USING THE START MENU IN VISTA

By Pat Hetu

1. The start menu button in Vista is located in the bottom left corner of the screen. Unlike the start button in Windows XP which is marked with the word “Start”, this start button is a circle with the Microsoft symbol.

2. To open the start menu, click on the button. The start menu appears.

3. In Vista, the most commonly used folders, files, settings, and features are located on the right side. For example, access to the documents folder is now located in the list on the right.
4. The most commonly used programs are listed on the left. To find other programs, click on All Programs.

5. The programs are now listed. To view more, click on the scroll down bar.
6. To access the most recently visited documents, click on **Recent Items**.

7. To turn off, restart, log off, etc., click on the arrow located in the bottom right corner and make your choice. **NOTE:** Sleep and hibernate are power saving devices; hibernate uses the least amount of power.