

INTRODUCTION TO USING WINDOWS 11

Opening Applications

1. Locate the Taskbar at the bottom of your screen.
2. Click once on the icon of the application you wish to open if you see it on the Taskbar, such as Outlook (see figure 1).
3. Click once on the Start icon (see figure 2) if you do not see the icon you wish to open on your Taskbar.
4. Click once on the Searchbar to search for the application you wish to open.
5. Type in the name of the application you wish to open, such as Outlook.
6. Press the enter button on your keyboard to search.
7. Click once on the icon of the application to open it.



Figure 1



Figure 2

Adding Applications to the Taskbar

1. Locate the Taskbar at the bottom of your screen.
2. Click once on the Start icon (see figure 2).
3. Click on the Searchbar to search for the application you wish to add to your Taskbar.
4. Type in the name of the application, and it should appear as you type.
5. Click and hold on the icon of the application.
6. Drag the icon to an empty space on the Taskbar (see figure 3).
7. Release the mouse button to place the application on your Taskbar.

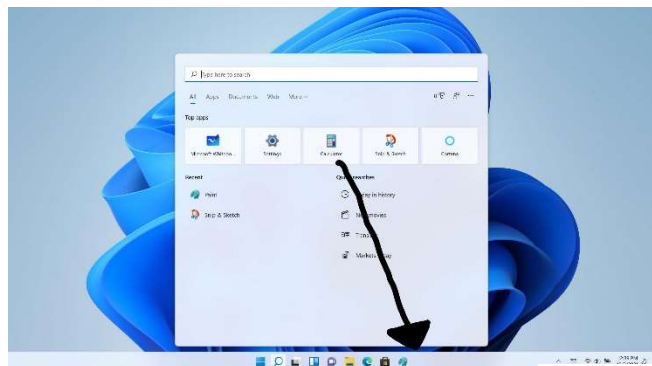


Figure 3