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](image)

- 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](image)

- 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.