

## Start Menu-Customize

The Start Menu is the central link to the computer's programs, management tools, and file storage structure. The Start Menu can be opened by clicking the **Start Button** (see illustration at right) on the far left end of the **Taskbar** or by pressing the **Windows** icon at the left of the spacebar



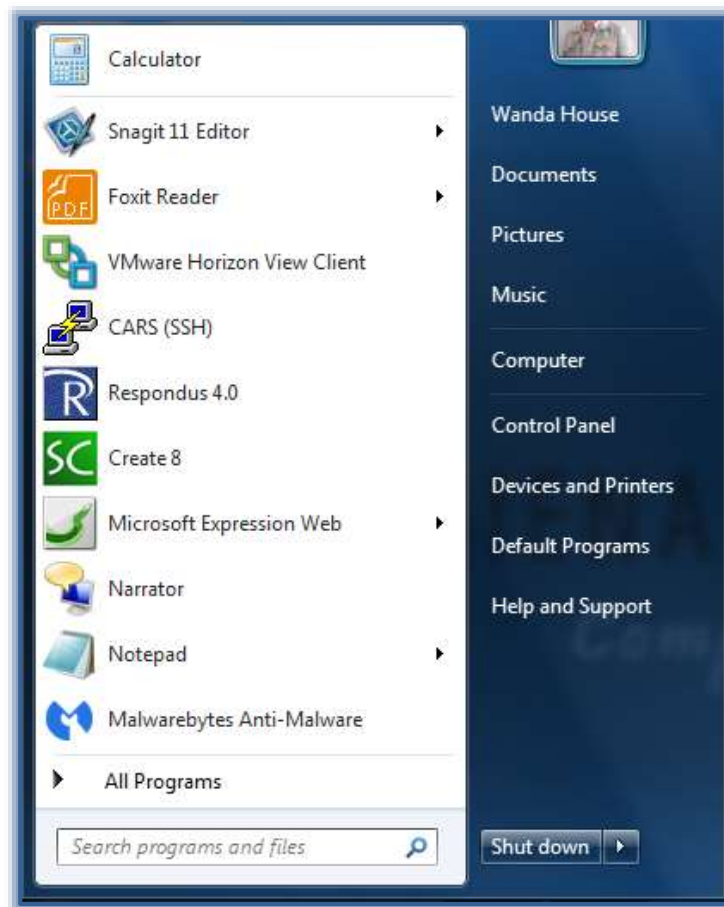
### Customize the Start Menu

It is possible to add or remove items that appear on the right side of the Start Menu, such as Computer, Control Panel, and Pictures. Items that appear as links or menus can also be changed.

### Pin Items to the Start Menu

One of the ways to create shortcuts to frequently used programs is to pin them to the Start menu. To do this:

- ✚ Click **Start** on the **Taskbar** (see illustration at right).
- ✚ The **Start Menu** will appear (see illustration below).



- ✚ Click **All Programs** in the **Start Menu**.
- ✚ A list of programs will display on the **left side** of the **Start Menu**.
- ✚ Click the **Microsoft Office** folder.
- ✚ A list of **Microsoft Office** programs will display.
- ✚ Right-click on any program in the **Microsoft Office** list such as **Word** or **Excel**.
- ✚ Choose **Pin to Start Menu** from the shortcut menu list that appears.

- ✦ The item will appear above the line on the left-hand side of the **Start Menu**.

**NOTE:** Other programs can also be pinned to the Start Menu by selecting that program from the All Programs list.

### Remove Pinned Items from the Start Menu

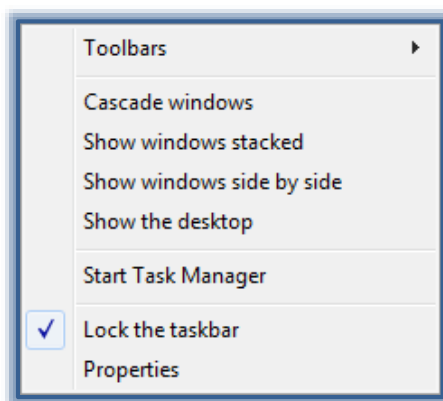
- ✦ Click **Start** on the **Taskbar** (see illustration at right).
- ✦ Right-click on the program icon for the program that is to be removed.
- ✦ Choose **Unpin from Start menu**.



### Move the Start Button and Taskbar

The Start button is located on the Taskbar. Although it is not possible to remove the **Start** button from the **Taskbar**, it is possible to move the **Start** button along with the **Taskbar** to a different location.

- ✦ **Right-click** an **empty space** on the **Taskbar**.
- ✦ A shortcut menu of commands will appear (see illustration below).

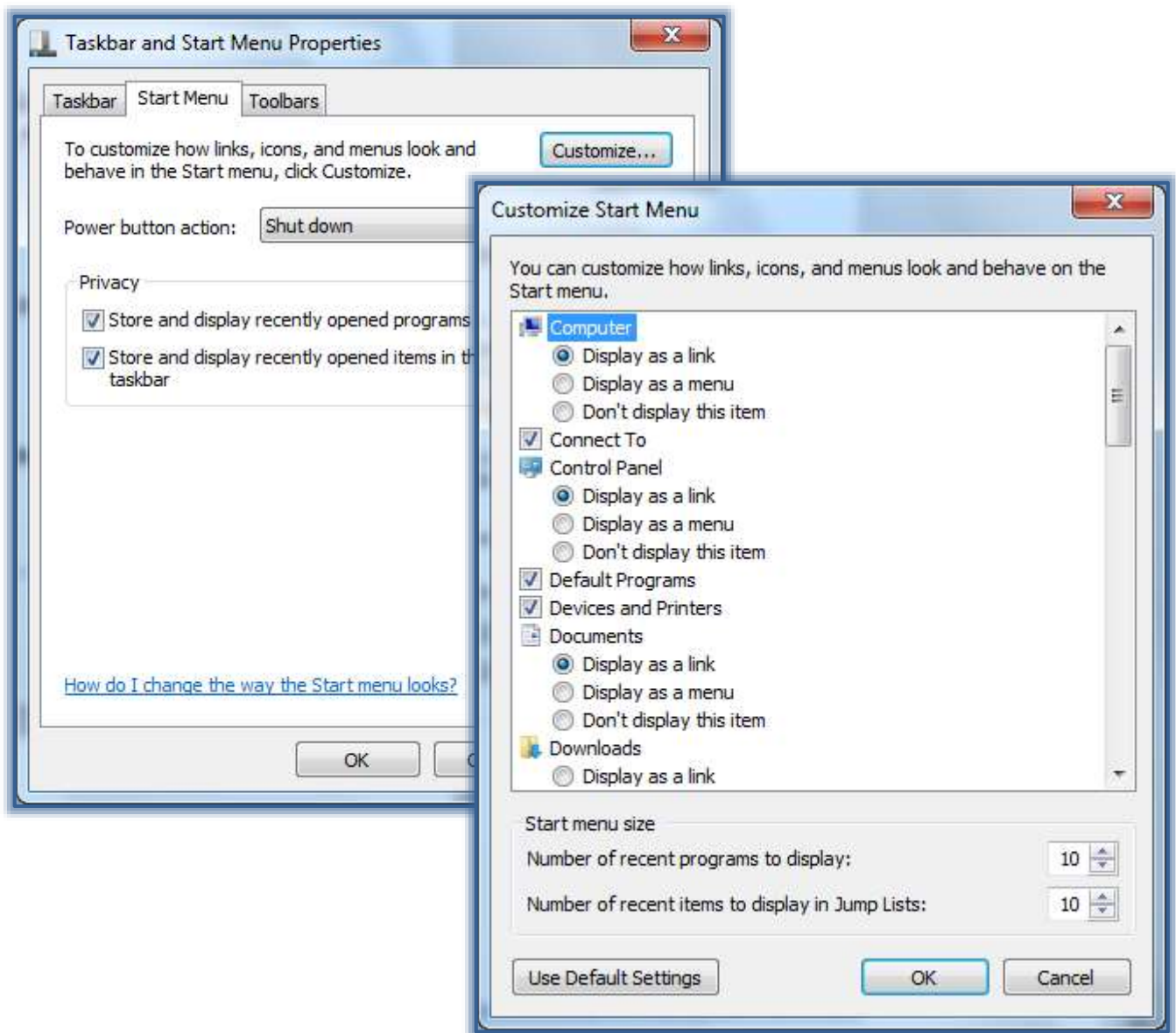


- ✦ Click the **Lock the Taskbar** link to remove the check mark.
- ✦ Click an **empty space** on the **Taskbar**.
- ✦ Hold down the mouse button.
- ✦ **Drag** the **Taskbar** to one of the four edges of the desktop.
- ✦ When the **Taskbar** is in the desired location, release the mouse button.
- ✦ **Right-click** the **Taskbar** and then click **Lock the Taskbar**.
- ✦ **Locking the Taskbar** prevents it from being moved or resized accidentally.

### Add Recent Items to Start Menu

- ✦ Right-click the **Start** button on the **Taskbar** (see illustration at right).
- ✦ Choose **Properties** from the list of options
- ✦ The **Taskbar and Start Menu Properties** dialog box will display (see illustration on next page).
- ✦ Make sure that the **Start Menu** tab is selected.
- ✦ Click the **Store and Display Recently Opened Items in the Start Menu and Taskbar** check box under **Privacy**.
- ✦ Click the **Customize** button.
- ✦ The **Customize Start Menu** dialog box will appear (see illustration on next page).
- ✦ Scroll through the list of options to locate the **Recent Items** check box.
- ✦ Click the check box for **Recent Items**.
- ✦ Click **OK** twice to exit both dialog boxes.





### Clear Recently Opened Files or Programs from Start Menu

When a file or program is cleared from the Start menu it is not deleted from the computer.

- ✦ Right-click the **Start** button on the **Taskbar**.
- ✦ Choose **Properties** from the list of options.
- ✦ Make sure that the **Start Menu** tab is selected.
- ✦ Click the **Store and Display Recently Opened Items in the Start Menu and the Taskbar** check box to remove the check mark.
- ✦ Click **OK**.

### Adjust Number of Shortcuts for Frequently Used Programs

- ✦ Right-click the **Start** button on the **Taskbar**.
- ✦ Choose **Properties** from the list of options.
- ✦ The **Taskbar and Start Menu Properties** dialog box will display (see illustration above left).
- ✦ Make sure that the **Start Menu** tab is selected.
- ✦ Click the **Customize** button.

- ✦ The **Customize Start Menu** dialog box will appear (see illustration above right).
- ✦ In the **Number of Recent Programs to Display** box, enter the number of programs to display on the **Start Menu**.
- ✦ Click **OK** twice to close both dialog boxes.

### Customize Right Pane of Start Menu

It is possible to add or remove items that appear on the right side of the Start menu, such as Computer, Control Panel, and Pictures. Some items on the Start menu can be changed so that they appear as links or menus.

- ✦ Right-click the **Start** button on the **Taskbar**.
- ✦ Choose **Properties** from the list of options.
- ✦ The **Taskbar and Start Menu Properties** dialog box will display.
- ✦ Make sure that the **Start Menu** tab is selected.
- ✦ Click the **Customize** button.
- ✦ The **Customize Start Menu** dialog box will appear.
- ✦ Select the **Options** in the list that are to be changed.
- ✦ Click **OK** twice to exit both dialog boxes.

### Restore Start Menu Default Settings

With Windows 7, it is possible to restore the Start Menu to the original default settings.

- ✦ **Right-click** the **Start** button on the **Taskbar**.
- ✦ Choose **Properties** from the list of options.
- ✦ The **Taskbar and Start Menu Properties** dialog box will display.
- ✦ Make sure that the **Start Menu** tab is selected.
- ✦ Click the **Customize** button.
- ✦ The **Customize Start Menu** dialog box will appear.
- ✦ Click the **Use Default Settings** button on the bottom left side of the dialog box.
- ✦ Click **OK** to exit the dialog box.
- ✦ Click **OK** again to exit the **Properties** window.