2 Starting and Controlling Apps
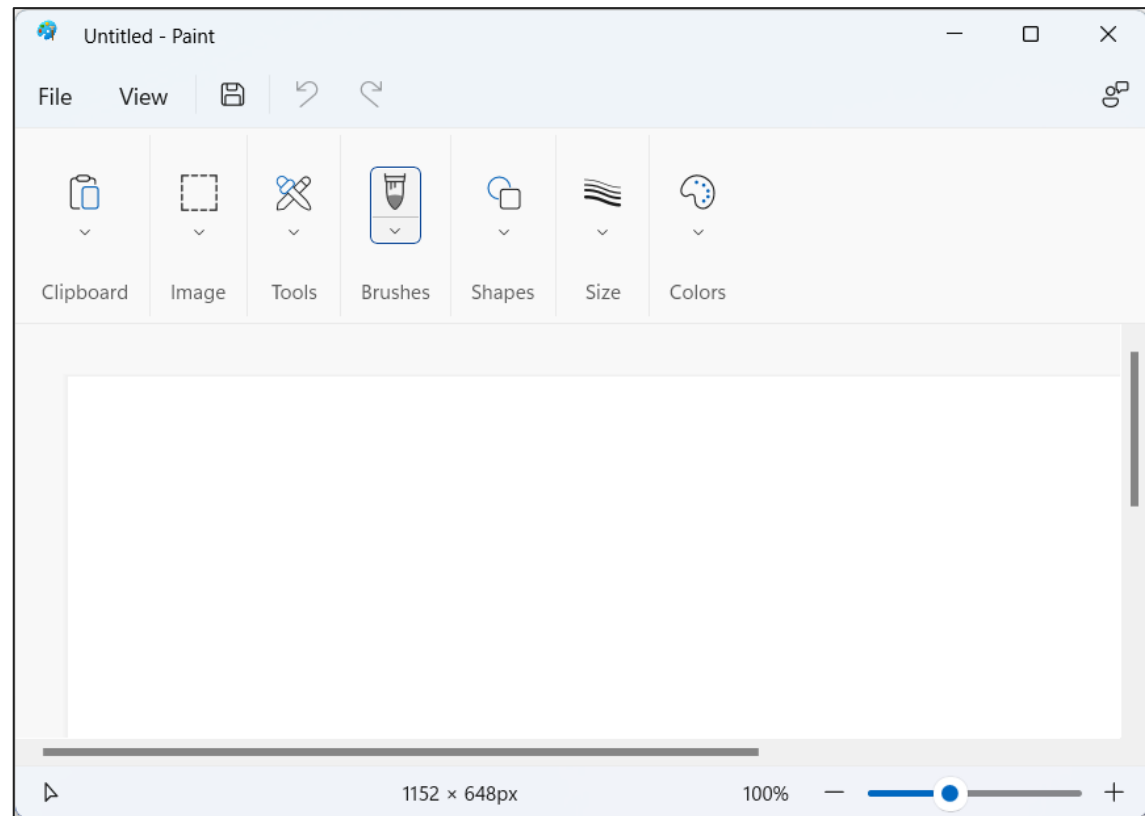
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Learning Objectives

- 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

Controlling App Windows

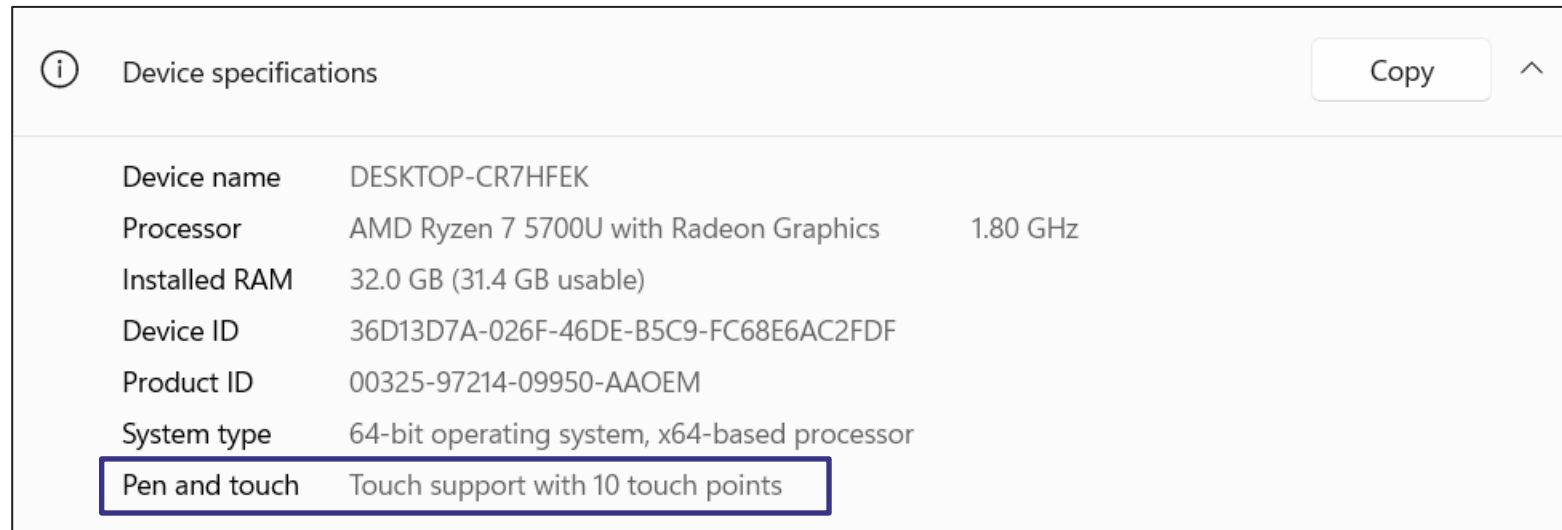App windows have controls and features that are similar in most programs:

- Quick-sizing buttons
- Menu buttons
- Title bar
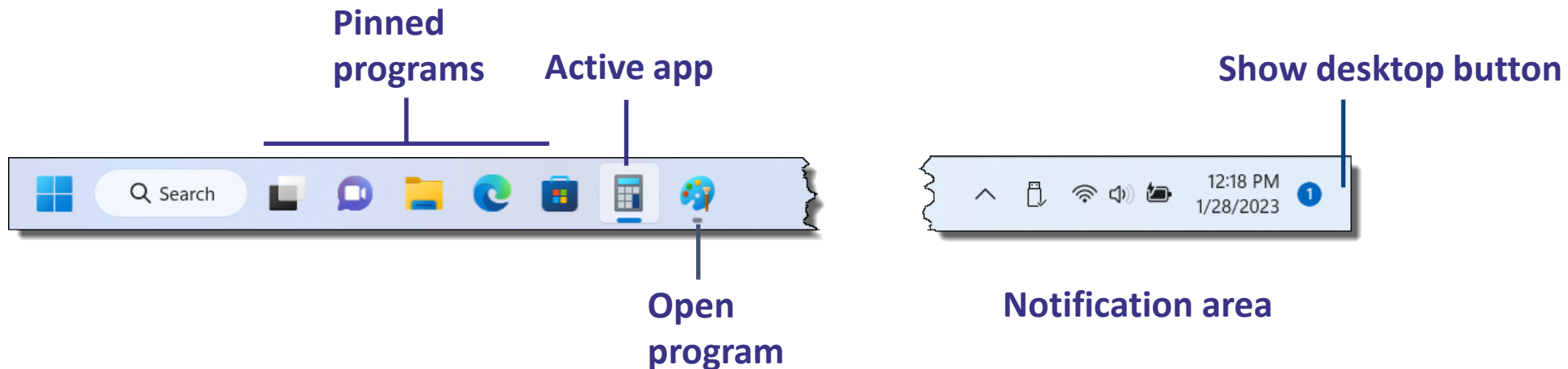- Window resizing
- Snap feature

Touch Controls

To check if a Windows 10 computer has a touchscreen, click Start➔Settings➔System➔ About.

- Look for the *Pen and Touch* section.
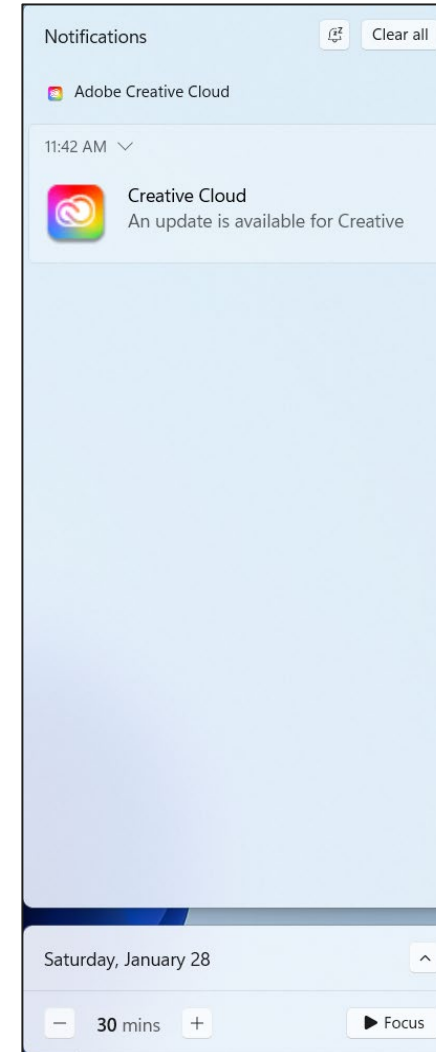
Working with the Taskbar

- The taskbar runs the width of the Desktop at the bottom of the screen.
- The center section displays the apps that are open or pinned and the Start button.

Pinned programs

Active app

Show desktop button

Open program

Notification area

Action Center (Notifications)

The Action Center is a central location for information being shared by various apps.

- Information includes news alerts and available updates.

Multitasking

- A computer can run multiple programs or operations at the same time, such as:
  - Checking email
  - Paying bills online
  - Playing music
  - Printing documents
- It can also run tasks and activities in the background, such as:
  - Downloading files
  - Virus protection
  - Updates