

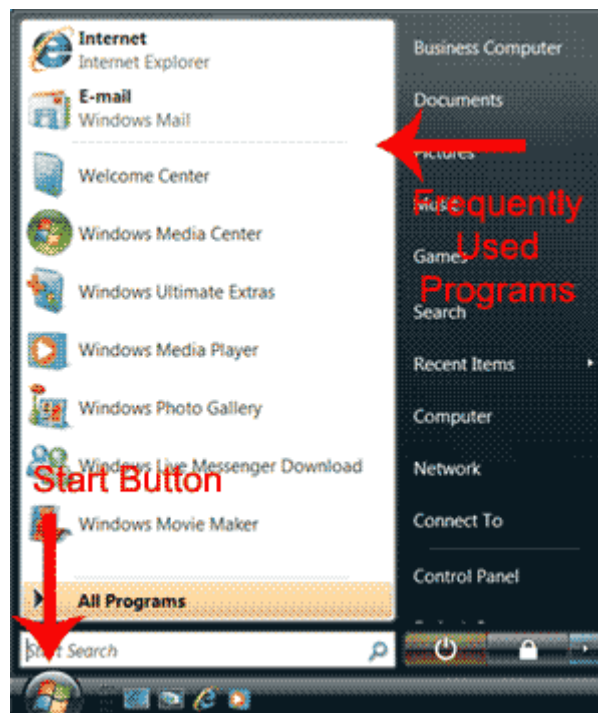
# Microsoft Windows Vista

## What is a program?

You use programs, also referred to as software, to perform tasks when using a computer. For example, if you want to use your computer to write a letter, you can use a word-processing program such as Microsoft Word.

If you want to keep accounting records, you can use an accounting program such as QuickBooks.

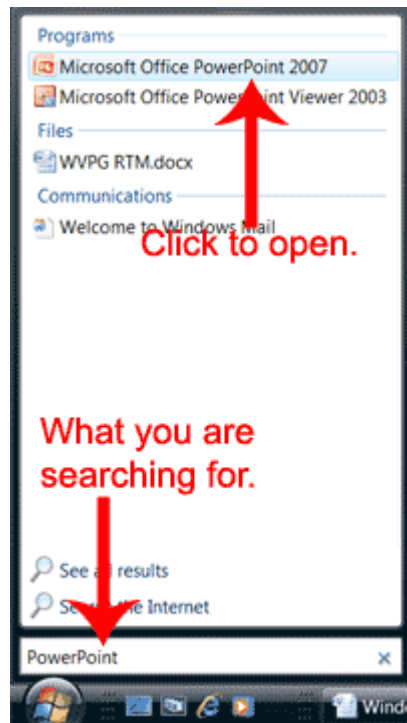
## How do I start a program?



## To start a program:

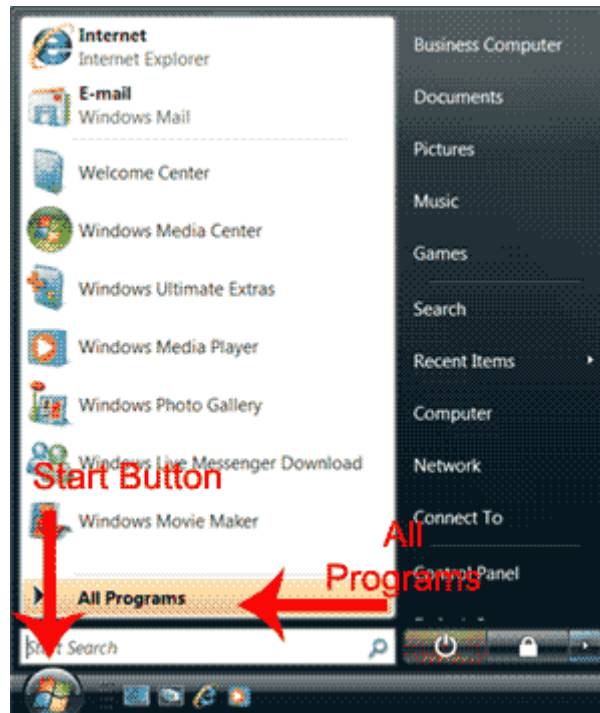
1. Click the Start button, located in the lower-left corner of your screen. A menu showing the programs you use most frequently appears on the left, and commonly performed tasks appear on the right.
2. Click the program you want to open. Vista starts the program.

**I do not see the program I want to open. What should I do?**



After you click the Start button, a search box appears just above it. You can use the search box to locate programs or anything else that is located on your computer, including documents that contain the word you type. Type the name of the program, e-mail, file, or whatever you are looking for in the Search box. Vista searches your computer. The results of the search appear on the Start menu. When you see the program you are looking for, you can click the program name to open the program.

## Is there a menu that lists all my programs?

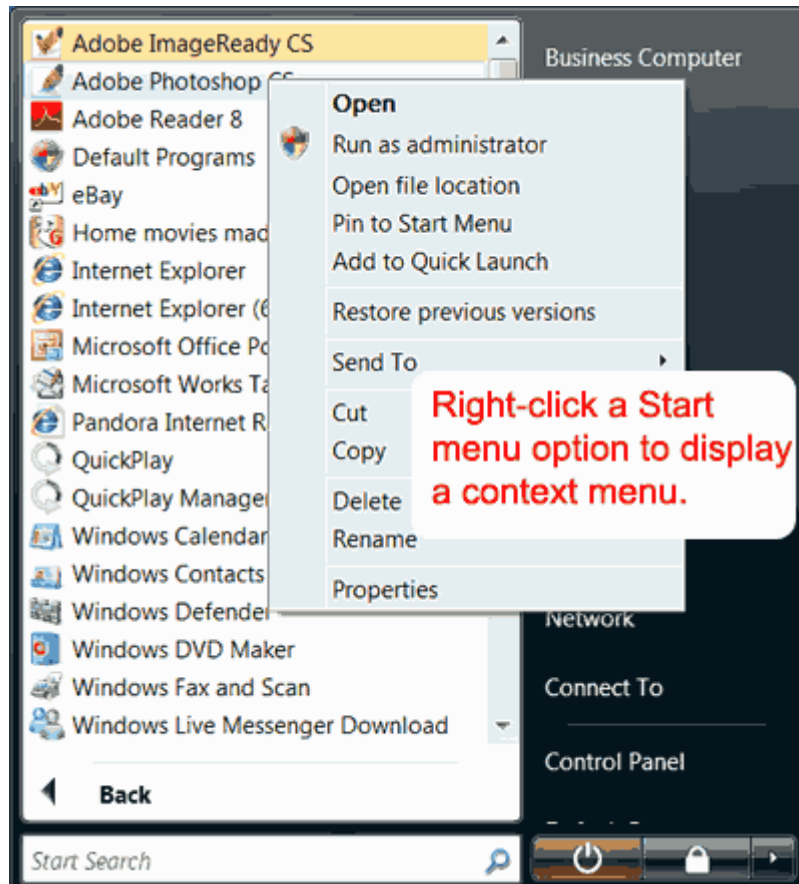


1. Click the Start button. The Start menu appears.
2. Click All Programs. A listing of programs and program folders appears.
3. Click a program to open a program, or click a folder to open a folder and then click the program name. Vista starts the program.

**Note:** You may not be able to view all of your programs on the screen at one time. Click and drag the scrollbar up or down to change which programs are in view.

## Can I customize the Start menu?

You can customize the Start menu to suit your personal style. If you right-click the Start menu, a context menu appears (a context menu performs an action related specifically to the object you click). You can click an option on the context menu to perform all of the actions discussed in the next several questions.



## How do I add a program to the first page of the Start menu?

1. Find the program name in the All Programs list.
2. Right-click the program name. A context menu appears.
3. Click Pin To Start Menu. The program appears on the first page of the Start menu above the horizontal line.

## How do I remove a program from the first page of the Start menu?

1. Right-click the program name. A context menu appears.
2. Click Unpin From Start Menu. Vista removes the program from the first page of the Start menu.

If the program is located below the horizontal line, right-click the program name and then click Remove from This List.

## **How do I copy an item that is located on the Start menu or the Program menu?**

1. Right-click the item. A context menu appears.
2. Click Copy. Vista copies the program.

## **You can paste the copy to your desktop to create a desktop shortcut.**

1. Right-click your desktop.
2. Click Paste. Vista creates a desktop shortcut.

## **How do I rename an item on the Start menu or the Program menu?**

1. Right-click the item. A context menu appears.
2. Click Rename. Vista highlights the name.
3. Type the new name.
4. Press Enter. Vista changes the name.

## **Where are the games?**

Several games are included with Windows Vista. To access the games:

1. Click the Start button, which is located in the lower-left corner of the screen. The Start menu appears.
2. Click Games. The Games Explorer window appears.
3. Double-click the game you want to play. The game starts.