

Using the Mouse







1. Using the mouse move the mouse pointer and point at the **My Computer** Icon.
2. Click with the *LEFT* mouse button.

Note: Always use the left mouse button except when instructed to use the right mouse button.

- Select an Icon by clicking on it.
 - *Drag* - click & hold the left mouse button while moving the mouse.
3. Move the **My Computer** Icon by dragging it to another place on the desktop.
 4. Point at **My Computer** and click the *RIGHT* mouse button.
 - This will display a pop-up menu used for quick access of often-used menu commands.

Note: This feature works in some applications but the menu contents are commands featured in the application you are using and will appear differently than what is on the desktop.

5. *LEFT* click anywhere on the desktop, outside of the menu to close it.
6. Point at **My Computer** and double click the left mouse button.
 - *Double click* is when you click the button twice quickly.
 - Double clicking opens a window and is used to run an application.
7. The **My Computer** window may contain some or all of the following icons.

Icon	Name	Icon	Name
	3 1/2 Floppy (A:) drive		Control Panel
	(C:) drive		Printers
	(D:) drive		
	(E:) drive		

Note: Some of these icons may not appear and others may be present.

- Click the **Close**  button in the upper-right corner of the **My Computer** window.

Note: this button works universally on any window open in Windows 2000.