

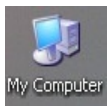
What are Icons

Icons are pictures which represent something on your computer.

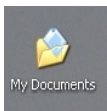
They may represent a program which will open when you click on the icon.
They may represent an action which will be started when you click on the icon.

They can be found on your desktop, in your start menu, on tool bars and in lots of other places on your computer.

Standard Icons on Windows XP



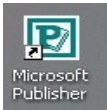
My Computer – a program which allows you to look around your computers disks, files and folders.



My Documents – the folder where your documents, pictures and music files are saved.



Internet Explorer – your way to explore the Internet and World Wide Web. A 'browser' program.



A Program icon – in this case Microsoft Publisher, but look for other similar icons which allow you to open your word processing application and other programs.



My Pictures – the folder where your pictures are stored.



Control Panel – where you can change your computer settings (see later handouts)



My Network Places – where you can see other computers you are connected to.



Printers and Faxes – where you can add new printers and see how your print jobs are doing.



Log Off – to log out of your user for security reasons.



Turn off computer – to switch off your computer



Recycle Bin – where all your deleted files are stored until you empty the bin. You can take files out of the bin if you have accidentally deleted them.

Practice looking around your computer for these icons and double click your left mouse button to open them.