

The standard Start menu shown below might be for you, especially if you are a new user. It displays the programs that are your favorites to start or you can make it display the most recent programs that you have been working.

To display a program at the top of the Start menu

Right-click the program you want to display at the top of the **Start** menu.

You can right-click a program on the **Start** menu, in Windows Explorer, in My Computer, or on the desktop.

Click **Pin to Start menu**.

The program is displayed in the pinned items list in the area above the separator line on the **Start** menu.

Remove program. You can remove the program from the pinned items list by right-clicking the program and then clicking **Unpin from Start menu**.

You can change the order of the programs on the pinned items list by dragging them in place with your mouse

To show your most recently used documents on the Start menu

Right-click the **Start** button, and then click **Properties**.

On the **Start Menu** tab, click **Start menu**, and then click **Customize**.

On the **Advanced** tab, select the **List my most recently opened documents** check box.

The next time you click **Start**, the My Recent Documents folder is on the **Start** menu. This folder contains the documents and files you opened recently.

On the **Advanced** tab, click **Clear List** to empty the My Recent Documents folder. This does not delete the documents from the computer.

