The Windows 7 Taskbar has some new features not present in previous versions.

The start menu is unchanged from the last version. It is still located at the left corner of the taskbar.
Creating Quick Launch Icons

Quick Launch icons are located next to the start menu.

1. To place a Quick Launch icon on the taskbar, find the program you want to use, click it and drag it to the taskbar.

2. Drag the program into the quick launch icons until the “Pin to Taskbar” message appears.
3. Drop the program by releasing the mouse button. The program is now on the taskbar.

4. To remove it, right click and then select “Unpin this program from taskbar.”

**Window Management**
The function of program windows in the taskbar has changed significantly from previous versions.

Icons of programs that are in use will shine. Alerts will glow yellow.
Placing the mouse cursor over an icon in the taskbar will give a preview of the window.

Placing the mouse cursor over the preview will temporarily bring the program into view. Clicking on the preview will open the window.
A program running multiple windows is represented by a single icon in the taskbar. Placing the mouse cursor over this will bring up a preview of each of the open windows.

Other Icons

The right side of the taskbar has icons for the date/time, sound options, network connections, and the windows action center.
The arrow to the left of these icons shows hidden icons for other processes.

Using the Show Desktop Button

The “Show Desktop” button will hide the running window to give a view of the desktop.