

# Customizing Windows 7

# 7

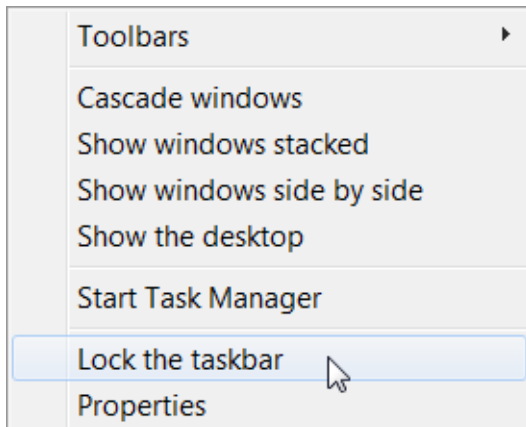
At the end of this chapter you will be able to:

- Move and Customize the Taskbar
- Minimize all open windows to show the Desktop
- Change the Volume Control and Clock settings
- Work with multiple windows & Switch between windows
- Pin and Unpin applications/files to the Taskbar & Start Menu
- Add and Remove Items from the Desktop
- Change the Display Settings
- Empty the Recycle Bin

You can change the way Windows looks and works in a number of ways:

## Moving the Taskbar

The **Taskbar** can be **moved** to the top, left, right and bottom edges of the desktop.



Try this:

- **Right-click** on the Taskbar (select an area without buttons)
- Click on **Lock the taskbar** from the shortcut menu to uncheck the option

- Move your mouse to an area of the Taskbar that does not contain a button
- **Click** on this area and **hold** the left mouse button down
- **Drag** the Taskbar to one of the other edges of the screen (either the right edge, top, or left edge)
- **Click** and **drag** the Taskbar back to the bottom of the screen
- **Lock the Taskbar** again



**Exercise**  
*Moving the Taskbar*