

# NIELIT Gorakhpur

**Course Name: O Level (1st Sem)**

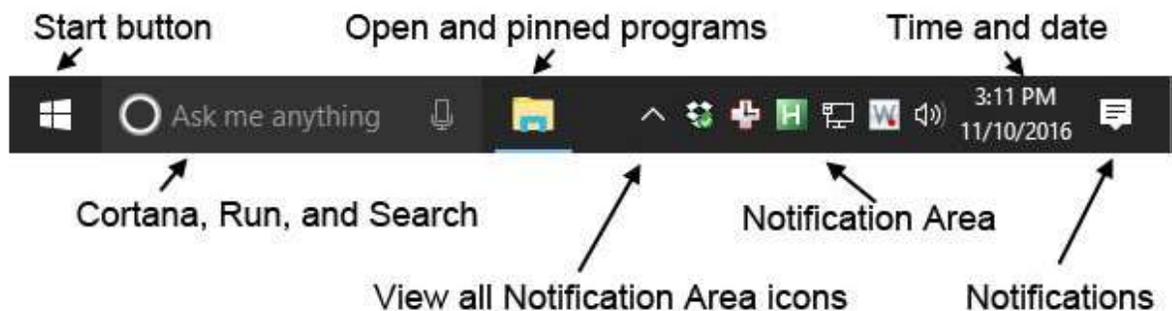
**Subject: ITTNB**

**Topic: Taskbar icons and shortcuts**

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**Taskbar:-** The taskbar is an element of an operating system located at the bottom of the screen. It allows you to locate and launch programs through start and the start menu, or view any program that is currently open. The taskbar first introduced with Microsoft Windows 95 and can be found in all subsequent versions of Windows. It also allows them to check the date and time, items running in the background through the Notification Area, and with early versions of Windows access to the Quick Launch.

## Windows 10 Taskbar Overview



### Start Button in windows 10:-

The Start button in Windows 10 is a small button that displays the Windows logo and is always displayed at the left end of the Taskbar. we can click the Start button in Windows 10 to display the Start menu or the Start screen.

We can right-click the Start button in Windows 10 to display a pop-up menu of shortcuts to various features, windows and control panels on our computer. To open any one of these items, click the desired command in the pop-up menu that appears.

**Notification Area:-** The notification area is located on the far right side of the Windows taskbar. It was first introduced with Windows 95 and is found in all subsequent versions of Windows. Newer versions of Windows feature an up arrow that allows users to show or hide program icons.

## Common notification area icons

**Volume (speakers/headphones)** - This icon looks like a loudspeaker viewed from its side. It allows quick access to your computer's volume settings and shows which output device is currently being utilized.

**Power** - On laptops only, you'll see a Power Cord icon if your computer is plugged into an outlet.

**Network connection** - If your computer connects to the Internet with a cable or Wi-Fi an icon should be seen that shows the network status.

**Antivirus program** - Each antivirus program has its own set of notification icons.

**Windows update notification** - These icons vary in each version of Windows. They notify a user that there are Windows updates available for download and installation.

**Run and search:-** The Run command box provides the quickest way to launch programs (for instance, Registry Editor, Group Policy Editor) or open folders and documents. In this tutorial we'll show you 5 ways to open Run command box in Windows 10.

