

## CHAPTER 2

# Starting and Controlling Apps



## LEARNING OBJECTIVES

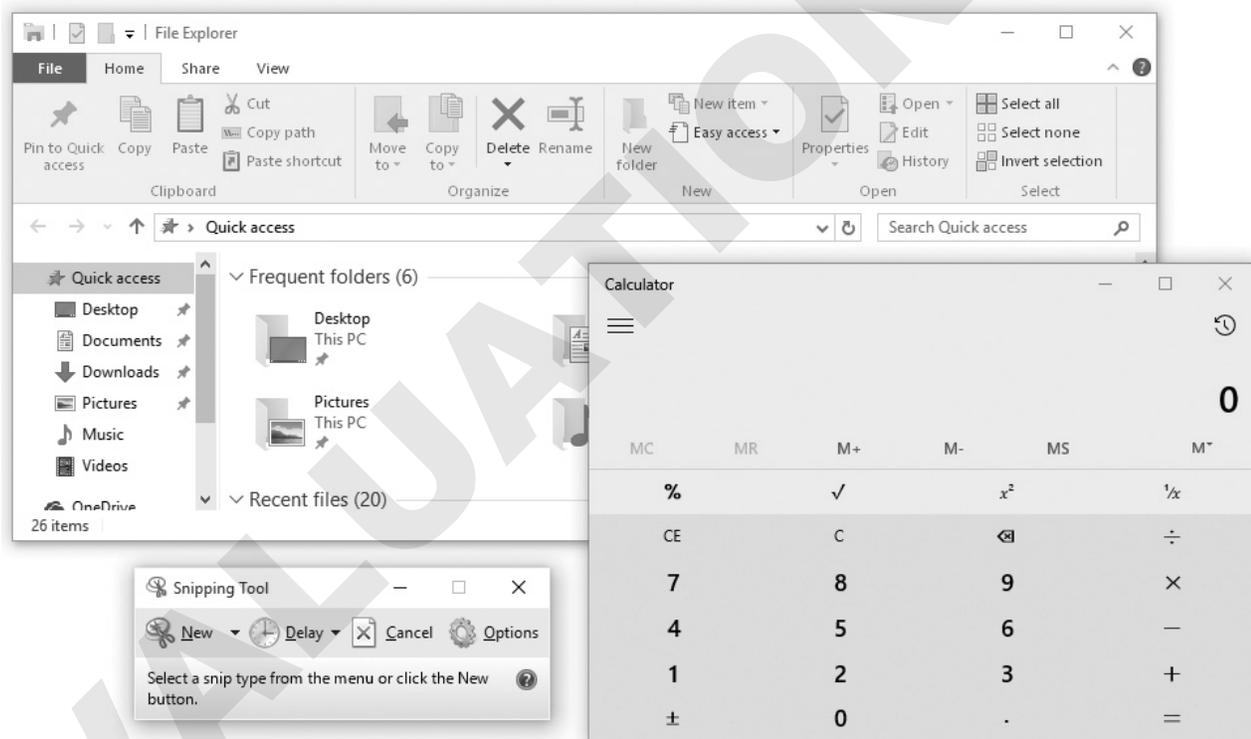
- Minimize, maximize, resize, and move app windows
- Use touch controls
- Describe the basic features of the Windows 10 taskbar
- Multitask effectively using the taskbar
- Access commands using the notification area
- Use the Action Center

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:* [labyrinthlab.com/silver](http://labyrinthlab.com/silver)

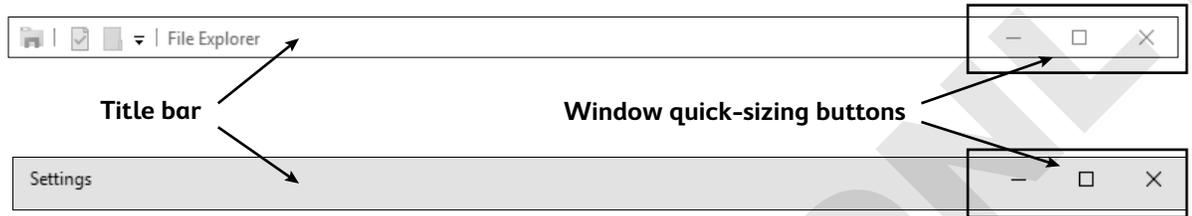
## Case Study: Starting at the Beginning

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 10 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 10. 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.



### QUICK REFERENCE: 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 Paint3D 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 Paint3D and exit the app, and the app button is removed from the taskbar.

---

**FROM THE KEYBOARD**

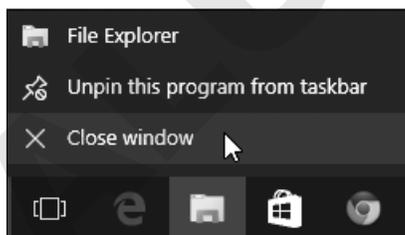
---

+ 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.

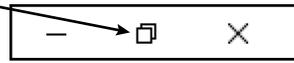
**The Maximize and Restore Down Buttons**

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...



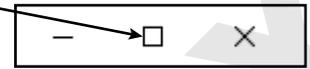
... the center button changes to **Restore Down**.



When you click the **Restore Down** button...

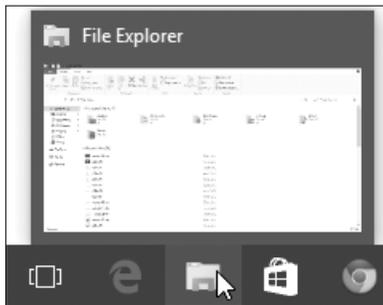


... the center button changes to **Maximize**.



### 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 Screen Tip. 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.

5. 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.

6. 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!

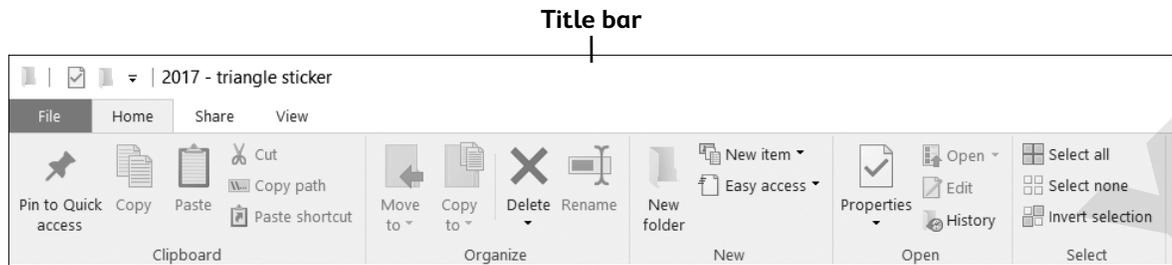
Sometimes the menu button is referred to as the “hamburger button” because it looks a bit like a hamburger!

## 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.

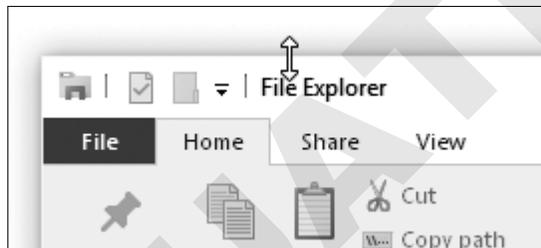


Finally, the title bar provides a handle that can be used to move the app window. If you position the tip of your mouse pointer over any empty space on the title bar (not its border), you can hold down your left mouse button and drag an app window around the Desktop.

### ***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.

### QUICK REFERENCE: Resizing Windows Using Snap

Task	Procedure
Maximize a window	<ul style="list-style-type: none"> <li>Click the title bar of a restored-down window and drag to the top edge of the Desktop until the mouse pointer touches it.</li> </ul>
Restore down a window	<ul style="list-style-type: none"> <li>Click the title bar and drag a maximized window away from the top edge of the Desktop.</li> </ul>
Display two windows side by side	<ul style="list-style-type: none"> <li>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.</li> <li>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.</li> </ul>

## 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. **Close**  the File Explorer app.

## Touch Controls



View the video “Touch Gestures” on the Student Resource Center at: [labyrinthlab.com/silver](http://labyrinthlab.com/silver)

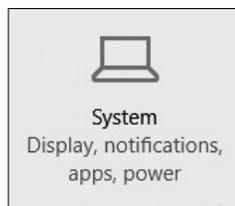
Windows 10 supports the use of touch **gestures** on computers and devices that have touchscreens. Using touch, you can move and control objects on the screen using one, two, or three fingers. If you have a precision touchpad on your laptop, you will be able to use these advanced controls.



### HANDS-ON 2.3 Determine If You Have a Touchscreen

In this exercise, you will check to see if your Windows 10 computer has a touchscreen.

1. Choose **Start**  and select the **Settings**  icon.
2. From Settings, double-click the **System** icon.



3. On the Systems page, click **About** on the left side of the screen. 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.

Edition	Windows 10 Pro Insider Preview
Product ID	00362-10000-00000-AA525
Processor	AMD E1-2100 APU with Radeon(TM) HD Graphics 1.00 GHz
Installed RAM	8.00 GB (7.45 GB usable)
System type	64-bit operating system, x64-based processor
Pen and touch	No pen or touch input is available for this display

*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.

### QUICK REFERENCE: Using Touch Gestures

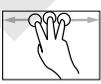
Task	Procedure	
Open the Action Center	<ul style="list-style-type: none"> <li>Swipe in from the right edge of the screen.</li> </ul>	
Open Task view	<ul style="list-style-type: none"> <li>Swipe in from the left edge of the screen.</li> </ul>	
View the title bar	<ul style="list-style-type: none"> <li>Swipe 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.</li> </ul>	
View the taskbar	<ul style="list-style-type: none"> <li>Swipe up from the bottom of the screen.</li> </ul>	
Open, select, or activate an item	<ul style="list-style-type: none"> <li>Tap once on the item.</li> </ul>	
Zoom in or out	<ul style="list-style-type: none"> <li>Touch the screen with two or more fingers and drag them toward or away from each other.</li> </ul>	

Illustrations provided by GestureWorks® ([www.gestureworks.com](http://www.gestureworks.com))

## 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.

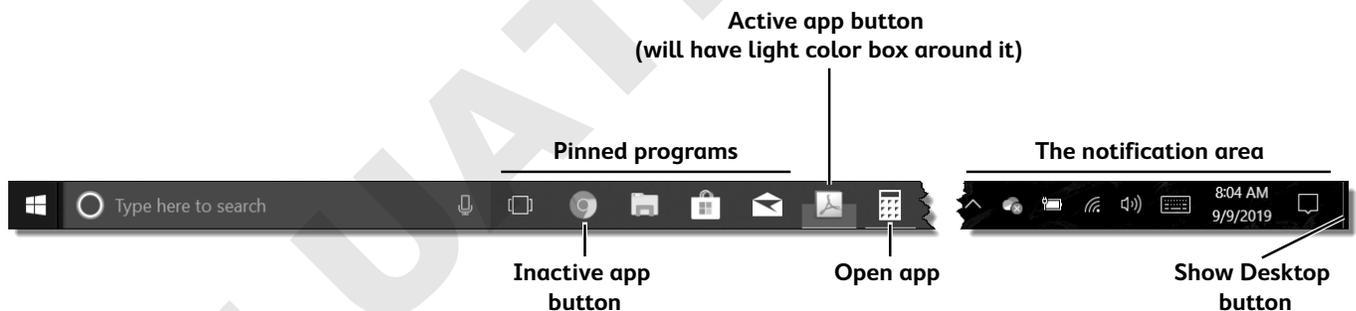
## QUICK REFERENCE: Using Touch Gestures

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

## Working with the Taskbar

The taskbar runs the width of the Desktop at the bottom of the screen. The center section of the taskbar displays the programs that are open.

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 box around 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.

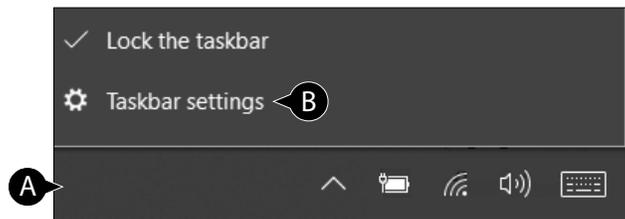


- It displays the system clock and current date.
- It displays icons representing tasks and functions that are running in the background, such as antivirus software.
- It displays notifications of system events, such as app updates.
- It provides access to some of the apps that have icons displayed.

## HANDS-ON 2.4 Change Taskbar Settings

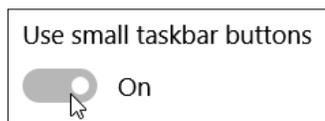
In this exercise, you will open the taskbar and the Start menu Properties dialog box to observe setting options and to make changes to the taskbar settings.

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 under *Use Small Taskbar Buttons* to turn on this feature.



*This makes the icons smaller, which enables more app buttons to be displayed on the taskbar. However, notice that the current date is no longer displayed in the notification area.*

**Tip!**

The Apply button makes the changes but leaves the dialog box open. The OK button applies the changes but also closes the box.

3. Turn off the small taskbar buttons.  
*Notice that larger icons have been restored on the taskbar.*
4. Click **OK** to close the dialog box.

### Pinning and Unpinning Apps

Windows 10 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.

## QUICK REFERENCE: Pinning and Unpinning Programs

Task	Procedure
Pin an app	<ul style="list-style-type: none"> <li>On the Start menu, right-click on the app button to display a pop-up menu.</li> <li>Choose More→Pin to Taskbar (Note: The Pin to Taskbar command is now on the More submenu).</li> <li>The app button will remain on the taskbar even when the app is closed until it is uninned.</li> </ul>
Unpin an app	<ul style="list-style-type: none"> <li>Right-click on the app button to display a pop-up menu.</li> <li>Choose Unpin from Taskbar.</li> </ul>

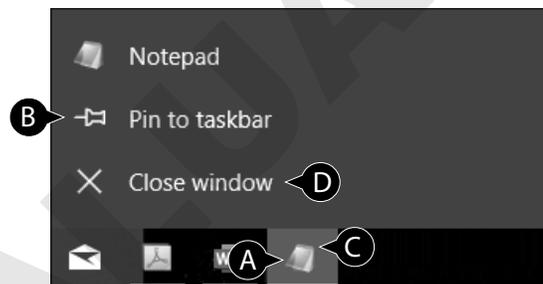
### Tip!

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.

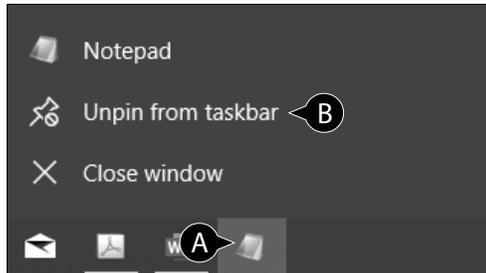
- Choose **Start**.
- Scroll down through the apps and click **Windows Accessories**→**Notepad**.
- Follow these steps to pin the app to the taskbar:



- Right-click the app button on the taskbar.
- Choose **Pin to Taskbar** from the menu.
- Right-click the app button again.
- Choose **Close Window** 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.

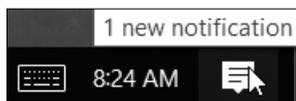
**B** Choose **Unpin from Taskbar**.

*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 10.

The Action Center is accessed by clicking the Notification  button in the notification area.



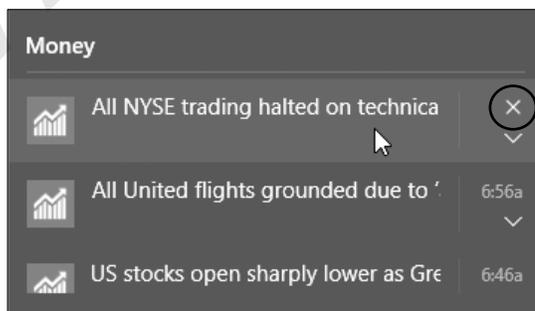
Click the Notification button to bring up the Action Center.

### FROM THE KEYBOARD

 + **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.

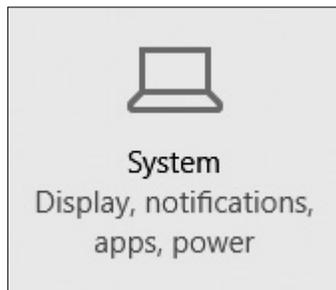


A specific section can be closed the same way. Notifications related to individual programs and various areas of Windows 10 can be turned on and off in Settings.

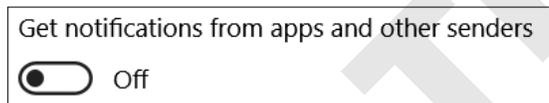
## HANDS-ON 2.6 Set Notifications

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

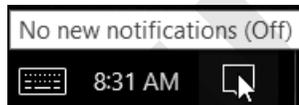
1. Choose **Start**→**Settings** and then click the **System** icon.



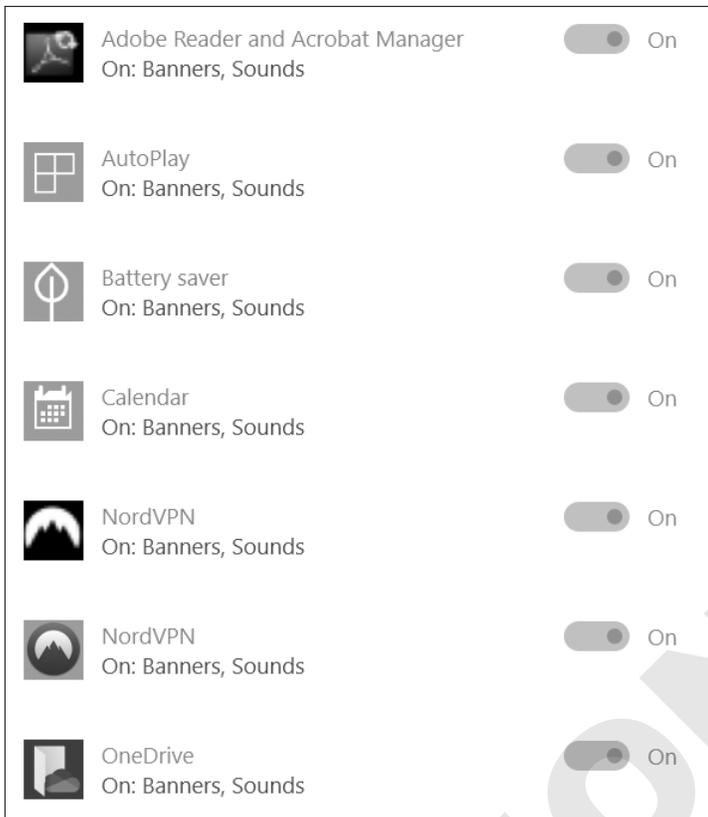
2. From the left side of the System window, choose **Notifications & Actions**.  
*Notice the options that appear on the right side of the screen.*
3. Click the **On/Off** slider under *Get Notifications from Apps and Other Senders* to turn them off.



*When you hover your mouse pointer over the icon, the ScreenTip indicates that new notifications will not appear.*



4. Click the **On/Off** slider under Show App Notifications to turn notifications back on.  
*Scroll down through the Notifications & Actions window and notice you can turn notifications off for individual apps. Note that the Notification button in the notification area on the taskbar no longer has a small minus sign.*

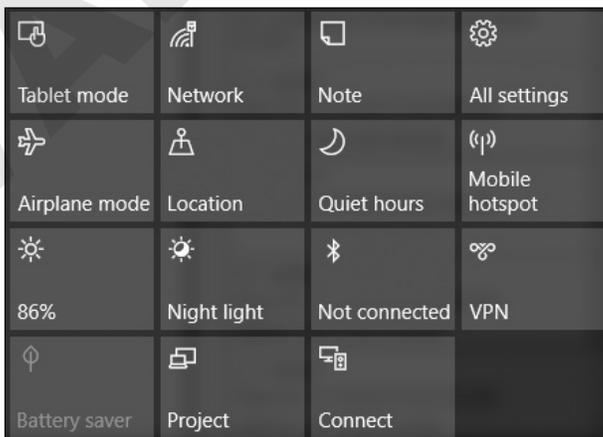


5. Close the Settings window.

## Actions

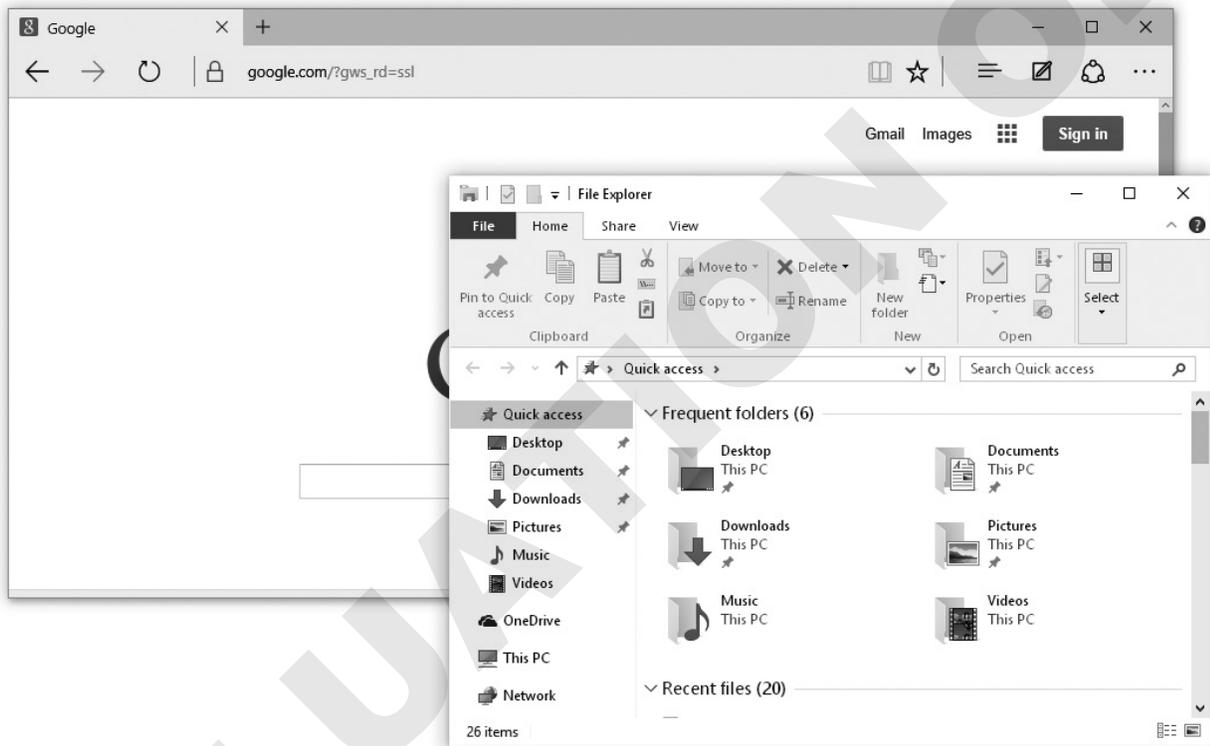
The Action Center contains rows of icons, or actions, along the bottom that enable you to quickly access various settings on your computer.

When the actions are collapsed, you are left with four quick actions. These four actions can be configured in the Settings to access the specific features of your choosing.



# 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, print a document, and listen to music—all at the same time.



Multitasking lets you perform many tasks simultaneously: check email, pay bills online, listen to music, and print documents.

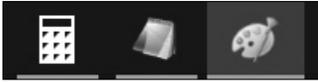
## HANDS-ON 2.7 Open Multiple Programs

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 right pane or choose it from the alphabetical listing of apps.

*Notice the app button has been added to the taskbar.*

3. Open Notepad from the Windows Accessories listing.
4. Open Paint from the Windows Accessories 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 buttons, 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 app button on the taskbar is brighter.

**The active app button is brighter.**



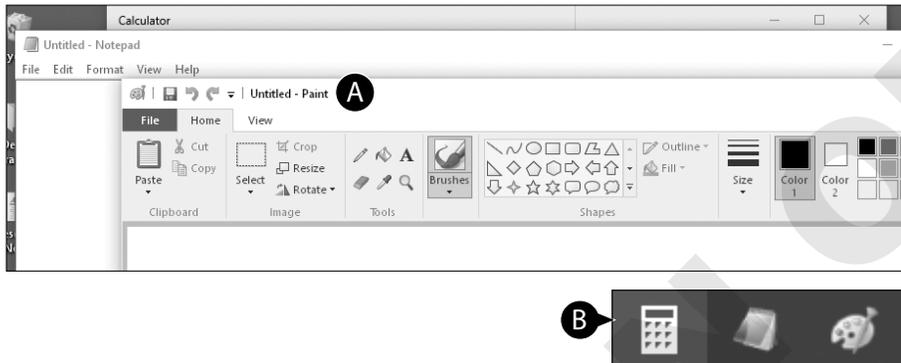
**Inactive buttons are darker in color.**

## 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.

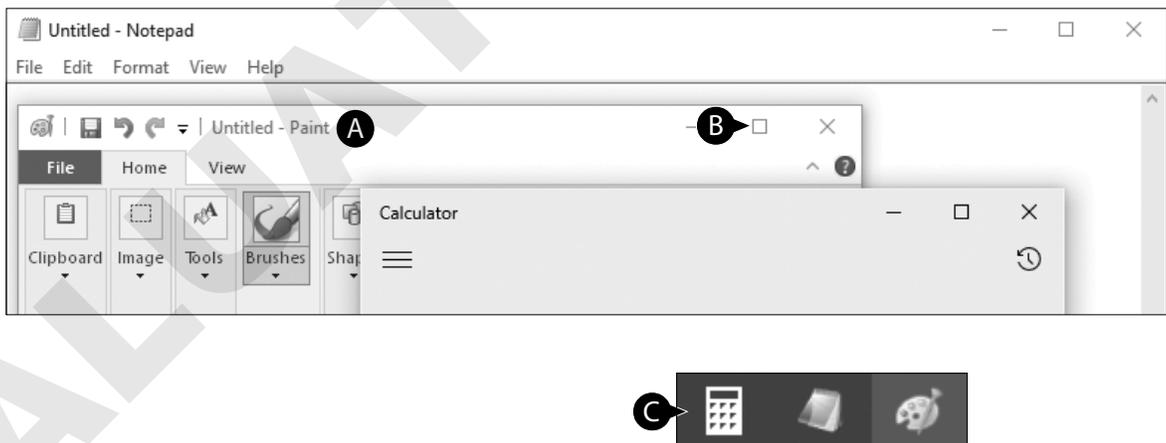
**Before You Begin:** Three programs (Calculator, Notepad, and Paint) should still be open on the Desktop.

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.

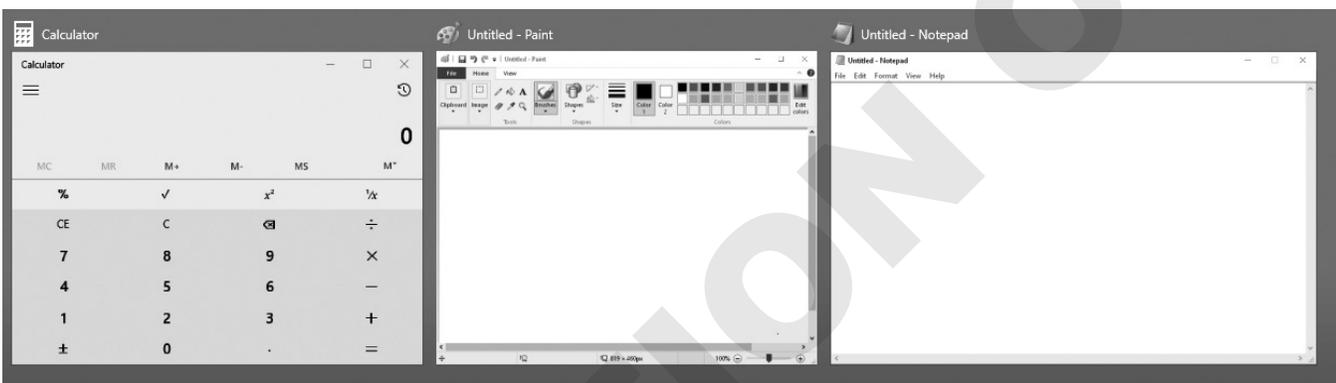
---

### FROM THE KEYBOARD

---

**Alt** + **Tab** to switch between open programs

---



In the Task-Switching box, large icons are displayed for open programs.

**Tip!**

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

### QUICK REFERENCE: Switching Programs Using Flip

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

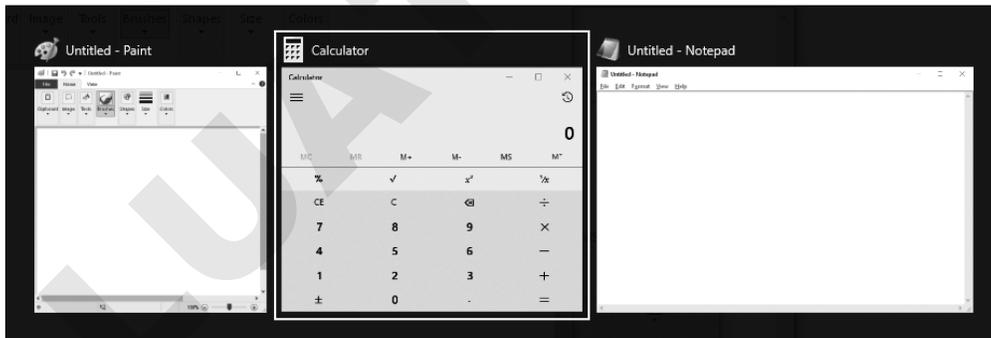
## HANDS-ON 2.9 Flip Between Active Programs

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, as shown here:



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 10 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.

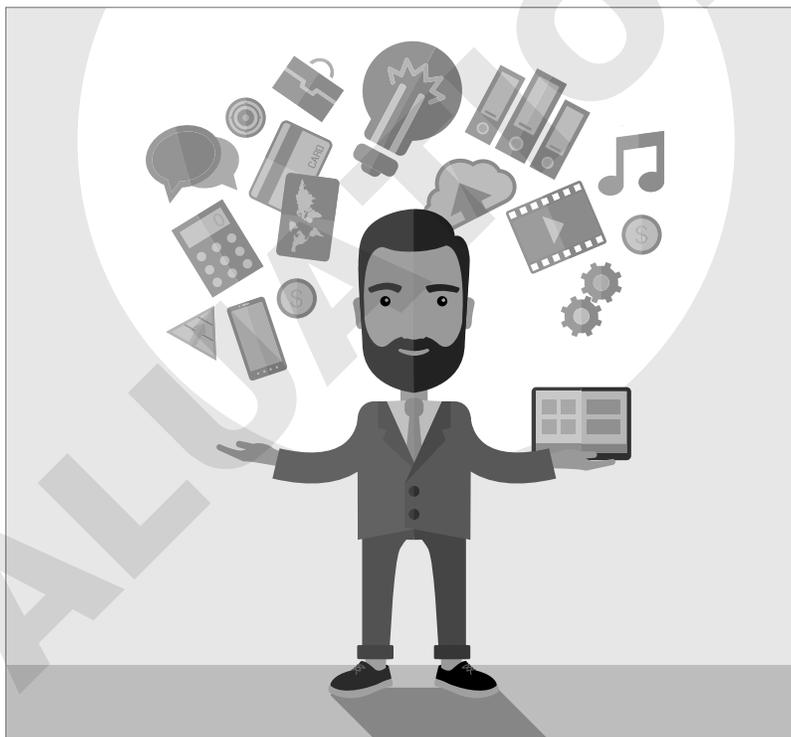
## BEHIND THE SCREEN

### The Usefulness of Multitasking

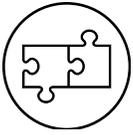
Multitasking—the ability to perform more than one task at a time—is a powerful tool. Coupled with today’s sophisticated processors, large monitors, and Windows 10’s new features, multitasking can make your work time more efficient and your personal time more fun.

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 10 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.



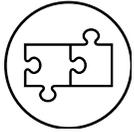
Multitasking allows you to perform many tasks simultaneously, such as checking email, paying bills online, listening to music, and printing documents.



# 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](http://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** → **Windows Accessories**.
2. Right-click the **Notepad** and **Paint** items to pin these commands to the live tile area of the Start menu.

### Launch Pinned Programs

3. Launch Notepad using the new tile. Depending on how many tiles are on your Start screen, you may need to scroll down the Start screen or resize the window.
4. Launch Paint using the new Paint tile.  
*Leave the programs open on the Desktop for the next exercise.*

### Remove the New Commands

5. Open the **Start**  menu.
6. Right-click the **Notepad** tile and the **Paint** tile and unpin their tiles from the Start menu's live tiles.
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.

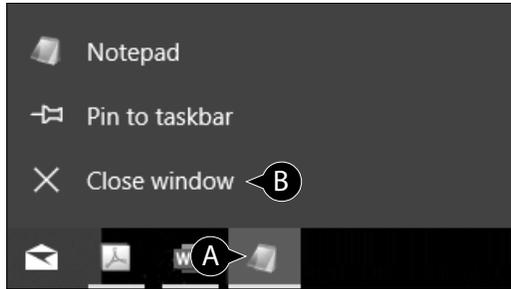
**Before You Begin:** Notepad and Paint should still be open.

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.
- .....

EVALUATION ONLY

EVALUATION ONLY