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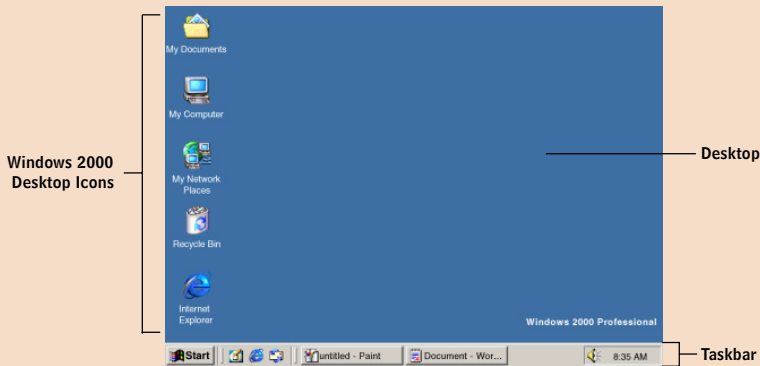
# Windows™ 2000


Professional


Quick Reference Guide


## The Windows 2000 Desktop


The **Desktop** is the work area on which the Taskbar, program icons and file folders are displayed.




 **My Documents** is the standard location for personal documents and subfolders. To create another desktop folder, right-click the desktop, choose **New|Folder**, and type the folder name.

 **My Computer** displays your computer's devices and storage areas, including disk drives, folders, printers, and the Control Panel. See *Using Windows Explorer*, page 3.


 **My Network Places** displays and controls resources — such as disk drives, folders and printers — that your computer shares with others. See *Creating and Using a Network Place*, page 6.

 **Recycle Bin** stores deleted files or objects temporarily so you have the option of restoring them later. See *Ask the Help Desk*, page 4.

 **Internet Explorer** is a browsing tool that lets you view Web pages and use their multimedia components — including sound, video, and interactive features. Consult our *Internet Explorer 5* guide for detailed explanations and instructions.

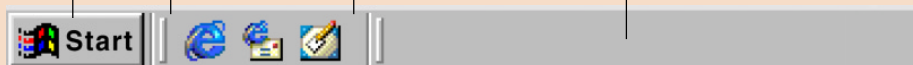
**The Start button** is used to start programs and to shut down Windows 2000. To open the Start Menu with your keyboard, press CTRL+ESC. See *Customizing the Start Menu*, page 2.

**Restarting Windows 2000:** click  **Shut Down**, choose **Restart**, and click **OK**.

**Shutting down Windows 2000:** click  **Shut Down**, choose **Shut down**, and click **OK**.

**The Quick Launch Toolbar** is used to start programs quickly. See *Using Taskbar Toolbars*, page 2.

**The Taskbar** is used to switch between running programs. See *Using the Taskbar*, page 2.



**Note:** Throughout this guide, menu commands are displayed with the ALT keystroke letters underlined (e.g. **File|New|Shortcut**). You can switch the ALT keystroke underlines on and off by pressing the ALT key. To keep the ALT key underlines displayed at all times, right-click the desktop and choose **Properties**, then click the **Effects** tab and clear the **Hide keyboard navigation indicators until I use the Alt key** checkbox.

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