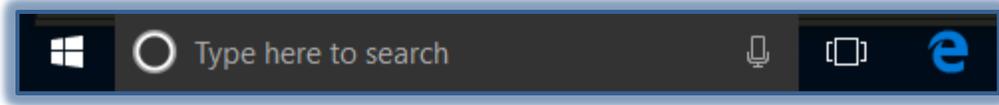# Taskbar

The Task Bar is your link to current information about what is happening on the computer. The Start button appears on the left side of the Taskbar. The time and date appears on the right side of the bar. The Show Desktop (bar to the right of the time and date) makes all the open windows transparent so that the desktop is visible. Located to the right of the Taskbar is the Cortana Search. The Taskbar can be customized by linking to programs that you use frequently.

Taskbar Buttons

These buttons appear on the Taskbar to the right of the Start button.

- By default, the Microsoft Edge and Task View buttons are displayed here.
- Almost any action, such as starting a program or opening a file, dialog box, or the Control Panel, adds a corresponding, temporary button to the Taskbar.
  - Pointing to a Taskbar button displays a thumbnail of each open window for that program.
  - To switch to the document for that program, click the thumbnail.
  - When pointing to a thumbnail, a close button will appear in the upper right corner of the thumbnail.
  - Clicking the button will close the item.
- Right-click the **Taskbar Button** to display a shortcut menu of related files and commands.
  - The list will vary depending on the type of item the **Taskbar Button** represents.
  - **Right-click** the **Microsoft Edge** button to display the browsing history.
    - You can then access a Web site directly from the Taskbar.
    - You are also given the option of unpinning the program from the Taskbar.
  - Right-click a program icon to display a list of files recently opened in that program.
    - You will be given the option of closing the window.
    - You will also be given the option of pinning or unpinning the program on the **Taskbar**.

Notification Area

This area displays information about the status of programs. This includes the status of programs running in the background, as well as links to some system commands. The area displays to the left of the Date and Time area which is located on the right side of the Taskbar.

Taskbar Keyboard Shortcuts

The table below contains keyboard shortcuts for working with items on the Taskbar.

Key Combination	Description
Shift + Click on a Taskbar button	This key combination can be used to open a program or quickly open another instance of a program.
Shift + Right-click on a Taskbar button	Use this key combination to show the Window menu for the program that the Taskbar button represents.
Shift + Right-click on a grouped Taskbar button	This key combination will show the window menu for the group.
Ctrl + Click on a grouped Taskbar button	To cycle through the windows of a group on the Taskbar, use this key combination.