

Features Summary

Feature	Button	Action
close window		Click Close button on Title bar.
Computer window		Click Start button, click <i>Computer</i> .
Date and Time dialog box		Click time on Taskbar, click <i>Change date and time settings</i> .
Gadgets		Right-click unused area on desktop, click <i>Gadgets</i> .
maximize window		Drag window to top of screen or click Maximize button on Title bar.
minimize window		Click Minimize button on Title bar.
move window on desktop		Drag window Title bar.
restore window		Drag maximized window down or click Restore Down button on Title bar.
shut down computer		Click Start button, click <i>Shut Down</i> .
Start menu		Click Start button on Taskbar.
Taskbar and Start Menu Properties dialog box		Right-click unused location on Taskbar, click <i>Properties</i> at shortcut menu.
Taskbar shortcut menu		Right-click unused location on Taskbar.
Speakers slider		Click Speakers button on Taskbar.
Windows Help and Support window		Click Start button, click <i>Help and Support</i> .