This can be found in the top left corner of the screen. When clicked a drop down menu will appear. This contains many of the features of the start menu in Windows, such as:

**System Preferences** = **Control Panel + Properties** (display, screen saver, power, etc)

The **Dock** gives you access to programs and minimized windows. In the apple menu, Dock allows you to customize dock settings, such as position on screen and magnification.

**Recent Items** = **Recent Documents**  
**Trash** = **Recycle Bin**

**Force Quit** = **Task Manager**  
**use this to end programs** (shortcut Option+Command+Escape)

**Get Info** = **Properties** (of a file in right click menu)

**How to “Right Click”**
1. Click while holding down CTRL
2. Click with two fingers on the track pad (must be set in preferences)
3. Plug in a USB mouse with two buttons

**Finder** = **Explorer**  
**Macintosh HD** = **My Computer**

**Documents** = **My Documents**  
**Music** = **My Music** (etc., just drop the “my”)

**Shortcuts**: for **Cut**, **Copy**, **Paste**, **Undo**: simply substitute **Command** for **Control**

**Web Browser**: **Safari**  
You can also download and install Firefox, IE, Chrome, etc

**Shortcut Symbols**:

\(\text{ downhill arrow} = \text{ Option or Alt} \)

\(\text{ up arrow} = \text{ Shift} \)

\(\text{ up arrow} = \text{ Control} \) (not frequently used)

\(\text{ 2 horizontal lines} = \text{ Command} \) (formerly \(\text{ apple} \)) most common modifier, used like Control in Windows

**For more on Shortcuts visit:**

**Applications** = **Program Files**

(this shows up in the right column of finder and lists all applications/programs)