

Customizing Windows XP

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At the end of this chapter you will be able to:

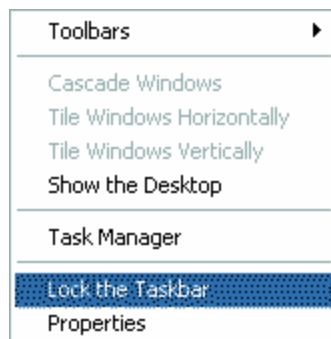
- Move and Customize the Taskbar
- Show the Desktop
- Change the Volume Control and Clock settings
- Add and Remove Files from the Start Menu
- Add and Remove Items from the Desktop
- Change the Display Settings
- Empty the Recycle Bin

You can change the way Windows looks and works in a number of ways:

Moving the Taskbar

The **Taskbar** can be **moved** to the top, left, right and bottom edges of the screen.

Exercise *Moving the Taskbar*



Try this:

- Place the mouse on the Taskbar, in an area without any buttons, and click the right mouse button, then click on **Lock the Taskbar** from the shortcut menu to uncheck the option (toggle on and off)
- Move your mouse to an area of the Taskbar that does not contain a button
- **Click** on this area and **hold** the left mouse button down
- **Drag** the Taskbar to one of the other edges of the screen (either the right edge, top, or left edge)
- **Click** and **drag** the Taskbar back to the bottom of the screen
- **Lock the Taskbar** again

