Using the Task Bar

This lesson will teach you about:
1. Windows
2. How to open more than one window on your computer
3. How to go between 2 open windows (toggle)

You are probably using a ‘Windows’ Computer right now. We all know what windows are. You can use a window to see outside your house or workplace.

Windows on a computer are similar. Windows on a computer let you see things on your computer. Like your house, you can open and close them. You can also have more than one open at one time.

If you are reading this on a computer, you have a window open. The task bar is a bar at the bottom of your monitor screen. You can find it to the right of the ‘start’ button. **Look at the diagram below.**

![Task bar with two windows open.](image)

Try this:
1. Load Microsoft Word by double-clicking on the bit blue ‘W’ icon on your desktop. If there is no icon on your desktop:
   a. Click on ‘Start’ at the bottom left of the screen.
   b. Click on ‘All Programs’.
   c. Click on ‘Microsoft Office’
   d. Click on Microsoft Word.
2. You should now see the Microsoft Word ‘Window’.

*If you need help with this, ask the teacher or aid.*
3. Look at the task bar at the bottom of the screen. You should see a bar on the task bar that has the Microsoft Word icon in it.
4. Look at the diagram again. Do you see the arrow at the top? It points to an icon that looks like a blank sheet of paper. Click on it one time.
5. You should have another blank Microsoft Word window. Look at the task bar below. Do you see 2 ‘buttons’ now?
6. Click on the left bar on the task bar. Type: ‘This is window 1’. Now click on the right bar. Type: ‘This is window 2’.
7. Now press on the left bar again. Do you see your typing?

You now know how to open many windows, keep them all open at the same time and go from one window to another by clicking on that ‘button’ in the task bar.

This lesson has shown you how to:
1. Have more than one window open at the same time on your computer.
2. Use the task bar at the bottom of the screen to see what windows are open.
3. Use the mouse to move between those two windows.