the following:

- * Pin and remove a program icon to and from the start menu.
- * Move the start button.
- * Add and clear recently opened files or programs to and from the start menu.
- * Adjust the number of shortcuts for frequently used programs.
- * Customize the right pane of the start menu.
- * Search for programs from the start menu.
- * Add the run command to the start menu



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