

## Definitions

**Title Bar:** Displays the title of the document and the name of the software program

**Menu Bar:** Contains a set of pull-down menus to store all the commands and operations that can be performed. To open a menu, click on the menu name.

**Toolbar:** Contains a set of icons (pictures) for the most frequently used commands from the menu bar

**Minimize Button:** Hides the window off the desktop (without closing it) and places it in the taskbar at the bottom of the screen. To bring up the minimized window, click on it in the taskbar.

**Maximize/Restore Down Button:** Causes the window to display full screen or reduces the window to less than full screen size

**Close Button:** Closes the current window

**Start Button:** Opens the Start menu which can be used to open all programs and documents

**Taskbar:** Displays buttons for all open applications and windows as well as different toolbars for different tasks

**System Tray:** The part of the taskbar that holds the clock, volume control, and icons for other utilities that run in the background of the system

**Scroll Bar:** The up and down arrows and the bar at the bottom or side of a document that allow moving through a document. To scroll one line at a time, click the arrow once. To scroll faster, click the arrow and hold down the left mouse button. To move several lines at a time, click in the light portion of the scroll bar. To have more control over scrolling speed, click and drag the dark portion of the scroll bar.