



**Task List**

A window that shows the names of all running applications. You can also use Task List to:

- Switch to a running application.
- Arrange application windows in a cascading or tiled pattern.
- Arrange application icons at the bottom of the desktop.
- Quit applications or Windows.

## application Control-menu



**Move**

**Close**

Moves the window to another location.

Closes the window.

### title bar



Contains the title of the application running in the window, in this case Task List. The title bar also contains the Control-menu box.

- ▶ Drag the title bar to move an application window on the screen.

**File Manager entry      File Manager**

Indicates that File Manager is running. If an application's name appears in Task List, you can switch to it.

- ▶ Double-click the File Manager entry to switch to File Manager.

**Paintbrush entry** **Paintbrush - BIRD.bmp**

Indicates that Paintbrush is running. If an application's name appears in Task List, you can switch to it.

- ▶ Double-click the Paintbrush entry to switch to Paintbrush.

**Program Manager entry      Program Manager**

Indicates that Program Manager is running. If an application's name appears in Task List, you can switch to it.

- ▶ Double-click the Program Manager entry to switch to Program Manager.

### Switch To button



Switches to a running application. If the application is minimized, Task List will open the application icon.

- ▶ Click the Switch To button to switch to the application whose title is highlighted.



## End Task button



Quits an active application.

- ▶ Click the End Task button to close a running application.

**Cancel button**



Closes Task List without performing any operation.

- ▶ Click the Cancel button to close the Task List window.

**Cascade button**

Arranges application windows on your desktop so that the windows overlap and each title bar is visible.

- ▶ Click the Cascade button to arrange application windows in a cascading pattern.

**Tile button**



Arranges application windows in smaller sizes so all of them fit on your desktop.

- ▶ Click the Tile button to arrange application windows in a tiled pattern.

## Arrange Icons button



Arranges application icons on the desktop so they align with each other.

- ▶ Click the Arrange Icons button to align icons on the desktop.

**application icon**  Program Manager

Represents a running application. An application icon appears after you minimize an application.

- ▶ Double-click an application icon to restore it to a window.

**application window**

The main window for an application, in this case the Task List window. It contains the application's menu bar and main workspace. The Task List application window contains the name of each running application.

**border**

The outside edge of the dialog box.



**desktop**

The background on which windows, icons, and dialog boxes appear.

You can also start Task List from the desktop. Task List lets you switch among running applications.

- ▶ Double-click anywhere on the desktop to start Task List.



