

IN BRIEFS

Windows 7

Start Program

1. Click Start button.
2. Point to *All Programs*.
3. Click desired program.

Shut Down Windows

1. Click Start button.
2. Click Shut Down.

Move Window

1. Position mouse pointer on window Title bar.
2. Hold down left mouse button.
3. Drag window to desired position.
4. Release mouse button.

Stack Windows

1. Right-click an unused section of Taskbar.
2. Click *Show windows stacked* at shortcut menu.

Cascade Windows

1. Right-click an unused section of Taskbar.
2. Click *Cascade windows* at shortcut menu.

Display Date and Time Properties Dialog Box

Double-click current time at right side of Taskbar and click *Change date and time settings*.

Display Speakers Slider

Click Speakers button on Taskbar.

Display Taskbar and Start Menu Properties Dialog Box

1. Right-click an unused section on Taskbar.
2. Click *Properties* at shortcut menu.