


Getting Help

1. Click the **Start** button on the taskbar, then click **Help**.
2. Click the **Contents** tab if it is not the front-most tab, double click **Working with Programs** in the list box, then double click **Start a Program**.
 - The **Windows Help** Information appears on the right-hand side.
 - By clicking on the **Related Topics** button at the bottom of the screen, you can obtain a list of other related topics.
 - Some help topics may include words that appear with a dotted underline, which may be clicked on to reveal additional information and definitions.
4. Click on the underlined word **taskbar**.
5. Read the definition, and then click anywhere outside the pop-up window to close it.
7. Click the **Search** tab, then in the first list box, type **taskbar** and click the **List Topics** button.
8. Scroll down and double click on **Add a shortcut to the Start menu**.
 - The **Help** window appears and lists the steps for completing this task.
9. In the **Windows Help** window, click the **Close**  button in the upper-right corner of the window.