

Good Morning Students,

Students, this lesson is for class-4 for the subject of computers, Topic - 'Customizing the taskbar' which is covered in chapter-2 starting on page no-16 of your text book, titled - 'Kids-logix' and is being submitted to you on 29.04.24

- All the students, May now please open page no-16 in front of them.
- I hope all the students are ready for today's lesson. So let us start with the topic.

→ Customizing the Taskbar:- Students, In this topic, you are going to learn how can you design the taskbar according to your need. Here, we will follow some steps:-

1. Right click on the taskbar and select properties.
2. One dialog box will appear known as Task bar and start menu properties which is present on page-16 in

figure-2.2 in the book. Please follow figure-2.2

3. Three tabs will be there in this dialog box - These are - Taskbar, Start Menu & Toolbars. We will study about Taskbar section.

4. In the taskbar appearance section, you will see three check box there are -

- (i) lock the taskbar - By clicking on this, taskbar will be locked, you will not be able to move it.
- (ii) Auto hide the taskbar:- By clicking on this, taskbar will hide automatically, when it is not in use.
- (iii) Use small icons:- By clicking on this the taskbar icons will be changed to small size.

5. Taskbar location on the screen:- you can set the location of taskbar according to you - Top, left, right, bottom. By default it is present at the bottom of the screen.

6. Taskbar buttons:- It includes three different options that are :- (i) Always combine, hide labels.

(ii) Combine when taskbar is full

(iii) Never combine

* children all of May now take 3 minutes break, During break time you will learn all the parts present in Taskbar and Start menu properties dialog box and write it in the note book. Now pause this audio for 3 minutes.

* children 3 minutes break is over now. I hope you all have written the parts in the notebook. let us start the next part of explanation present on page-17 in the book and the topic is-

→ ICONS:- Students, All of you know that small labelled pictures present on the desktop are known as icons. These can be files, folders and programs. Now, you are going to learn about some commonly used icons these are as follows:-

1. Computer:- All the available drives like C-drive, D-drive, E-drive etc. and their contents like files and folders are stored in Computer system. you will be able to see the content of any drive by double clicking on it.

2. Application Icons:- Students, Different applications like MS-Word, MS-Excel, MS-Powerpoint are represented by different graphical images. e.g. [W], [P] etc. for word and Power point. These images give a quick access to the related application.
 3. Shortcut icons:- Students, If you want to bring any icon that is saved in any drive, then you create a shortcut by sending it to desktop. One small Jump arrow will appear with the particular icon.
 4. Document Icons:- Students, Suppose you are working in MS-Word, This is your active window. You can use minimise (-) or restore  button from the top-right corner of the window according to work.
 5. Network Icon:- Students, this icon helps you to share information in form of files or folders, devices on different computers using internet.
 6. Recycle bin:- Students, like you use dustbin for keeping the garbage at home. In the same way Recycle bin holds all the deleted files/folders. You can restore the files once deleted.
- * Children, Now, I am ending the lesson here, Please read and listen to the lesson Carefully. Thank You... and also learn all the Icons.