

PERSONAL COMPUTERS MORE OF THE MOUSE



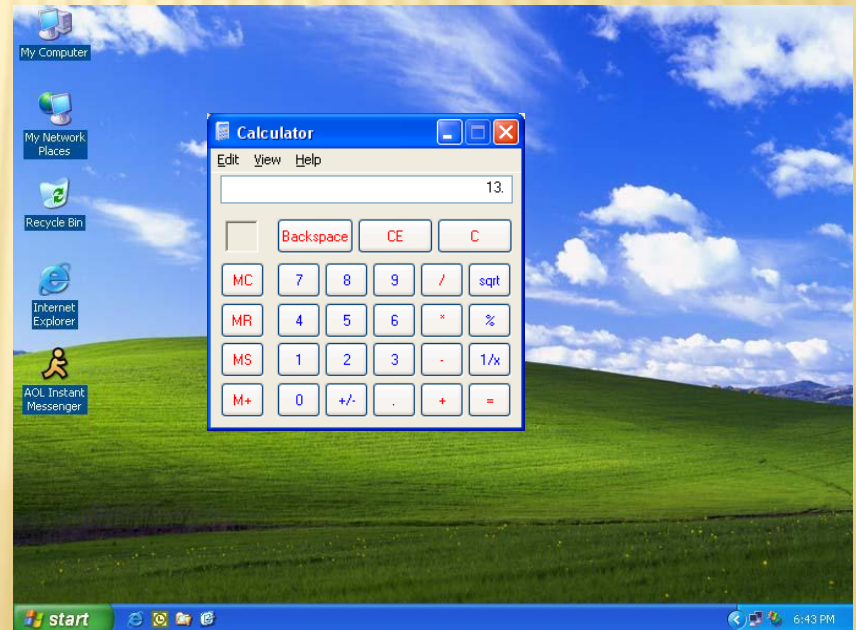
MORE OF THE MOUSE

- ✘ Drag With The Mouse
- ✘ Use A Scroll Bar
- ✘ Use The Help And Support Center
- ✘ Double-Click With The Mouse
- ✘ Change The Size Of A Window
- ✘ Right-Click With The Mouse



GETTING READY

- ✘ Make Sure Computer And Monitor Are On
- ✘ Start The Calculator (Lesson 1)
- ✘ Next Three Mouse Actions
 - + Point (Lesson 1)
 - + Click (Lesson 1)
 - + Drag
 - + Double-Click
 - + Right-Click





DRAGGING



- ✘ Point To The Calculator Title Bar With The Mouse Pointer
- ✘ Press The Left Mouse Button And Keep It Pressed
- ✘ Move The Mouse
- ✘ Let Go Of The Mouse Button When You're Done
- ✘ Lets You Manage A Messy Desk



DRAGGING WITH A SCROLLBAR

✘ Start Help And Support Center

✘ Click On

• Customizing your computer

Help and Support Center

Back Home Index Favorites History Support Options

Search

Set search options

Help and Support Center
Windows XP Professional

Pick a Help topic

- What's new in Windows XP
- Music, video, games, and photos
- Windows basics
- Protecting your PC: security basics
- Networking and the Web
- Working remotely
- System administration
- Customizing your computer
- Accessibility
- Printing and faxing
- Performance and maintenance
- Hardware
- Fixing a problem
- Send your feedback to Microsoft

Ask for assistance

- ➔ Invite a friend to connect to your computer with **Remote Assistance**
- ➔ Get **support**, or find information in **Windows XP newsgroups**

Pick a task

- ➔ Keep your computer up-to-date with **Windows Update**
- ➔ Find **compatible hardware and software** for Windows XP
- ➔ Undo changes to your computer with **System Restore**
- ➔ Use **Tools** to view your computer information and diagnose problems

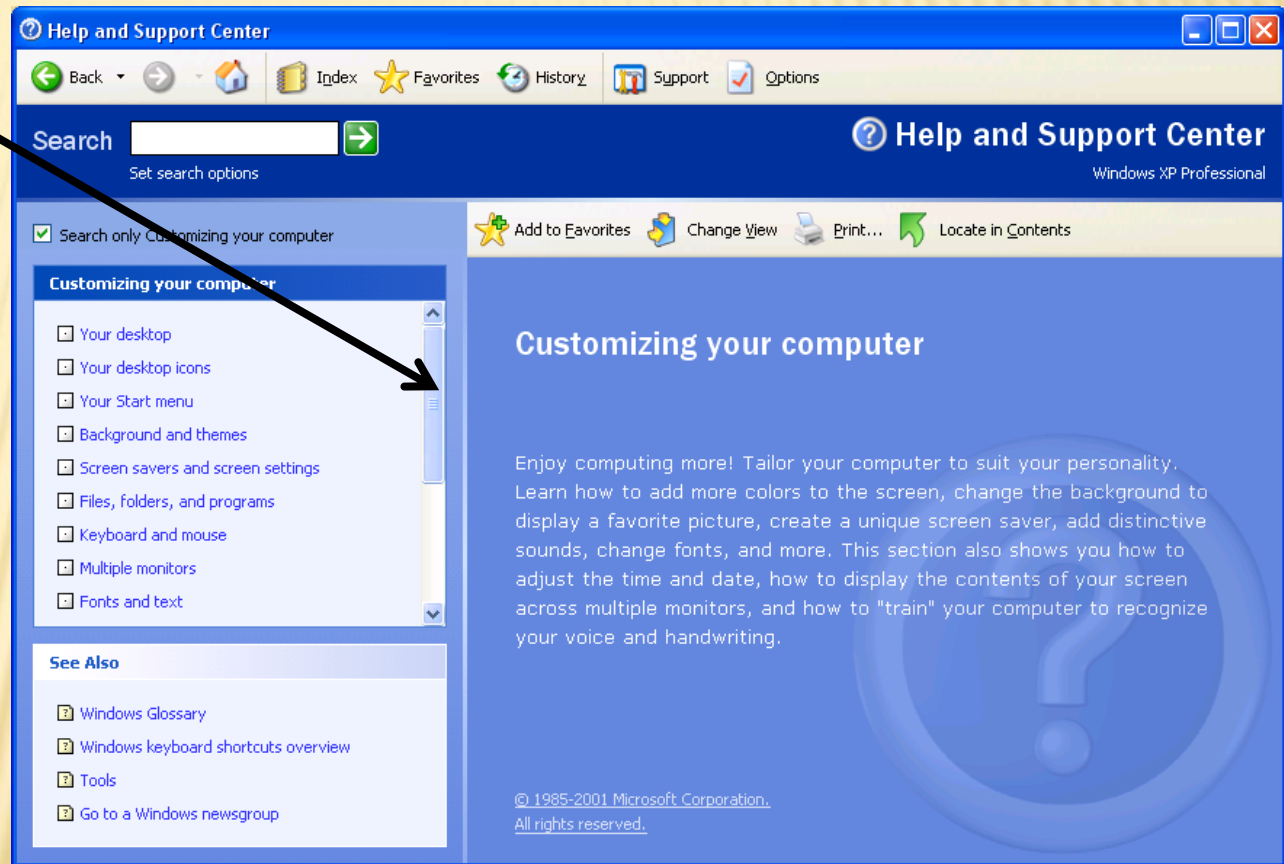
Did you know?

When you are connected to the Internet, this area will display links to timely help and support information. If you want to connect to the Internet now, **start the New Connection Wizard** and see how to establish a Web connection through an Internet service provider.





DRAG SCROLLBAR

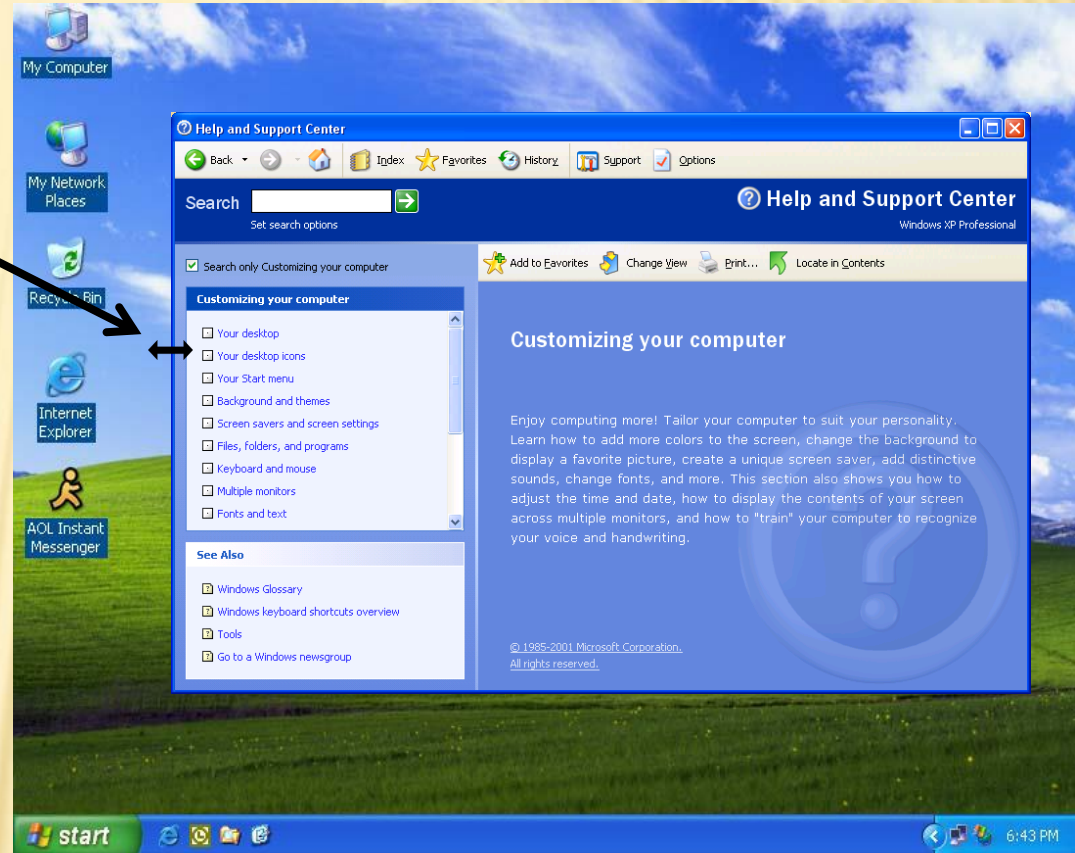
- ✘ Scroll Bar
- ✘ Place Mouse Pointer On Scrollbar
- ✘ Keep Pressing The Left Mouse Button And Drag Pointer Down, Then Up







ENLARGING AND REDUCING A WINDOW

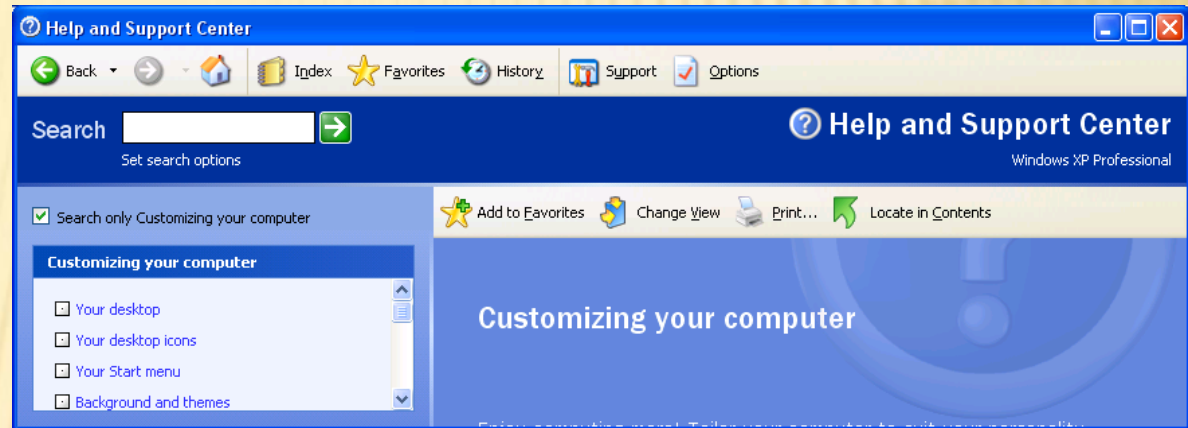
- ✘ Place Mouse Precisely On Left Edge Of Window Frame
- ✘ Mouse Pointer Changes To Double Arrow 
- ✘ Keep Pressing And Drag Mouse Left And Right
- ✘ Repeat With Pointer On Top Of Window 
- ✘ Drag Up And Down





ENLARGE AND RESTORE A WINDOW

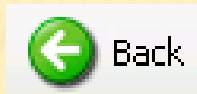
- ✘ Make Help And Support Center Window This Size
- ✘ Click On  Maximize Button
- ✘ Click On  Restore Button





GO TO PREVIOUS WINDOWS

- ✗ Click On Back Button



- ✗ Click On Forward Button



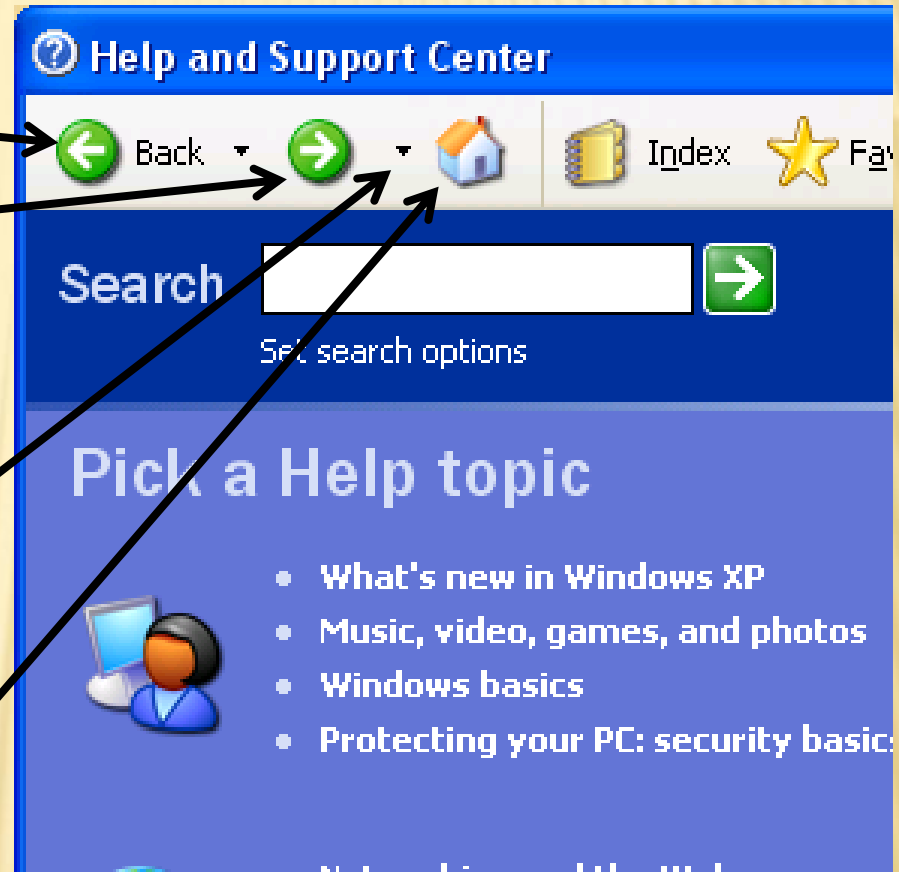
- ✗ If Either Button Is Grayed Out, You're At The End



- ✗ Clicking On Either Arrow's Down Button Shows History Of Where You've Been



- ✗ If You Click On Home Button, Takes Back To Opening Window



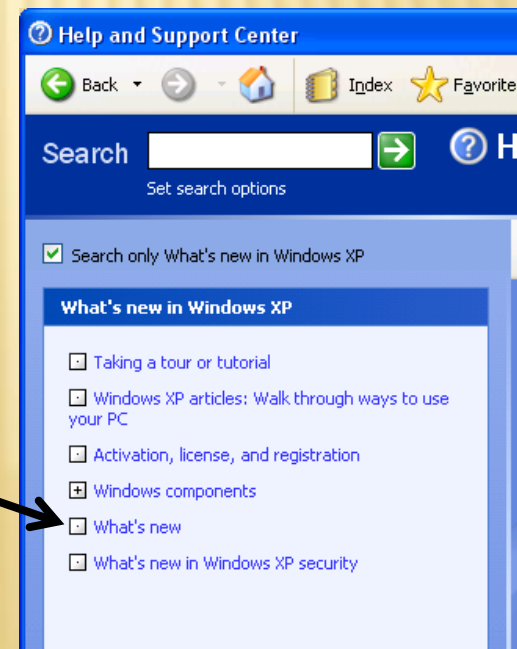


USING THE HELP AND SUPPORT CENTER

✘ Click On • What's new in Windows XP



✘ Click On □ What's new





WHAT'S NEW

- ✘ What's New Information Displayed In Frame On Right

- ✘ Click on

[What's new with digital photos and video](#)

Help and Support Center

Back Index Favorites History Support Options

Search Set search options

Help and Support Center Windows XP Professional

Add to Favorites Change View Print...

Search only What's new in Windows XP

What's new in Windows XP

- Taking a tour or tutorial
- Windows XP articles: Walk through ways to use your PC
- Activation, license, and registration
- Windows components
- What's new**
- What's new in Windows XP security

See Also

- Windows Glossary
- Windows keyboard shortcuts overview
- Tools
- Go to a Windows newsgroup

What's new

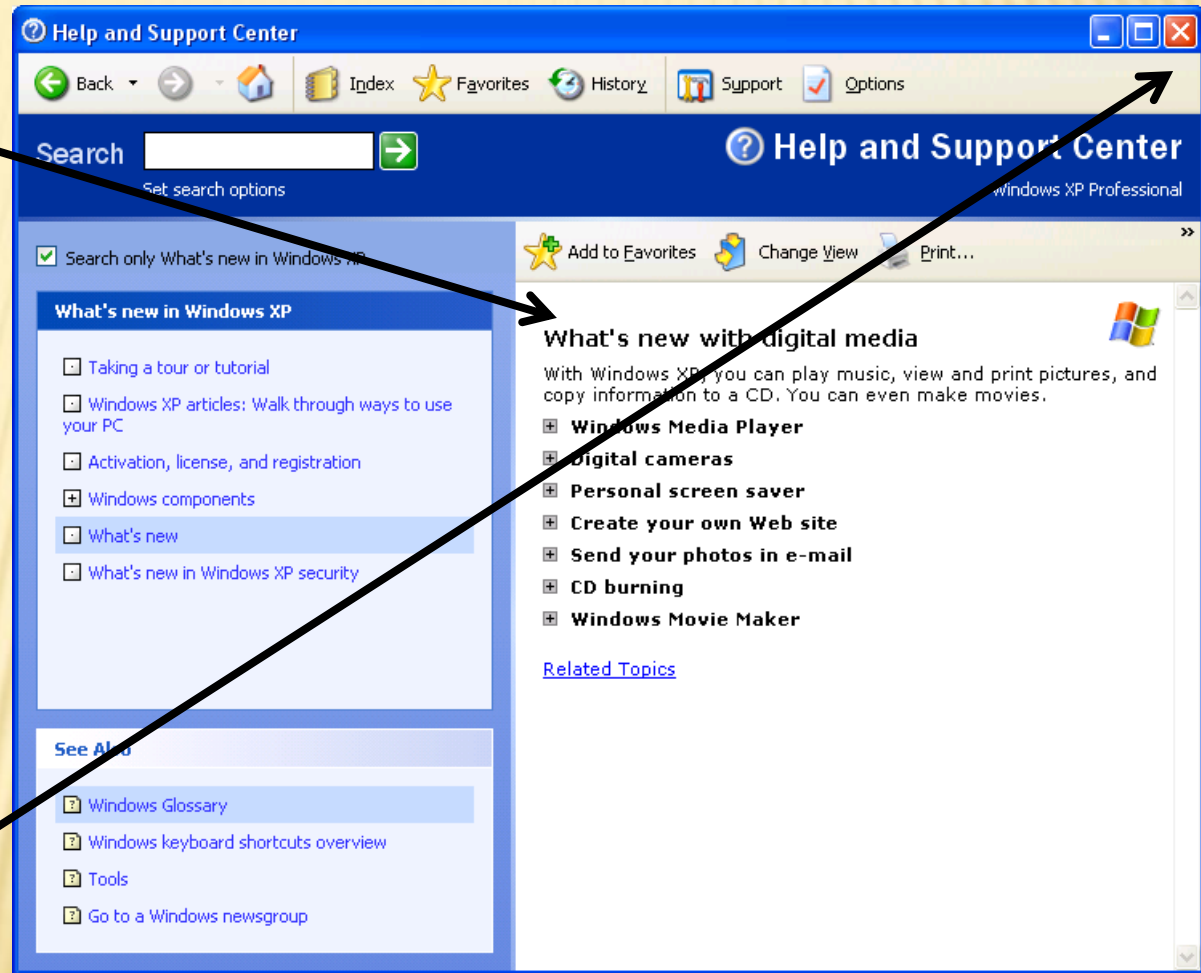
Overviews, Articles, and Tutorials:

- [What's new in Windows XP](#)
- [What's new for user accounts and startup](#)
- [What's new with digital photos and video](#)
- [What's new for home networking](#)
- [What's new in other areas of Windows XP](#)
- [What's new for browsing the Internet](#)
- [Personalizing your workspace](#)
- [What's new for security](#)
- [What's new in Windows XP: Frequently Asked Questions](#)
- [What's new on your desktop](#)
- [What's new for Help and Support](#)
- [What's new with files and folders](#)



WHAT'S NEW WITH DIGITAL PHOTOS & VIDEO



- ✘ Read About New Digital Media

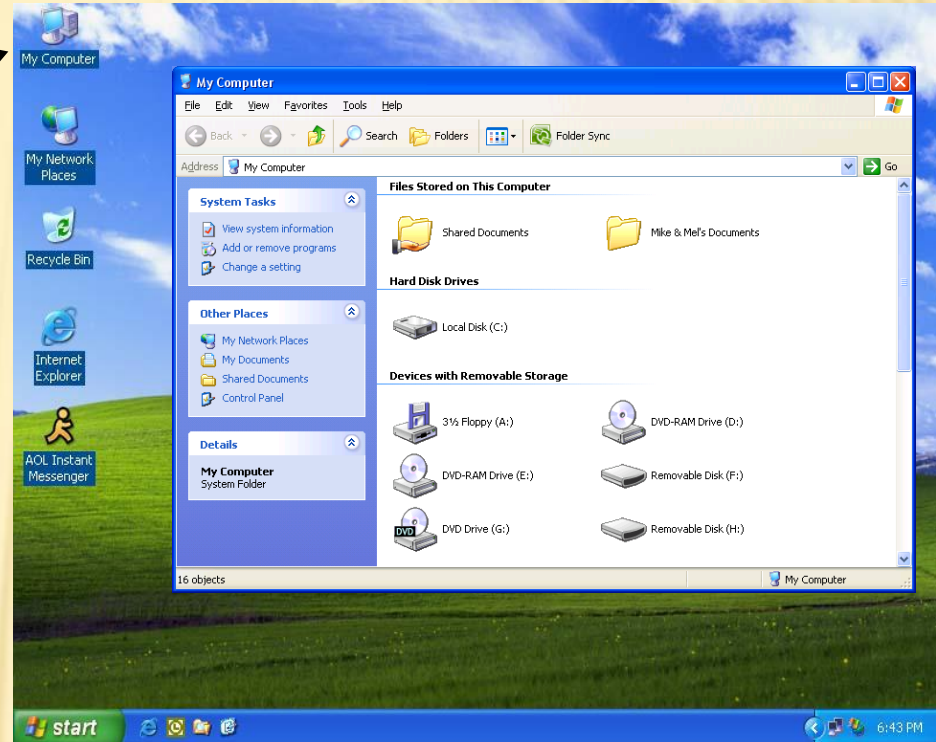


- ✘ Close Help And Support Window



DOUBLE-CLICKING

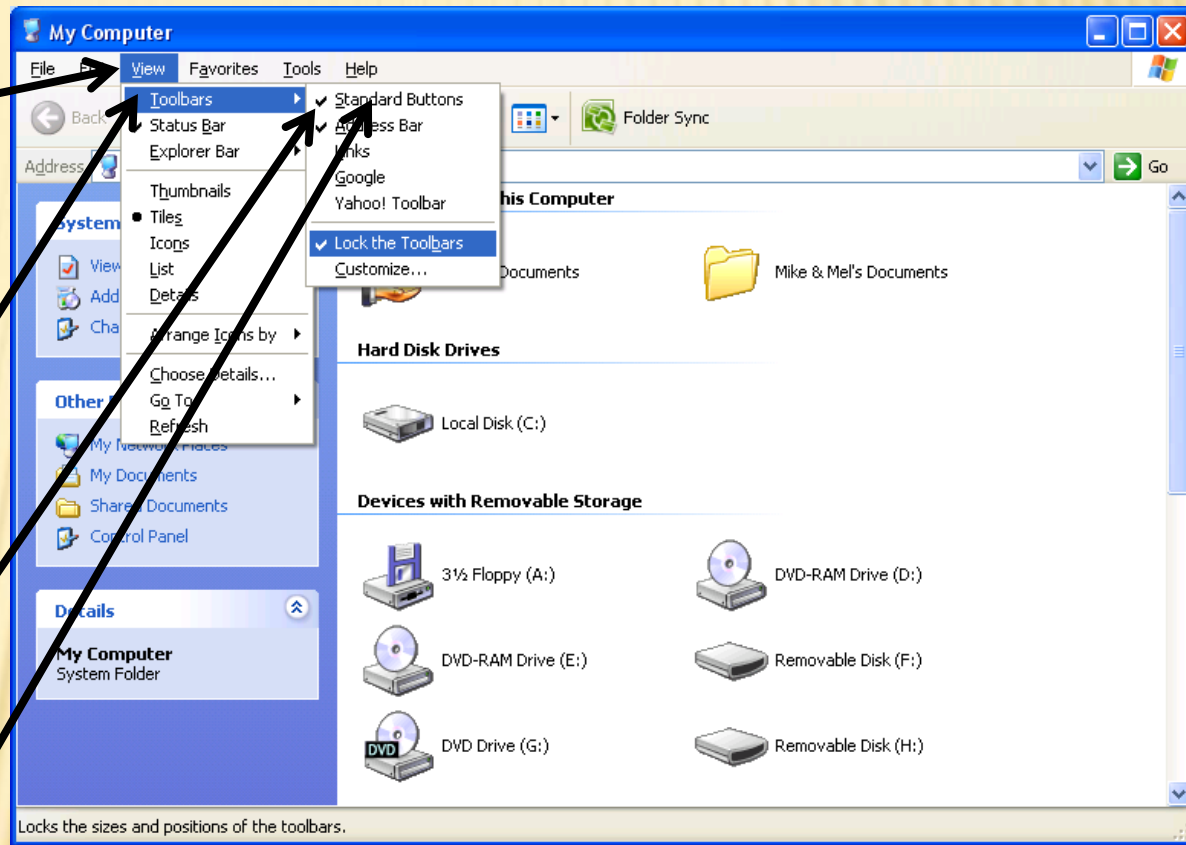
- ✘ Point To My Computer Icon 
- ✘ Press Left Mouse Button 2 Times In Rapid Succession
- ✘ Do Not Move Mouse While Double-Clicking
- ✘ My Computer Window Appears
- ✘ If Double-Clicking Doesn't Work For You, Click Once On Icon And Press Enter 





MANY FACES OF A WINDOW

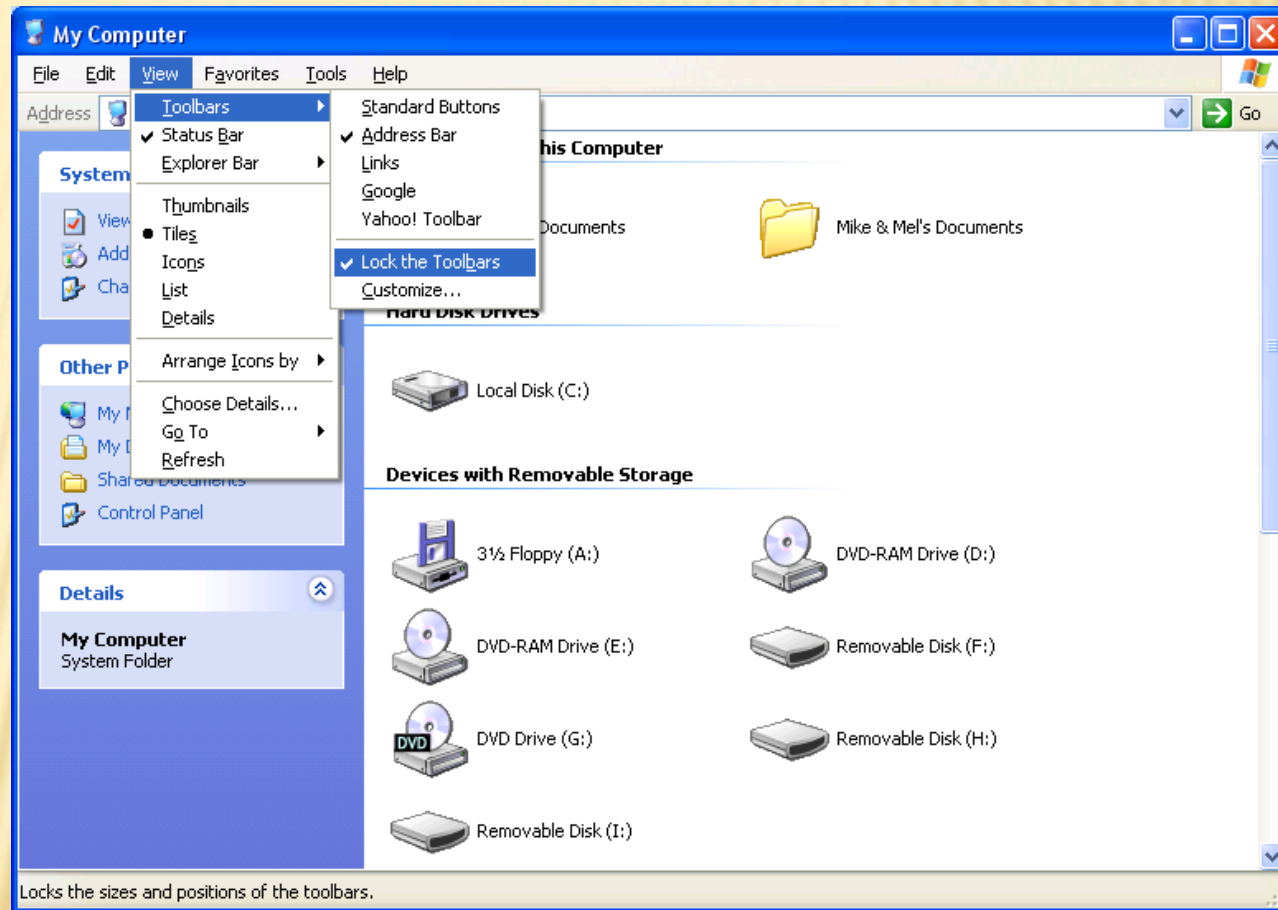
- ✘ Click On View
- ✘ Some Menu Items Have Check Marks, Others Have Dots
- ✘ Click On Toolbars
- ✘ Note Checkmark On Standard Buttons
- ✘ Click On Standard Buttons





RESTORE BUTTONS

- ✘ Note Window Has No Buttons
- ✘ No Check Mark On Standard Buttons
- ✘ Click On View
- ✘ Click On Toolbars
- ✘ Click On Standard Buttons
- ✘ Menu Buttons Return





SELECTING FROM A LIST

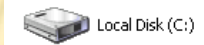
- ✘ Click On **View**
- ✘ Menu Shows One Command With Fat Dot
- ✘ These Five GO Together, Only One Can Be Selected
- ✘ Tiles Is Active
- ✘ Click On Each Of The Five Commands And View What Happens To Window



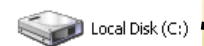


RIGHT-CLICKING

- ✘ With Left Button Click Once On



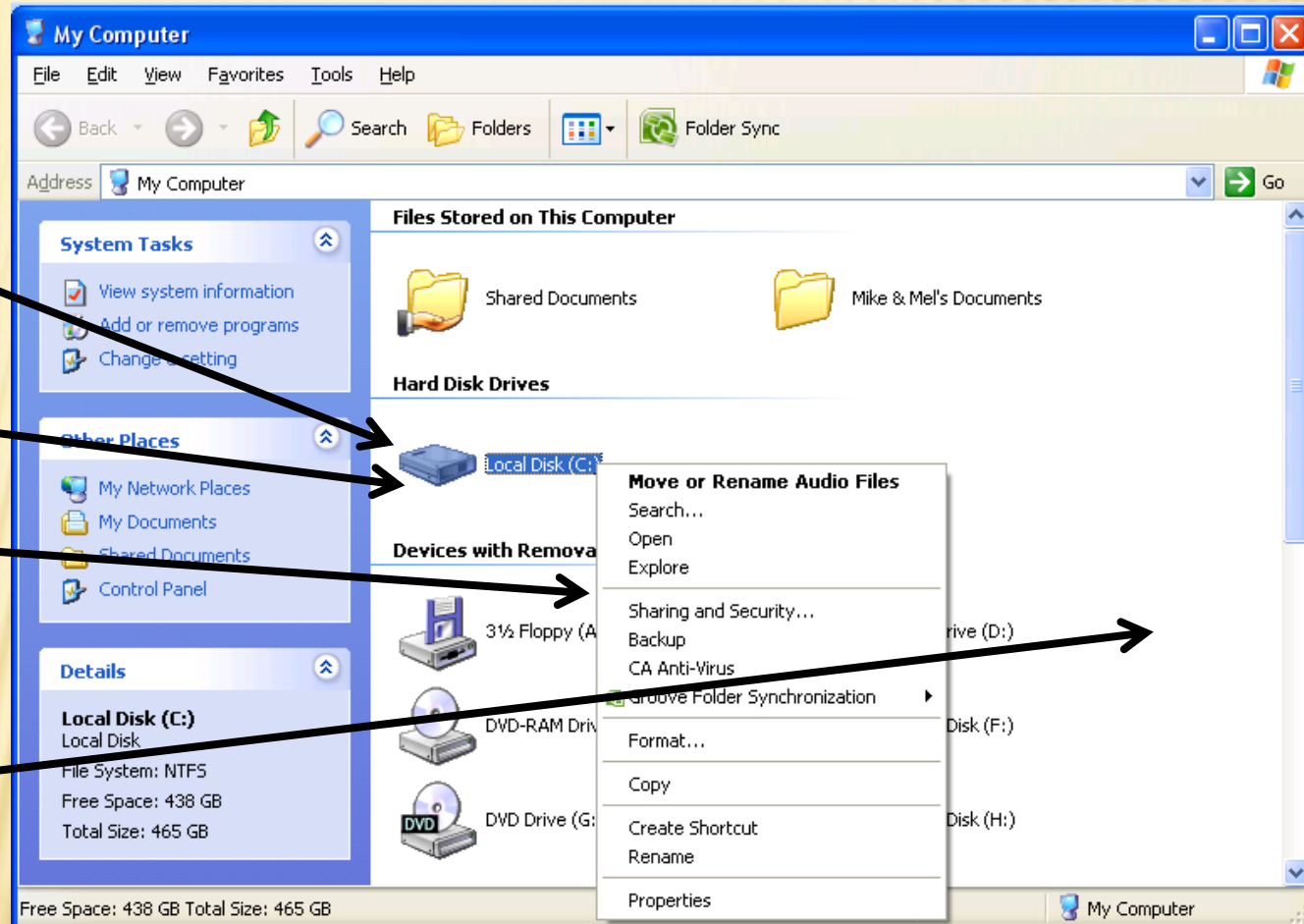
- ✘ Right-Click Once On



- ✘ Note Commands Relevant To "Local Disk (C:)"

- ✘ Left-Click Elsewhere Where Blank

- ✘ Close My Computer Window





RIGHT-CLICK ON DESKTOP

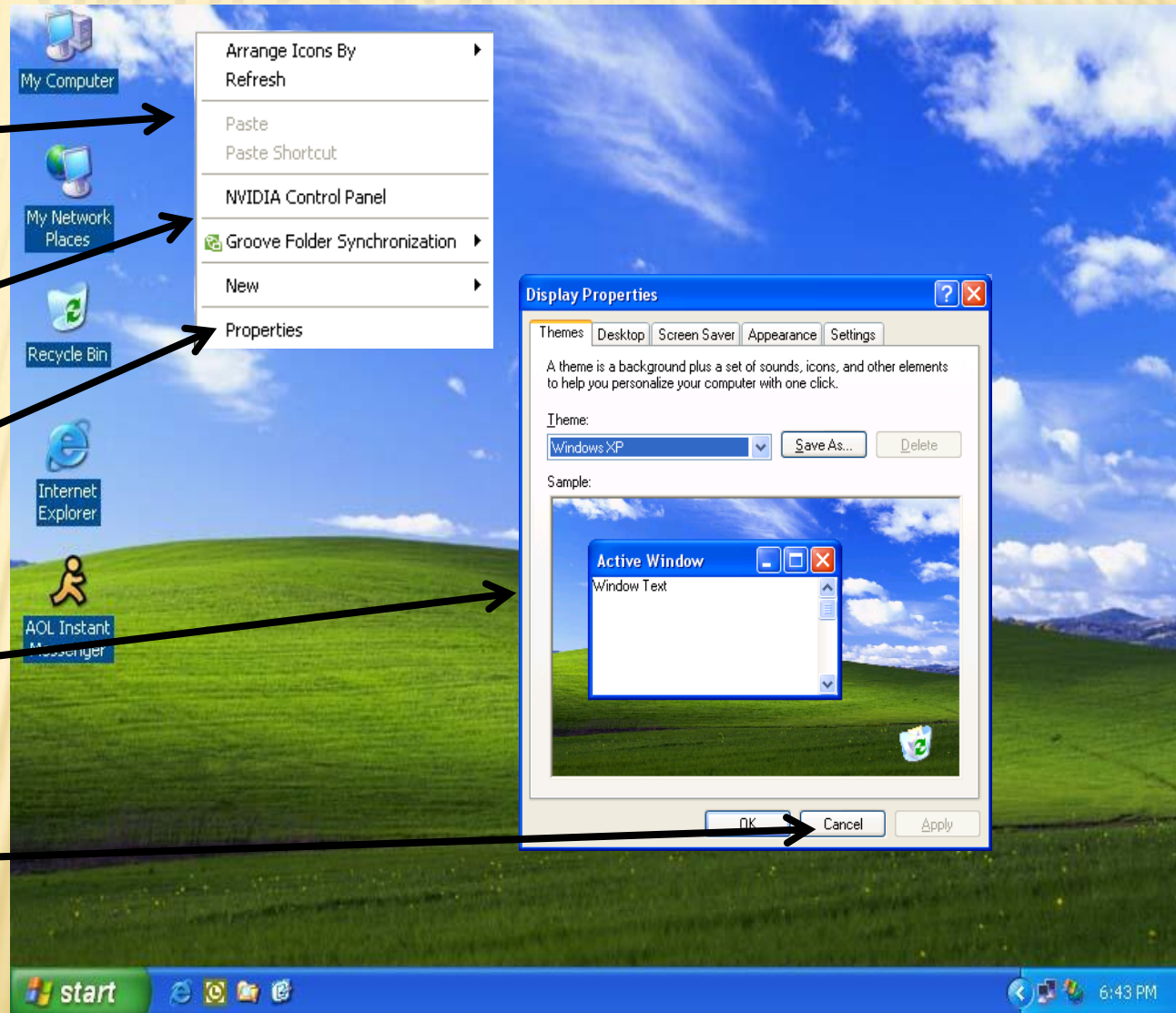
✘ Right-Click
Anywhere On
Desktop

✘ Menu Appears

✘ Left-Click
On Properties

✘ Properties
Window Appears

✘ Left-Click
On Cancel





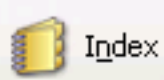

EXERCISES

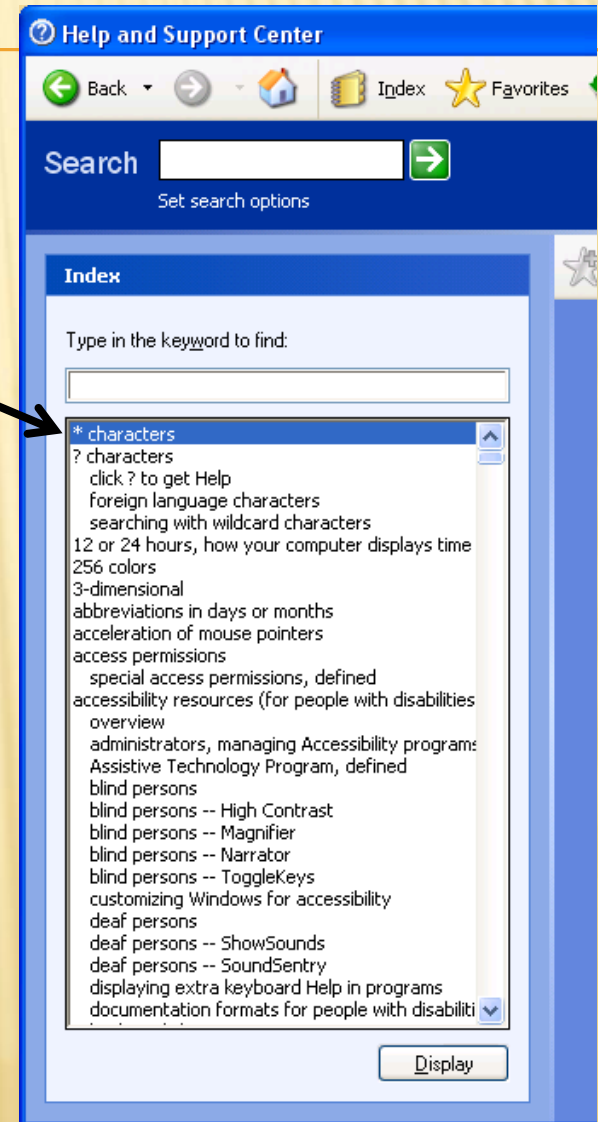
- ✘ Dragging A Window
 - + Start The Calculator
 - + Drag The Calculator Window To The Top Left
 - + Drag The Calculator Window To The Bottom Right
 - + Drag The Calculator Window To The Middle

- ✘ Double Clicking And Dragging
 - + Open The Window *My Computer*
 - + Drag The Window To The Top Left
 - + Drag The Window To The Bottom Right
 - + Close My Computer Window
 - + Start Help And Support Center
 - + Change The Window To A Different Size
 - + Shorten The Length Of The Window
 - + Scroll Through Text Using Scrollbar



EXERCISES – CON'T





- ✘ Click On Help And Support *Index* Button 
- ✘ Select (Double-Click) Wildcard Characters
- ✘ Read About Wildcard Characters
- ✘ Go Back To The Home Page 
- ✘ Read The Information About Networking
- ✘ Close Help And Support Center
- ✘ Right-Click Somewhere On Desktop
- ✘ Left-Click On Properties
- ✘ Left-Click On Cancel
- ✘ Right-Click On My Computer Icon
- ✘ Left-Click On Open
- ✘ Left-Click On Local Disk (C:)
- ✘ Close My Computer Window





BACKGROUND INFORMATION

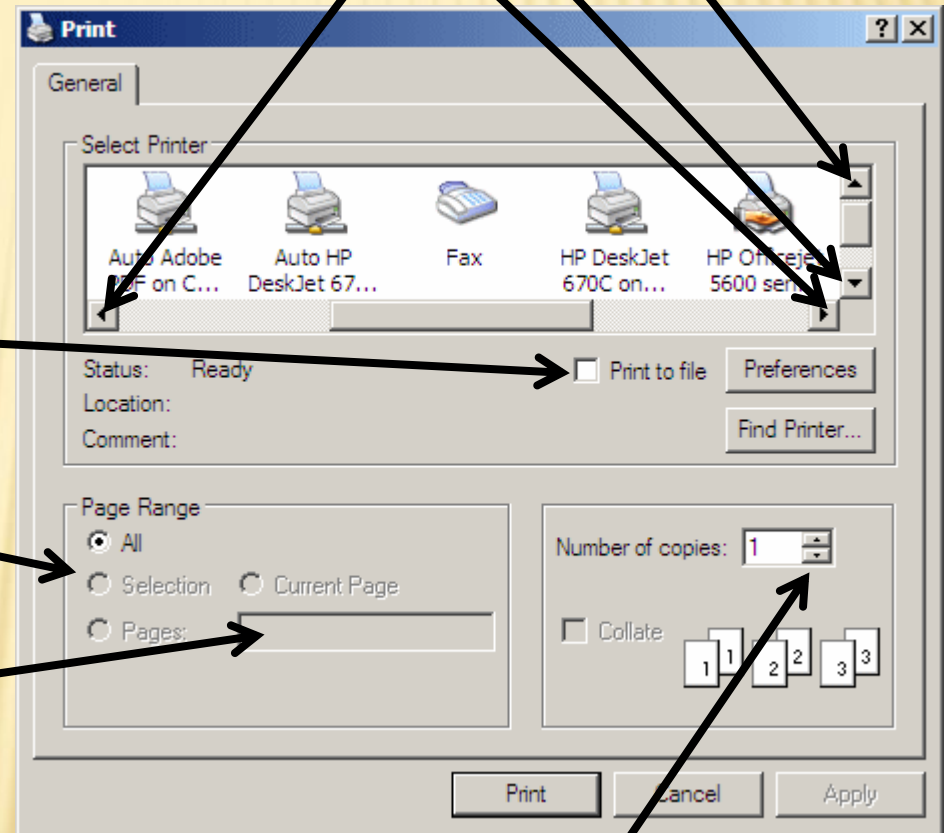
This Box Is
Known As A
Dialog Box

List Box: Scroll By Clicking On    or 

Checked Command:
Option Is Active If Checked

Option Buttons:
Only One Can Be Selected

Entry Box:
Can Type A Number
In This Box



Increase/Decrease Buttons:
Click On  Or , To Change Value



LEFT HANDED MOUSE?

✘ Select Switch Primary And Secondary Buttons

✘ Click On Apply

✘ Click On OK

✘ Reset To Right Hand, If Desired

