

Common Windows Elements

Most **Menu Bars** have a File, Edit, View and Help menu.

The **Title Bar** displays information about the open window

Click to **Minimize**, or hide, a window.

Click to **Maximize**, or fill the entire screen with, a window.

If a window is already maximized, you will see a **Restore Down** button instead.

Click to **Close**, or exit, a window.

The **Active window** has a red close button

Click the **Scroll buttons** to view hidden parts of a window. If all of the contents are visible, there will not be a **Scroll bar**.

When you type, text appears at the **insertion point**.

In Microsoft Office 2007 is new toolbar containing frequently used commands called the **Quick Launch bar**.

Double-click **Icons** to open programs, files or storage locations.

You can access programs by clicking the **Start** button.

The **Status bar** displays information about the file you are in.

The **Taskbar** displays a button for each open window. Click a button to switch to that program.

The **Notification Tray** displays information about the system programs that are running.

