

CHAPTER 2

Starting and Controlling Apps



LEARNING OBJECTIVES

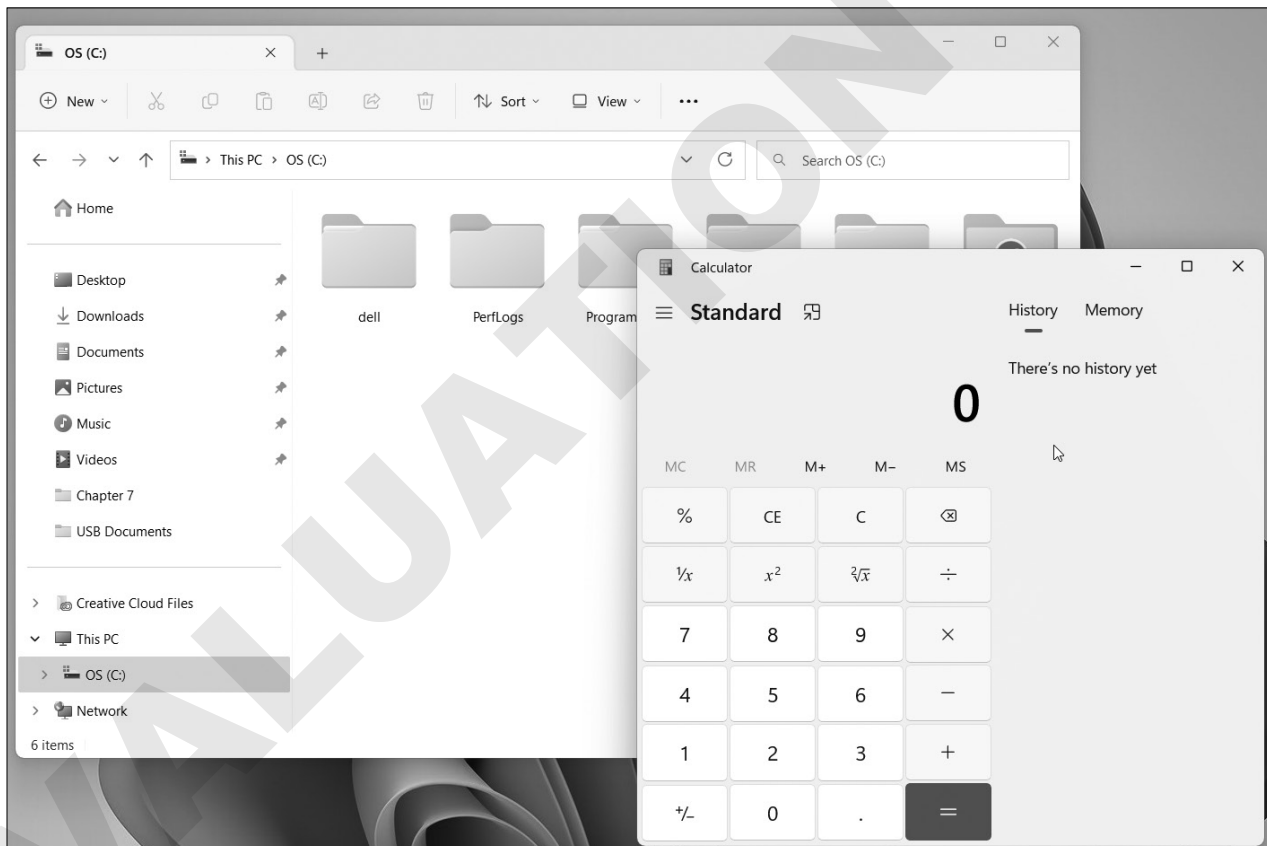
- Minimize, maximize, resize, and move app windows
- Use touch controls
- Describe the basic features of the Windows 11 taskbar
- Multitask effectively using the taskbar
- Access commands using the notification area
- Use the Action Center

Although apps (programs) from many different software companies are installed on your computer, the Windows operating system provides standardized tools for launching and controlling apps. In this chapter, you will become familiar with controlling an app window, using touch controls, working with the taskbar, and beginning to multitask by opening and switching between multiple programs.

Learning Resources: labyrinthelab.com/silver

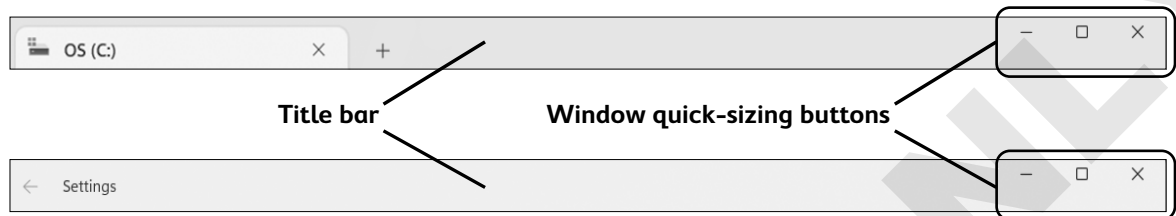
Case Study: Starting at the Beginning

William is going back to school and has bought a new computer to help him complete his homework. He has very little experience using a computer and feels a bit confused by all of the programs. He has tried clicking on the Desktop icons and has clicked on the Start menu, but the apps have so many different purposes: Several play music, one is like a checkbook, one is for drawing pictures, another is a notepad, and there also are card games. Before learning the different applications he will be using to do his homework, he decides to first learn what the programs have in common. If he can learn the standardized Windows features used in most programs, it will be much easier to learn new apps. William starts by learning how to control the programs he has opened.



Controlling App Windows

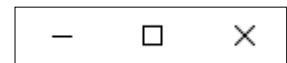
Every app you open is displayed within its own window. This window, known as the app window, has controls and features that are similar in most programs. These basic controls are Windows standards; learn to use them in one app, and you will be able to work with similar controls in most new programs you use.








Here is an example of an app window for two different apps that come with Windows. The quick-sizing buttons and title bar are standard controls in all app windows.

Quick-Sizing Buttons

Quick-sizing buttons are used to reconfigure or close an app window. All apps use the same four quick-sizing buttons: Minimize, Maximize, Restore Down, and Close.



WINDOW QUICK-SIZING BUTTONS		
Button	Name	How It Works
	Minimize	Removes the app window from the screen but continues to run it and leaves its app button on the taskbar
	Maximize	Enlarges an app window to fill the screen
	Restore Down	Resizes an app window to the smaller size it was before it was last maximized
	Close	Exits an app
	App button (on taskbar)	Represents open apps (each has an image representing the app that is open)/minimizes an open window or reopens a window that has been minimized

The Minimize and Maximize Buttons

The Minimize button shrinks the app window from the Desktop, leaving only its app button on the taskbar. The app continues to run. To open the app window again to the size it was before it was minimized, click the app's button on the taskbar.

Tip!

If an app window is open, you also can click its app button on the taskbar to minimize the window.

The Maximize button does just the opposite of the Minimize button. Maximize enlarges an app to fill the entire Desktop so that other programs become hidden behind it.

Why minimize or maximize programs? Having multiple programs open on your Desktop can be like having a messy desk. Minimizing windows will hide the distracting clutter of open windows, while maximizing a window will simply cover other opened windows.

Minimizing Versus Closing

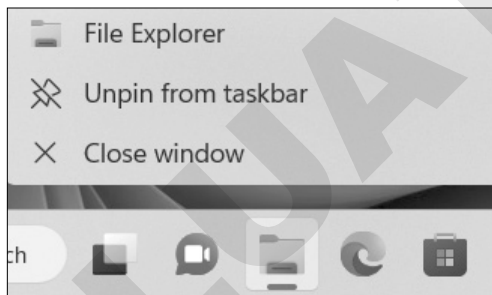
The Minimize button makes an app window shrink from the screen, but it does not close the app. If you are in the middle of using Paint 3D and choose to minimize, the Paint 3D app button remains on the taskbar. When you click the app's taskbar button, the app will return to its previous size and be ready for you to use it.

When you click the Close button, you end your usage of Paint 3D and exit the app, and the app button is removed from the taskbar.

[Alt] + [F4] to close (exit) an app

Tip!

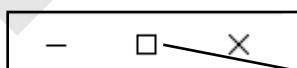
A quick way to close a minimized app is to right-click the app button on the taskbar. This displays the control menu (shown in the figure), which includes a Close Window command at the bottom.



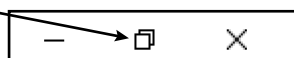
The Maximize and Restore Down Buttons

The center quick-sizing button toggles between the Maximize and Restore Down buttons depending on the state of the window; they are never shown at the same time. If you click Maximize, the center button changes to Restore Down. Conversely, if you click Restore Down, the center button changes to Maximize.

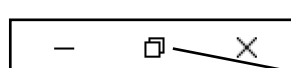
When you click the Maximize button...



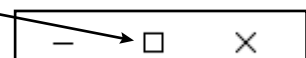
... the center button changes to Restore Down.



When you click the Restore Down button...



... the center button changes to Maximize.




The App Button on the Taskbar

When an app is opened, its app button appears on the taskbar and displays the app's icon without a label. If you position the mouse cursor over the app button (without clicking), additional information about the app will be displayed in a ScreenTip. Clicking the app button allows you to minimize an open app window, restore a minimized window, or make an inactive app **active**.



HANDS-ON 2.1 Use Quick-Sizing Buttons

In this exercise, you will open the File Explorer and use the quick-sizing buttons to maximize, restore down, and minimize the app window.

1. Click the **File Explorer**  button on the taskbar.
The File Explorer app will open either maximized or in a restored-down size.
2. If the app window does not fill the screen, click the **Maximize** button.
The app window enlarges to fill the entire Desktop (except for the taskbar). Also notice that the center quick-sizing button has changed to a Restore Down button.

Tip!

It's usually a good idea to maximize any app window when it first opens to take full advantage of the entire screen.

3. Click the **Restore Down** button.
Notice how the app window is restored back to its original, smaller size.
4. Click the **Minimize** button.

- Click the **File Explorer** app button on the taskbar to restore the File Explorer program onto your Desktop.



Buttons on the taskbar help you identify the apps they are associated with. File Explorer, for example, uses a folder as its icon on the taskbar.

- Click the **Close** button to exit File Explorer.

Menu Button

Some apps have a menu button located on the top-left corner of the app, just below the title bar.



This button is generally used instead of a menu bar across the top of the app, and it contains commands and settings for the app.

Tip!

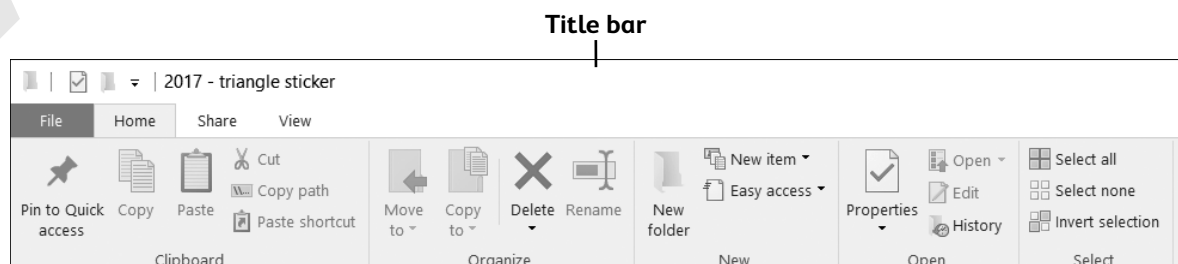
Sometimes the menu button is referred to as the “hamburger button” because it looks a bit like a hamburger!

Moving and Resizing App Windows

App windows can be moved around on the Desktop the way you move papers and objects around your desk at home. Unlike your desk at home, though, app windows can be resized to fill the Desktop or reduced to a smaller size.

Title Bar

The title bar at the top of every app window serves several purposes. It displays the name of the app, and it also may display the name of the document or other object being edited by that app. Control buttons are located at the right and left ends of the bar.

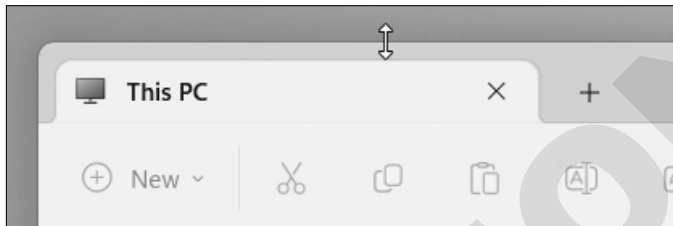


Finally, the title bar provides a handle that can be used to move the app window. If you position the tip of your mouse pointer over any empty space on the title bar (not its border), you can hold down your left mouse button and drag an app window around the Desktop.

Resizing a Window

An app window has a narrow border surrounding it. You can resize a window by dragging the border from any side or any corner. Dragging a side border will resize only that side of the window. Dragging a corner will resize both sides attached to the corner.

If your mouse pointer will not change to a double-headed arrow when you point at a border, then the app window cannot be resized.



Some users find that resizing an app window is easier if they use the double-headed arrows that appear in the corner of the app window. They allow you to resize the app window in two directions at once.



The Snap Feature

Using the Snap feature is another way to maximize, restore down, or view two windows side by side on the Desktop. Snapping is accomplished by simply dragging windows to the top or sides of the Desktop.

Nonstandard App Windows


Although Windows establishes standards used by most programs, there are times when the standards are ignored or modified for appearance reasons or because certain functions are not necessary to use an app. In some programs the features are simply missing, while in other programs the features have a modified appearance or are grayed out and do not work.

RESIZING WINDOWS USING SNAP	
Task	Procedure
Maximize a window	<ul style="list-style-type: none"> Click the title bar of a restored-down window and drag to the top edge of the Desktop until the mouse pointer touches it.
Restore down a window	<ul style="list-style-type: none"> Click the title bar and drag a maximized window away from the top edge of the Desktop.
Display two windows side by side	<ul style="list-style-type: none"> To make the window fill the left half of the Desktop, click the title bar and drag one window left until the mouse pointer touches the left edge of the Desktop. To make the window fill the right half of the Desktop, click the title bar and drag another window right until the mouse pointer touches the right edge of the Desktop.



HANDS-ON 2.2 Move, Resize, and Snap a Window

In this exercise, you will move, resize, and snap the File Explorer app window.

1. Click the **File Explorer**  button on the taskbar.
 2. If necessary, restore down the app window.
 3. Click the title bar and drag the app window around the desktop.
An app window cannot be resized using the mouse if it is maximized.
 4. Practice resizing the app window using the borders or corners.
 5. Initiate the Snap feature by using the title bar to drag the window to the left edge of the Desktop until the mouse pointer touches the edge.
 6. Repeat step 5 by dragging the window to the right edge, the top edge, and finally away from all edges.
 7. Click the **Close** button to exit File Explorer.
-

Touch Controls

The more recent versions of Windows support the use of touch **gestures** on computers and devices that have touchscreens, like tablets and smartphones.

Using touch, you can move and control objects on the screen using one, two, or three fingers. If you have a precision touchpad on your laptop, you will be able to use these advanced controls.



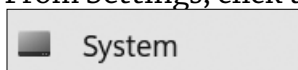
HANDS-ON 2.3 Determine If You Have a Touchscreen

In this exercise, you will check to see if your Windows computer has a touchscreen.

1. Click **Start** and select the **Settings** icon.



2. From Settings, click the **System** icon.



3. On the Systems page, scroll down and click **About**. On the right side of the screen, look for the text *Pen and touch*. The text to the right will tell you whether your computer supports touch gestures.



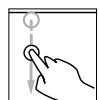
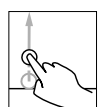

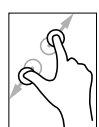


This computer does not support touch gestures.

4. Close the window.
-

Touch Gestures

Touch gestures that involve moving a finger across the screen of your laptop or device while your finger is lightly touching the screen give the computer commands. The following are some examples:




USING TOUCH GESTURES		
Task	Procedure	
Open the Action Center	<ul style="list-style-type: none"> Swipe in from the right edge of the screen. 	
Open Task view	<ul style="list-style-type: none"> Swipe in from the left edge of the screen. 	
View the title bar	<ul style="list-style-type: none"> Swipe down from the top of the screen. This allows you to view an app's title bar when in full-screen view. Not all apps have a hidden title bar to view. 	
View the taskbar	<ul style="list-style-type: none"> Swipe up from the bottom of the screen. 	
Open, select, or activate an item	<ul style="list-style-type: none"> Tap once on the item. 	
Zoom in or out	<ul style="list-style-type: none"> Touch the screen with two or more fingers and drag them away or toward from each other. 	

Illustrations provided by GestureWorks® (www.gestureworks.com)

Check out the “Navigating with Gestures” link on the Student Resource Center for more information.

Touchpad Controls

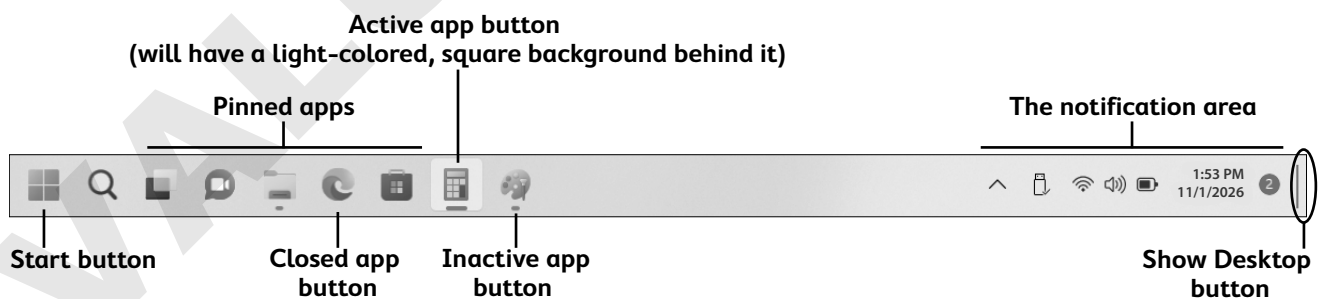
The touchpad on your laptop or device can do more than just point and click! The following special finger movements enhance your ability to control items on the screen:

USING TOUCH GESTURES		
Task	Procedure	
Open the Task screen	<ul style="list-style-type: none"> Swipe three fingers upward on the touchpad. 	
Show the Desktop	<ul style="list-style-type: none"> Swipe three fingers downward on the touchpad. 	
Switch between open windows	<ul style="list-style-type: none"> Swipe three fingers right or left on the screen. This slowly flips between all open programs. 	

Working with the Taskbar

The taskbar runs the width of the Desktop at the bottom of the screen. Icons for the Start menu and other default apps are centered on the taskbar, along with those for any apps you have opened.

Only one app window can be active at a time, and it will be displayed in front of the other inactive programs open on your Desktop. The active app button will have a highlighted, square background behind it. Clicking on an inactive app button will make that app active, and the computer will move its window in front of others on the Desktop.



Notification Area

The notification area on the right end of the taskbar has four primary functions:



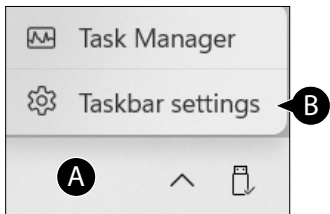
- It displays the system clock and current date.
- It displays icons representing tasks and functions that are running in the background, such as antivirus software.
- It displays notifications of system events, such as app updates.
- It provides access to some of the apps that have icons displayed.



HANDS-ON 2.4 Change Taskbar Settings

In this exercise, you will open the taskbar and the Start menu Properties dialog box to observe setting options and to make changes to the taskbar settings.

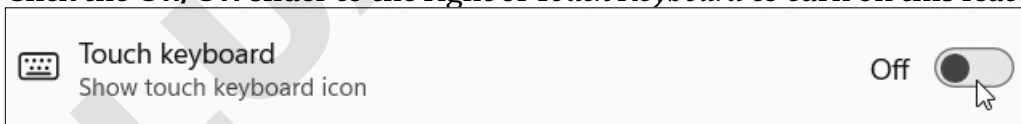
1. Follow these steps to display the Taskbar and Start menu Properties window:



A Right-click a clear portion of the taskbar to display its pop-up menu.

B Choose **Taskbar Settings**.

2. Click the **On/Off** slider to the right of *Touch Keyboard* to turn on this feature.



This adds an icon to the taskbar that enables you to type by clicking a virtual keyboard on the screen.

3. Turn off the Touch Keyboard.

Notice that larger icons have been restored on the taskbar.

4. Close the Taskbar Settings window.

Pinning and Unpinning Apps

Windows allows you to pin app buttons to the taskbar in much the same way you pin programs to the Start menu. Pinning enables you to put your most-used apps on the taskbar where they are easier to find and launch. Typically, the taskbar is set to be displayed even when windows are maximized, which means that the pinned app buttons are always available. A pinned app that is not currently open will not have a square button border around its icon.



Pinned app buttons do not have borders when the app is closed.

PINNING AND UNPINNING PROGRAMS	
Task	Procedure
Pin an app	<ul style="list-style-type: none"> On the Start menu, right-click on the app button to display a pop-up menu. Choose Pin to Taskbar. The app button will remain on the taskbar even when the app is closed until it is unpinned.
Unpin an app	<ul style="list-style-type: none"> Right-click on the app button to display a pop-up menu. Choose Unpin from Taskbar.

Tip!

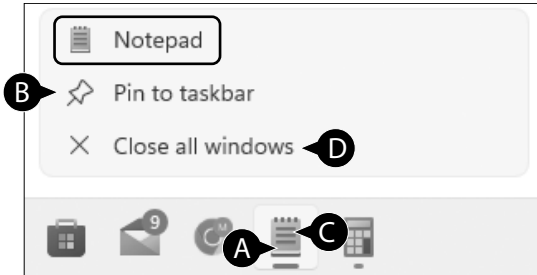
Having too many pinned apps on the taskbar can make it difficult to tell which programs are open and can cause confusion when you try to work with multiple apps.

HANDS-ON 2.5 Pin and Unpin an App

In this exercise, you will open Notepad, pin the app to the taskbar, and then unpin the app from the taskbar.

1. Click **Start** and click the **All Apps** button.
2. Scroll down through the apps and click **Notepad**.

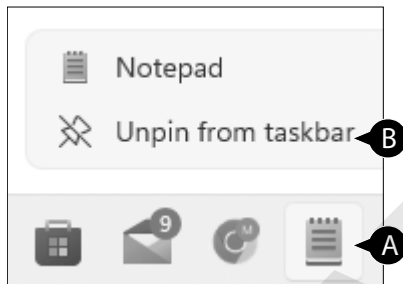
3. Follow these steps to pin the app to the taskbar:



- A** Right-click the app button on the taskbar.
- B** Choose **Pin to Taskbar** from the menu.
- C** Right-click the app button again.
- D** Choose **Close All Windows** from the menu.

The Notepad icon remains on the taskbar. Once the app is closed, it no longer has a button border around it.

4. Follow these steps to unpin the Notepad app:



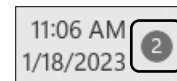
- A** Right-click the app button.
- B** Choose **Unpin from Taskbar**.


The Notepad icon is removed from the taskbar.

Action Center (Notifications)

The Action Center provides a central location for information being shared by various apps in your computer. These notifications can be varied, from news alerts from your News app to updates from Windows.

The Action Center is accessed by clicking the Notification button in the notification area. It only appears when there are notifications to share.



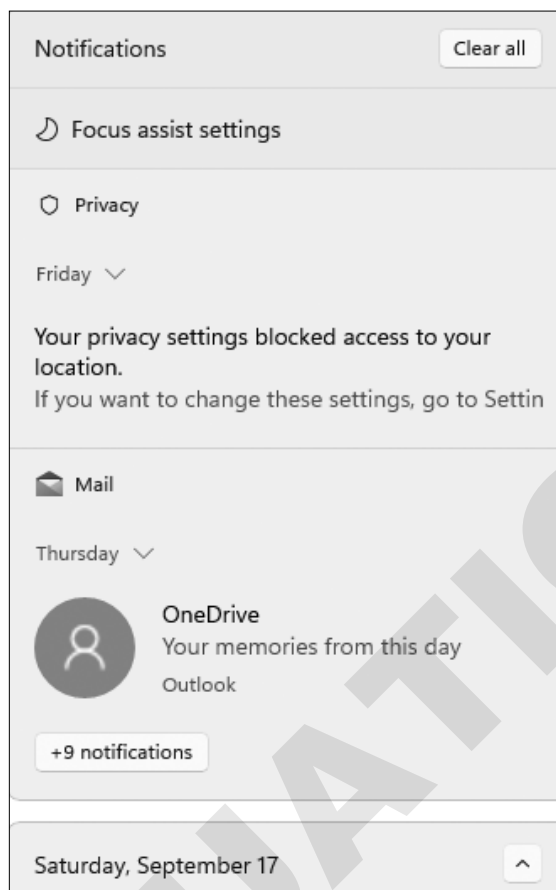
 + **A** to open the Action Center

Notifications

Notifications vary depending on the app. When highlighted with your mouse, individual notifications can be deleted by using the Close button

Note!

When you hover your mouse over the item, the close button appears on that item. The entire dialog box is closed by just clicking somewhere else on the screen.



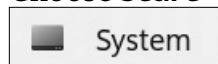
A specific section can be closed the same way. Notifications related to individual programs and various areas of Windows can be turned on and off in Settings.



HANDS-ON 2.6 Set Notifications

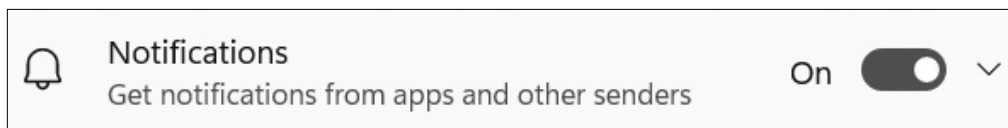
In this exercise, you will turn notifications off and then back on.

1. Choose **Start**→**Settings** and then click the **System** icon.



2. From the right side of the System window, choose **Notifications**.
Notice that the Notification options slide onto the right side of the screen.

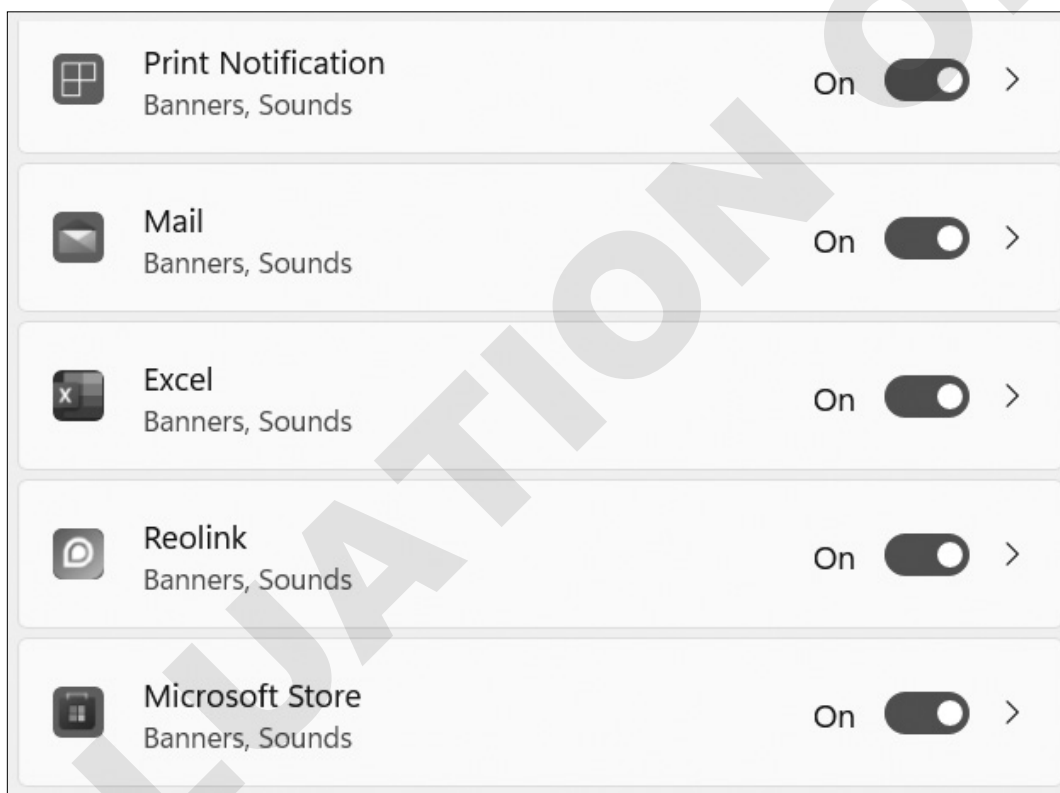
- Click the **On/Off** slider to the right of *Get Notifications from Apps and Other Senders* to turn them off.



The Notification button is no longer visible on the taskbar.

- Click the **On/Off** slider to the right of *Get Notifications from Apps and Other Senders* to turn notifications back on.

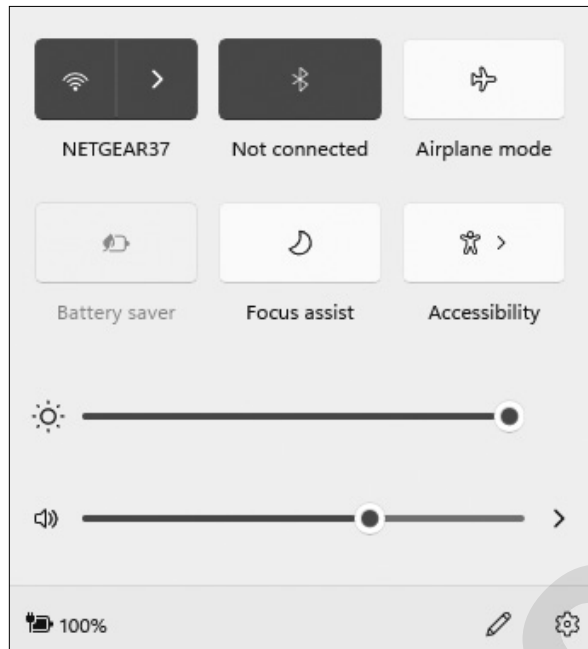
Scroll down through the Notifications window and notice you can turn notifications off for individual apps.



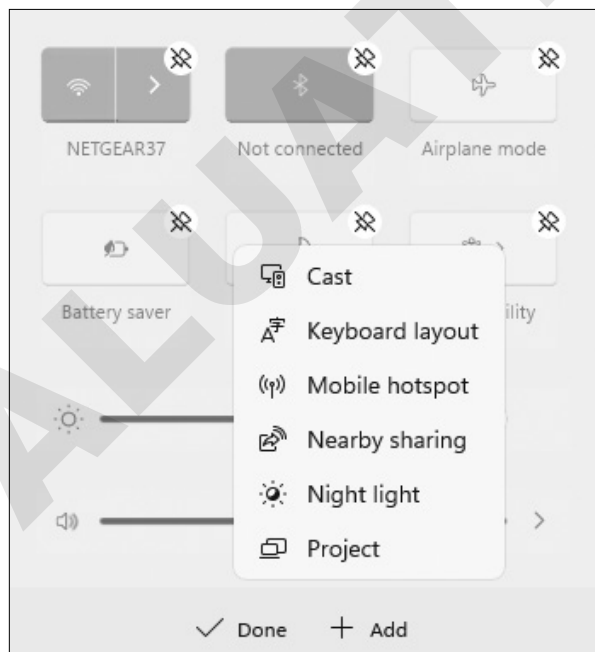
- Close the Settings window.

Actions

The Action Center contains rows of icons, or actions, that enable you to quickly access various settings on your computer.

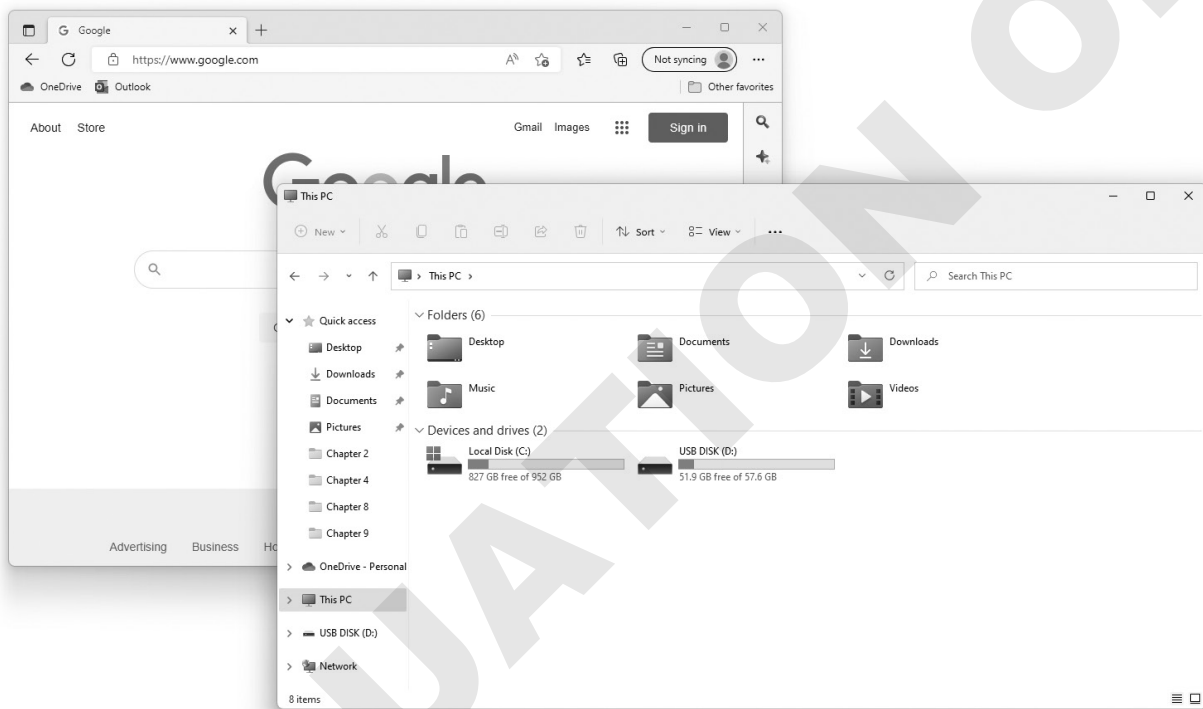


Using the Edit Quick Settings button (the pencil icon at the bottom of the screen), you can show additional actions and customize which actions will be shown.



Multitasking

One useful feature of Windows is its ability to multitask. Multitasking enables the computer to run multiple programs or operations at the same time. Multitasking lets Windows run various tasks and activities in the background that you might not even be aware of, such as downloading software patches, monitoring the security of your computer, and performing hundreds of other small tasks. You also can take advantage of multitasking to help you to become more efficient with your time in front of the computer; you can have several programs open, check your email, pay bills online, listen to music, and print documents—all at the same time.



Multitasking lets you perform many tasks simultaneously: watch a video, shop online, view saved photos, and organize your files.

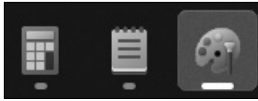
HANDS-ON 2.7 Open Multiple Programs

In this exercise, you will open three programs from the Start menu and watch the app buttons be added to the taskbar.

1. Click **Start**.
2. Click **Calculator** if available in the upper pane or choose it using the All Apps button.

Notice the app button has been added to the taskbar.

3. Open Notepad from the All Apps listing.
4. Open Paint from the All Apps listing.
There are now three app buttons on the taskbar.



Leave these programs open for the next exercise.

App Switching

You can easily switch between open programs (when multitasking) using one of several switching tools. Windows often offers more than one way to complete a task. To make an app active, you can use the app window, the app button, the keyboard, or the Task View button.

Which App Is Active?

There is a rule when running multiple programs: You can work in only one app at a time. If you think of open app windows like objects on your desk, the object you are currently using would be the active object and would, most likely, be on top of the other objects.

Windows places the active app window in front (on top) of the inactive windows. The button will be brighter and will have a lighter background behind it and a long, blue bar under it.

The active app button is brighter.



Inactive buttons are darker in color and have a short, gray bar under them.

Tip!

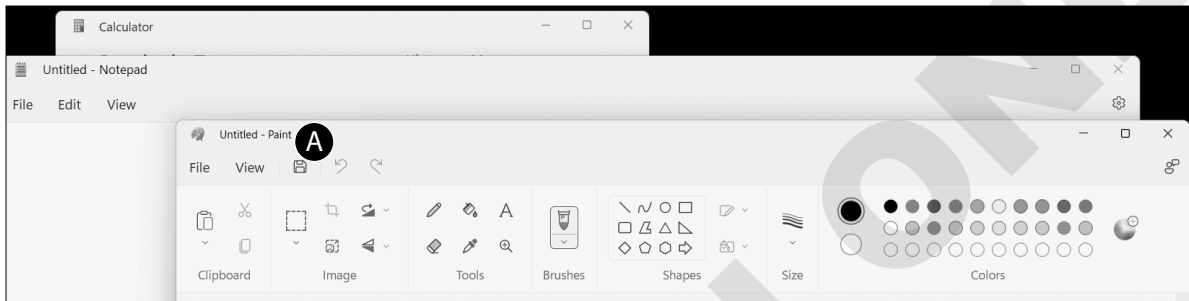
Open but inactive apps will have a short, gray bar under the bottom edge of their icons.

HANDS-ON 2.8 Switch Programs

In this exercise, you will change the active app window by clicking on inactive app windows and app buttons located on the taskbar.

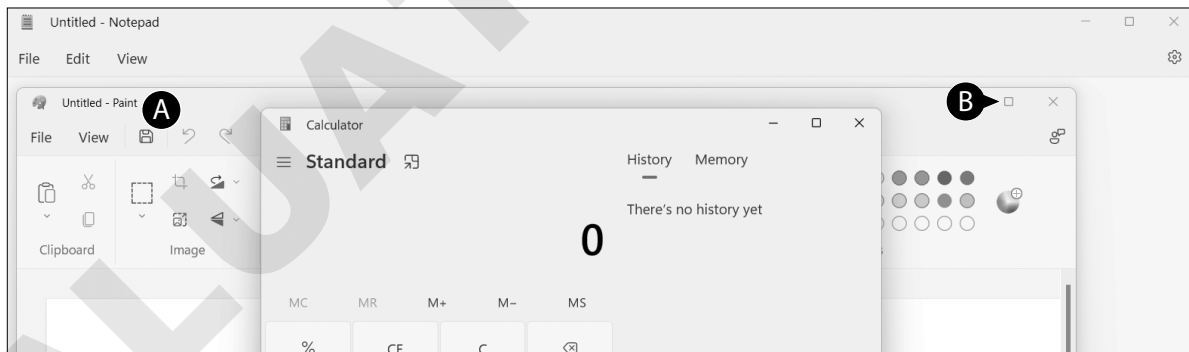
Before You Begin: Three programs (Calculator, Notepad, and Paint) should still be open on the Desktop.

1. Follow these steps to make Calculator the active app:



- A If necessary, restore down, resize, and move the windows to approximate the way they look here.
- B If Calculator is not active, click the **Calculator** app button to make it the active app.

2. Follow these steps to change the active app:



- A Click a visible part of the Paint window to make the window and the app button active.
- B Click the **Maximize** button to make the Paint window cover the Desktop.
- C Although Paint is hiding the other programs, click the **Calculator** app button to make it active.

If any part of an inactive window can be seen, clicking the window will make it active, but avoid clicking its Close button! If windows are maximized, use the app buttons to make other programs active.

3. Make Notepad active and click the **Close** button to exit the app.
Leave Calculator and Paint open.

The Flip Command

The **Flip** command enables you to quickly switch or “flip” between open programs. You access the command using the keyboard.

[Alt] + [Tab] to switch between open programs

Tip!

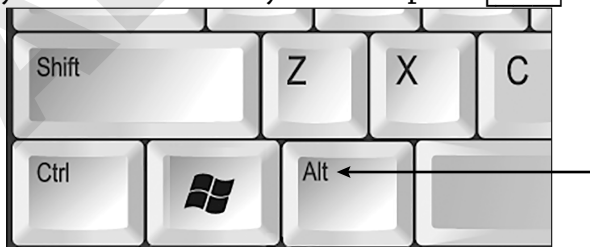
The Flip command is the quickest way to switch between open programs while keeping your hands on the keyboard.

SWITCHING PROGRAMS USING FLIP	
Task	Procedure
Use the Flip command	<ul style="list-style-type: none"> ▪ Hold down [Alt] and tap [Tab] to display the Flip window. ▪ While continuing to hold down [Alt], keep tapping [Tab] until the icon for the app you want to use is selected. ▪ Release [Alt]. The app window you chose is now active.

HANDS-ON 2.9 Flip Between Active Programs

In this exercise, you will flip (switch) between Calculator, Paint, and the Notepad.

1. Start Notepad.
2. Make Paint the active app if it is inactive.
3. Hold down the **[Alt]** key on the keyboard and keep it held down until step 5. (Use your left thumb so you can tap the **[Tab]** key in the next step.)



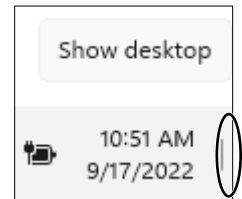
4. Tap the **[Tab]** key once (while continuing to hold down **[Alt]**).
The Task-Switching box appears. The order of the icons for open programs can be different and will change depending on which app was active when you gave the Flip command.

5. While holding down the **Alt** key, tap the **Tab** key until **Calculator** is chosen in the Task Switcher window.
6. Release the **Alt** key.
The Calculator app becomes active and jumps to the front of the Desktop.
7. Practice using **Alt** + **Tab** to switch between programs.
Leave Calculator, Notepad, and Paint open.

Show Desktop and Task View

Windows provides other features to help you navigate between multiple windows in quick and efficient ways:

Show Desktop button—The Show Desktop button is located at the far right end of the taskbar. It helps you quickly clear the Desktop of window clutter because instead of minimizing one window at a time, you can minimize all windows at the same time.



Task View button—The Task View button enables you to choose among your open apps without having to hold down multiple buttons on the keyboard like Flip requires.



When the Task View button is clicked on the taskbar, a screen showing all open apps appears, including a live view of what's running in each app. Clicking on a specific app makes it live on the screen.

HANDS-ON 2.10 Use Task View

In this exercise, you will use the Task View button to switch between running apps.

Before You Begin: Three apps (Calculator, Notepad, and Paint) should still be open on the Desktop.

1. Click on the **Paint** app to make it the active app.
2. Click the **Task View** button on the taskbar.



3. Click **Calculator** in the Task View window.

Notice that the Calculator app is now the active app on the Desktop.

4. Practice using the Task View button to switch between open apps.
 5. Close the Calculator, Notepad, and Paint apps.
-

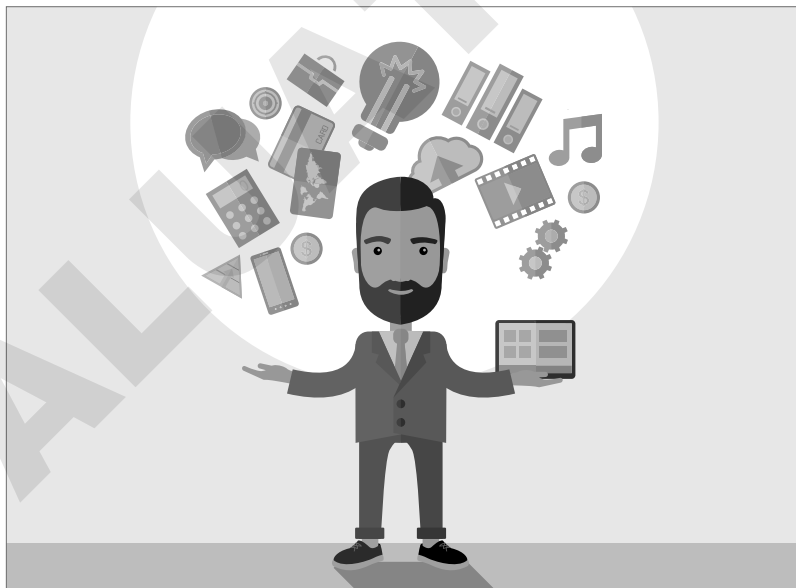
BEHIND THE SCREEN

The Usefulness of Multitasking

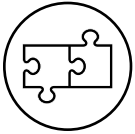
Multitasking—the ability to perform more than one task at a time—is a powerful tool. Coupled with today’s sophisticated processors, large monitors, and Windows’ new features, multitasking can make your work time more efficient and your personal time more fun.

Before the advent of Microsoft Windows, PCs could run only one app at a time. If you were printing a long document from an older PC, you had to wait for the job to finish before you could check your email or continue playing Solitaire.

Windows has increased multitasking capabilities over its predecessors that enable a multitude of processes to run in the background, such as antivirus protection, automatic updates, and messaging. At the same time, you can be printing a document, downloading a movie from the Internet, catching up on your email, and listening to music.



Multitasking allows you to perform many tasks simultaneously, such as checking email, paying bills online, listening to music, and printing documents.



Self-Assessment

To check your knowledge of the key concepts introduced in this chapter, complete the Self-Assessment quiz on this page. Or, you can take the quiz online by going to: labyrinthlab.com/silver

1. Touch gestures are special finger movements used with the touchscreen on a laptop. true false
2. Multitasking enables you to run more than one app at a time. true false
3. The Show Desktop button maximizes all open apps. true false
4. If you open three programs, you will have three active app windows. true false
5. Task View allows you to choose between apps without holding down multiple keyboard buttons. true false
6. Using the Minimize, Maximize, and Restore Down buttons to resize a window is called multitasking. true false
7. Which is NOT a quick-sizing button?
 - A. ☐ ×
 - B. ☐ –
 - C. ☐ □
 - D. ☐ □
 - E. None of the above
8. Which button minimizes a window?
 - A. ☐ ×
 - B. ☐ –
 - C. ☐ □
 - D. ☐ □
 - E. None of the above
9. How can you tell if an app is active?
 - A. Its window is the biggest.
 - B. Its name is grayed out in the title bar.
 - C. Its app button looks brighter on the taskbar.
 - D. All of the above
10. Which is NOT a touch gesture?
 - A. open Task view
 - B. zoom in
 - C. open help app
 - D. zoom out



Skill Builders

SKILL BUILDER 2.1 Resize and Move Apps

In this exercise, you will resize and move the Calculator on the Desktop.

1. Start the Calculator app.
2. Maximize the app using the **Maximize** button.
3. Restore down the Calculator app.
4. Click in the title bar of Calculator and drag it to a new position on the screen.
5. Minimize the Calculator window.
6. Click the **Calculator** button on the taskbar to restore it to the Desktop.
7. Close the Calculator app.

SKILL BUILDER 2.2 Pin and Unpin Apps

In this exercise, you will pin two commands to the Start menu and use commands to launch both apps. Finally, you will unpin the commands from the Start menu.

1. Choose **Start**→**All Apps**.
2. Right-click the **Notepad** and **Paint** items to pin these commands to the Pinned area of the Start menu.

Launch Pinned Programs

3. Launch Notepad using the new icon.
 4. Launch Paint using the new Paint icon.
- Leave the programs open on the Desktop for the next exercise.*

Remove the New Commands

5. Click **Start**.
6. Right-click the **Notepad** icon and the **Paint** icon and unpin their icons from the Start menu's Pinned area.
7. Dismiss the Start menu.

SKILL BUILDER 2.3 Multitask

In this exercise, you will multitask by using the control features discussed in this chapter.

Before You Begin: Notepad and Paint should still be open.

1. Click the **Notepad** app button on the taskbar to make it active.

Notepad jumps in front of the other window, and its title bar changes to show it is the active app. Also notice that Notepad's taskbar button appears brighter than the other app's button.

2. Click the **Paint** app button on the taskbar to make it active.

3. **Maximize** the Paint window.

Let's say you want to make Notepad the active app again. Because Notepad is hidden under Paint, you need to use its taskbar button to make the app active.

4. Click the **Notepad** app button on the taskbar to make Notepad active.

The Notepad window pops up on top of the Paint window, ready for you to type in it.

5. **Maximize** the Notepad window.

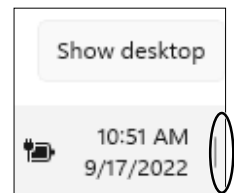
6. **Restore Down** each app.

Each app now has a window size that partially fills the Desktop.

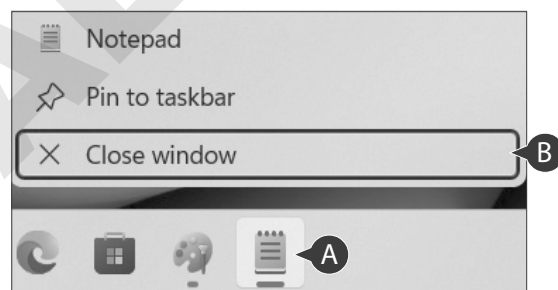
7. Practice resizing and moving each app window.

8. Minimize both programs at the same time using the **Show Desktop** button at the right end of the taskbar.

The purpose of the Show Desktop button is to minimize all open programs with a single click, giving you quick access to the Desktop.



9. Follow these steps to quickly close the minimized Notepad app:



- A Right-click the app button to display the control menu.

- B Choose **Close Window**.

10. Use the same right-click method on the Paint taskbar button to close its window.