

HOW TO USE YOUR *Desktop*



What is a Desktop

Desktop is the entire area of your screen on your computer. You will find various small pictures called icons on the desktop. These include:

My Computer

This icon opens up My Computer window. In this window you can see all the parts of the computer.



My Documents

My Documents is a folder that you can place any files that you may create.



My Network Places

This icon shows all other computers which might be connected to your computer.



Recycle Bin

Recycle bin is like a litre bin. Everything you delete ends up in the recycle bin. Until you empty the recycle bin just like your litre bin, documents deleted will remain in the recycle bin. It can be a very useful tool in cases when you may delete something by a mistake, you can retrieve it back before you permanently delete by emptying the recycle bin.



Internet Explorer

This is a shortcut to Internet Explorer program. Double-clicking it will launch the Internet.



What else can you see on your desktop?

The Taskbar

Taskbar is the name given to the grey bar at the bottom of the screen. It contains number of shortcuts to various programs.

The taskbar contains the start button on the left hand side which allows you to start programs and also shut down the PC.



It also contains amongst other icons the clock on the far right hand side.



Everytime you open an application (i.e. word, Internet explorer etc), it is launched in a 'window'. These appear in the taskbar. You can have more than one window open at any given time and you can move between them by clicking on the name of window in the taskbar.

You can only work in one window at any given time.

In the next issue we will look at 'windows' in a more detail.

