




Desktop Introduction


What are icons and apps, using finder and search functions

Once you've logged in, you'll see what's known as the desktop. There are a number of small images called icons on the desktop . These show information about your computer's apps or applications. An app is a type of software that lets you carry out specific tasks.

The grey or black bar at the bottom of the screen is called the taskbar and you will see apps that you are likely to use regularly here.





At the far right of the taskbar you can see the time and date and by left clicking on this area a calendar will pop up. You will also see a volume control and information about the internet connection and the battery of your laptop.

If you left click on the icon  File Manager will open. Clicking is usually done with the left button on the mouse.


File Manager

The list in the centre gives you access to your documents and pictures, as well as your storage devices. Click on the folder to open it.

Menu button

On the left hand side of the task bar you will see the Menu button: a white, or green and white circle  with the initials "lm" in it. Click the Menu button , and then hold the cursor over "All" (under Applications in the middle column). In the right hand column you can see a list of all apps listed in alphabetical order. To open an app, quickly click twice on it with the mouse - this is called "double-clicking".




To search for an app, click on the Menu button  and type what you're looking for in the white box with a magnifying glass next to it at the bottom of the screen. To search for a document, for example, a letter you have created within LibreOffice Writer, type doc here and then click on the Search Tool that is listed on the right hand side of the pop up.



You can also create shortcuts to your favourite apps on your computer. These will appear on the desktop as icons. You can create a shortcut by finding the app in the list you see when you click the start button – click and hold down the mouse button and then drag the icon onto your desktop.

The task bar will show any apps that you've opened. Every time you start a new app, an icon will appear in the task bar. When you click one of these icons, it will take you back to that app.

It is a good idea to close each app when you are finished using it. This is done by clicking on the small  in the top right corner of the app screen.



If you are using an app where you might have created a document, such as Writer, a pop up will appear asking if you would like to save your work. Make sure to click yes! If it's a new document a box will appear where you can give your document a name, such as Rosie's CV.