Task Bar

What

The bar at the bottom of the screen, used for various purposes.
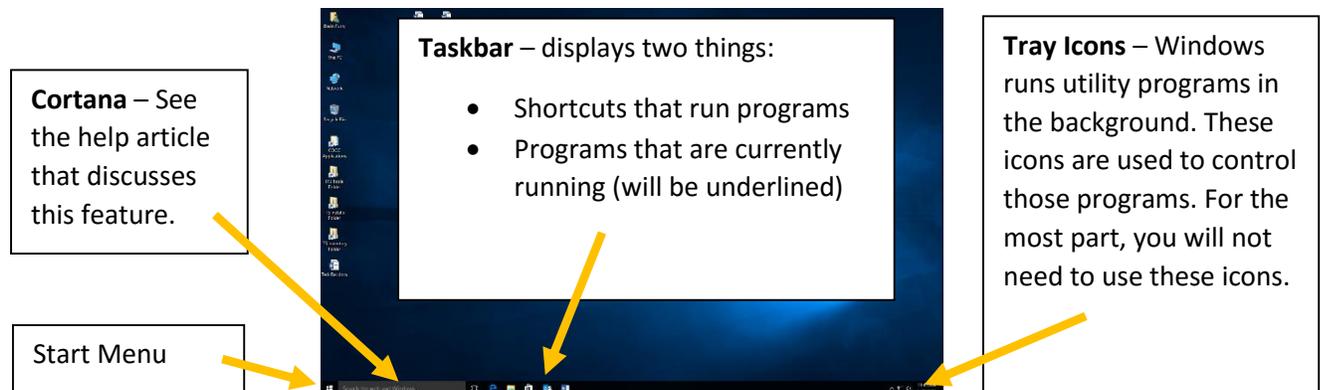
Where

Running the length of the bottom of your screen.

Information

The task bar is almost identical to the task bar in previous versions of Windows. COCC no longer puts start up icons for office on the taskbar (they are in the *Start Menu*). The only new thing is the text box for *Cortana* (It's similar to Apple's Siri, where you can ask the computer questions or tell it commands and the computer figures out what to do.)

Cortana – See the help article that discusses this feature.

Start Menu

Taskbar – displays two things:

- Shortcuts that run programs
- Programs that are currently running (will be underlined)

Tray Icons – Windows runs utility programs in the background. These icons are used to control those programs. For the most part, you will not need to use these icons.

Set up shortcuts on taskbar

In general, we no longer set up shortcuts on the taskbar (in older versions of Windows, we had shortcuts for the various Office programs). You will notice shortcuts for Edge (a simplified Internet browser) and File Manager. But you can put your own shortcuts on the taskbar:

1. Open Start Menu.
2. Click on "All apps"
3. Find the app you want to put on the taskbar.
4. Right click on that app.
5. Select "More"

6. Select "Pin to taskbar"

Removing shortcuts from taskbar
1. Right click on icon
2. Select "unpin from taskbar"

NOTE – Don't worry about erasing the program from the computer. The icon on the taskbar is just a shortcut or link to the actual software. What you are deleting is a link, not the program itself.

Active programs
For every program that is active and running on your computer, a small icon will appear on the taskbar. These are easy to identify because they will have a blue underline.

This feature serves two purposes:

- Shows you what programs are currently running.
- You can quickly switch between programs – just click on the icon for the program you want.