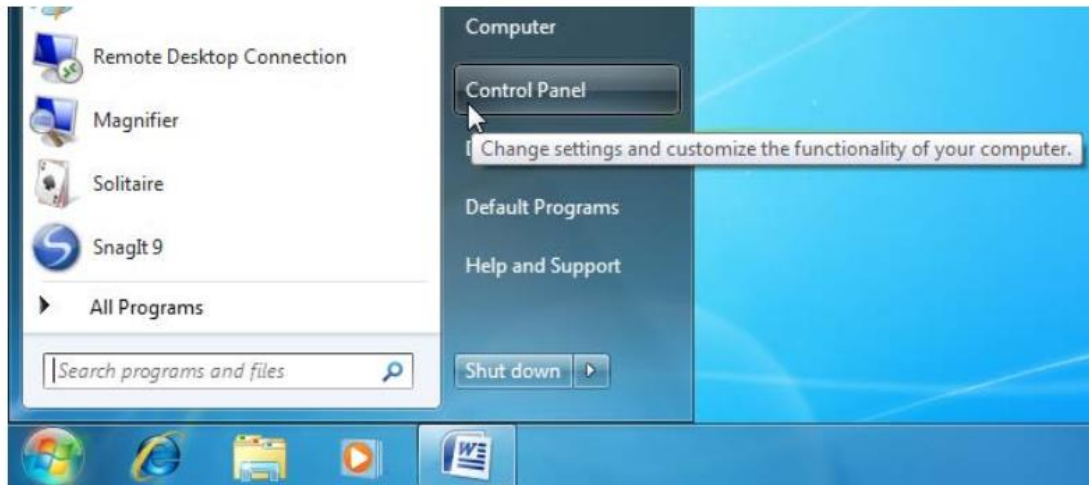**Lecture 4: Windows 7: Customize Start Menu and Taskbar**
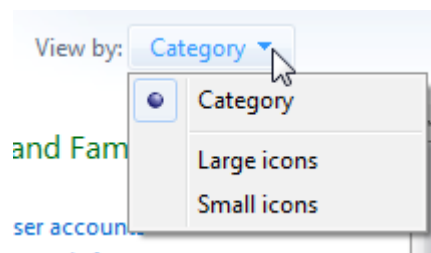
⊞ Opening the Control Panel:

The Control Panel is opened by clicking Start → Control Panel:

Changing the View of the control panel:

For a complete listing of all sub commands in the Control Panel, click the "View by" combo box and select either Large or Small icons:

⊞ Customize Start Menu and Taskbar:
❑ Taskbar:

The taskbar is usually located at the bottom of the desktop. It looks like this:

Taskbar Appearance:

   ○ **Unlock the taskbar:**
   Right-click an empty space on the taskbar. If ***Lock the taskbar*** has a check mark next to it, the taskbar is locked. You can unlock it by clicking ***Lock the taskbar***, which removes the check mark.

❍ **To hide the taskbar:**
On the *Taskbar* tab, under *Taskbar appearance*, select the *Auto-hide the taskbar* check box, and then click OK.

❍ **To resize icons in the taskbar:**
On the *Taskbar* tab, under *Taskbar appearance*, select the *Use Small Icons* check box, and then click OK.

❍ **To change location of the taskbar:**
On the *Taskbar* tab, in *Taskbar location on screen* menu, select *Left, Right, Top or Bottom*, and then click OK.

❍ **Change how icons appear on the taskbar:**
You can customize the taskbar, including the appearance of icons and how they group together when you have multiple items open. Here are your choices:

▪ **Always combine, hide labels**

This is the default setting. Each program appears as a single, unlabeled icon, even when multiple items for a program are open.

A single icon represents both a program and open items

▪ **Combine when taskbar is full**

This setting shows each item as an individual, labeled icon. When the taskbar becomes crowded, programs with multiple open items collapse into a single program icon. Clicking the icon displays a list of the items that are open. Both this setting and *Never combine* resemble the look and behavior of earlier versions of Windows.

Individually labeled icons combine when the taskbar is full

▪ **Never combine**

This setting is similar to *Combine when taskbar is full*, except icons never collapse into a single icon, regardless of how many windows are open. As more programs and windows open, icons decrease in size and eventually scroll within the taskbar.

Individually labeled icons always appear

❍ **To change how icons and notifications appear in the notification area:**

1. ***Right-click*** an empty area on the taskbar, and then click ***Properties***.
2. Under ***Notification area***, click ***Customize***.
3. For each icon, select one of the following options in the list:
   - ***Show icon and notifications***. The icon always remains visible on the taskbar in the notification area and any notifications are displayed.
   - ***Hide icon and notifications.*** The icon is hidden and notifications aren't displayed.
   - ***Only show notifications.*** The icon is hidden, but if the program triggers a notification balloon, it's displayed on the taskbar.
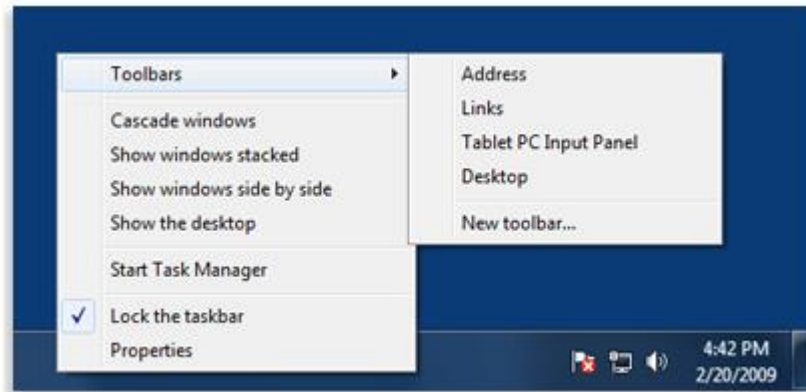4. Click ***OK***.

❍ **To turn system icons on or off:**

1. Right-click an empty area on the ***taskbar***, and then click ***Properties***.
2. Under ***Notification area***, click ***Customize***.
3. Click ***Turn*** system icons ***on*** or ***off***.
4. For each system icon, click ***On*** in the list to show the icon in the notification area, or click ***Off*** to completely remove the icon from the notification area.
5. Click ***OK***, and then click ***OK again***.

❍ **To turn off desktop previews:**

1. Right-click an empty area on the ***taskbar***, and then click ***Properties***.
2. Under ***Preview desktop with Aero Peek***, clear the ***Use Aero Peek to preview the desktop*** check box.
3. Click ***OK***.

○ **Add a toolbar to the taskbar:**

1. Right-click an empty area on the ***taskbar***, and then point to ***Toolbars***.
2. Click any item in the list to add or remove it. The toolbar names with check marks beside them are already on the taskbar.

❑ **Start Menu:**

○ **To pin a program to the start menu:**
Click ***Start***, browse to the program, right-click the program, and then click ***Pin to Start Menu***. *The program's icon appears at the top of the Start menu.*
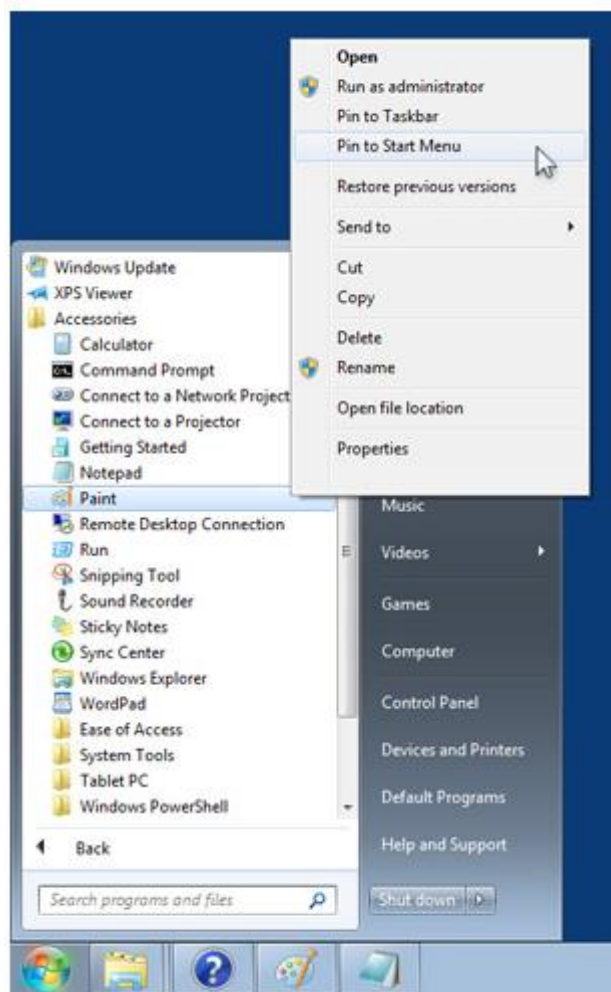
❍ **To change power button action:**

1. ***Right-click*** an empty area on the taskbar, and then click ***Properties***.
2. Under **Start Menu** tab, change **power button action** to any of the list actions such as **Sleep**, **Lock**, **Restart** and so on.

❍ **To customize the right pane of the Start menu:**

1. Right-click an empty area on the ***taskbar***, and then click ***Properties***.
2. Click the **Start Menu** tab, and then click ***Customize***.
3. In the ***Customize Start Menu*** dialog box, select the options in the list that you want, click ***OK***, and then click ***OK*** again.

❍ **To clear list on the start menu and taskbar:**

1. Right-click an empty area on the ***taskbar***, and then click ***Properties***.
2. Click the **Start Menu** tab.
   - To prevent recently opened programs from appearing in the Start menu, clear the ***Store and display recently opened programs in the Start menu*** check box.
   - To clear recently opened files in the Jump Lists on the taskbar and Start menu, clear the ***Store and display recently opened items in the Start menu and the taskbar*** check box.
3. Click ***OK***.
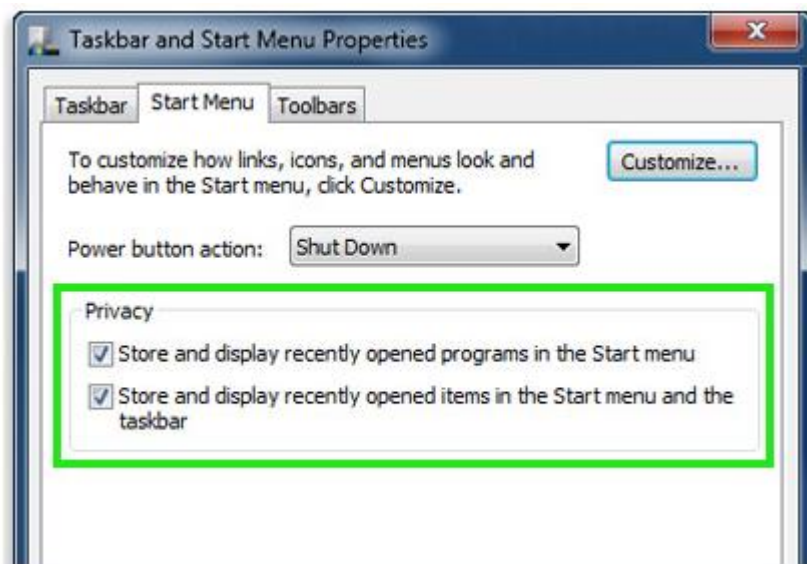
❍ **To adjust the number of shortcuts for frequently used programs:**

1. Right-click an empty area on the ***taskbar***, and then click ***Properties***.
2. Click the ***Start Menu*** tab, and then click ***Customize***.
3. In the ***Customize Start Menu*** dialog box, in the ***Number of recent programs to display*** box, enter the number of programs you want to display on the Start menu, click ***OK***, and then click ***OK*** again.

❍ **To restore Start menu default settings:**
1. Right-click an empty area on the ***taskbar***, and then click ***Properties***.
2. Click the ***Start Menu*** tab, and then click ***Customize***.
3. In the ***Customize Start Menu*** dialog box, click ***Use Default Settings***, click ***OK***, and then click ***OK*** again.