

## 2. More Use of the Mouse in Windows



The mouse has become an essential tool for working with a computer. The first computers were operated by entering a series of complicated commands on a keyboard. This was mainly done by computer technicians.

With more and more people wanting to use computers, it was quickly evident that operating a PC had to become easier. Modern operating systems have implemented a graphical user interface with lots of buttons and icons that is much more user-friendly. You can interact with the computer using a mouse to point and click on these objects rather than entering a lot of complicated text. These actions tell the computer what to do, for example, open a program or show a menu.

Since the emergence of touchscreens and tablet computers, operating systems have been adapted to touch input. *Windows 10* is a good example of this. If you own a touchscreen, you can work in *Windows 10* by touching the objects on your screen.

Since most beginning computer users will not have a touchscreen, this book assumes that you will be using a computer with a mouse. In this chapter you will learn how to use the mouse more fully to accomplish a wide variety of tasks.

If you are curious about working with the touchpad on a laptop computer or with a touchscreen, you can read more about that in a Bonus Online Chapter. See more information in the *Tip* on page 25.


In this chapter you will learn how to:


- use the Start menu;
- drag with the mouse and drag a scroll box;
- use the scroll wheel on the mouse;
- enlarge and reduce a window;
- navigate through a program;
- double-click the mouse;
- right-click the mouse;
- change the size of icons;
- use a program or app.

## 2.1 Getting Ready

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Before you can begin, you need to turn on your computer. In *Chapter 1 Starting with Windows 10* you have learned how to do this.

 **Turn on the computer (and the monitor) and click the lock screen**

 **If necessary, click your user account and log in with your password**


## 2.2 Opening a Program or App through the Start Menu

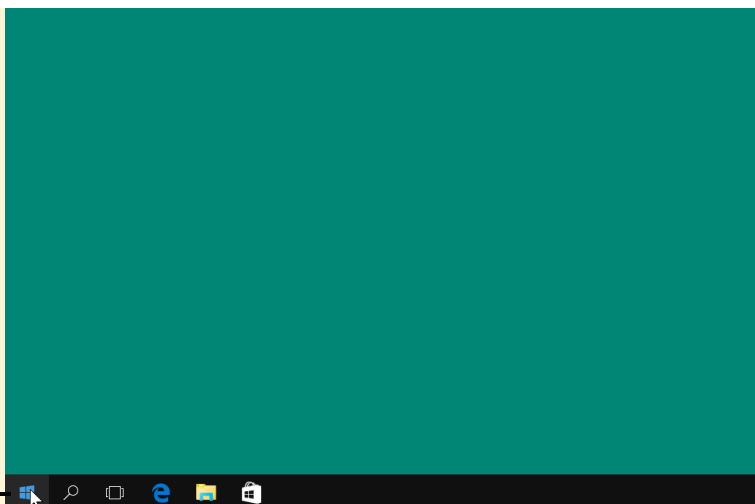
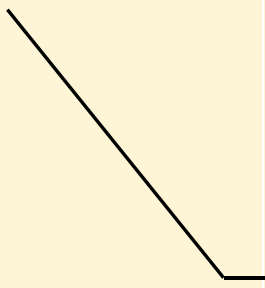
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The following operations require the use of the *Calculator* program. You learned how to open this program in the previous chapter by using the search function. In this section you will learn how to open it from the Start menu. Among other things, the Start menu provides access to the programs and apps on your computer. In order to open the Start menu, you use the Start button:

In the lower left corner of your screen:

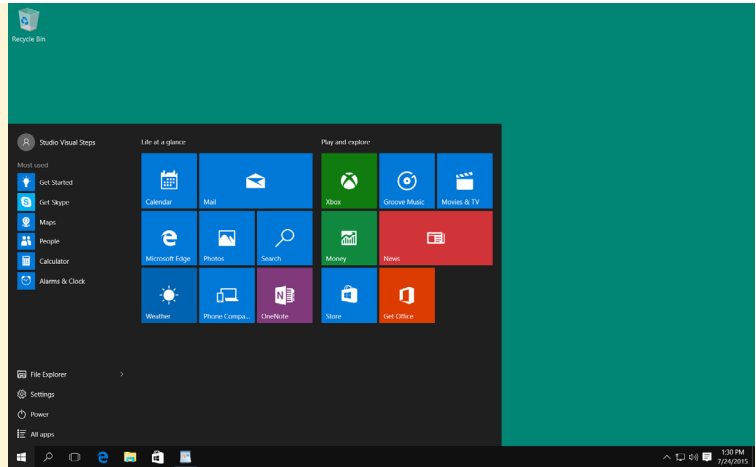
 **Click the Start button**



After you have clicked the Start button, you will see a new window:

This window is called the Start menu:

Just like the menu in a restaurant, this menu shows a list of options:

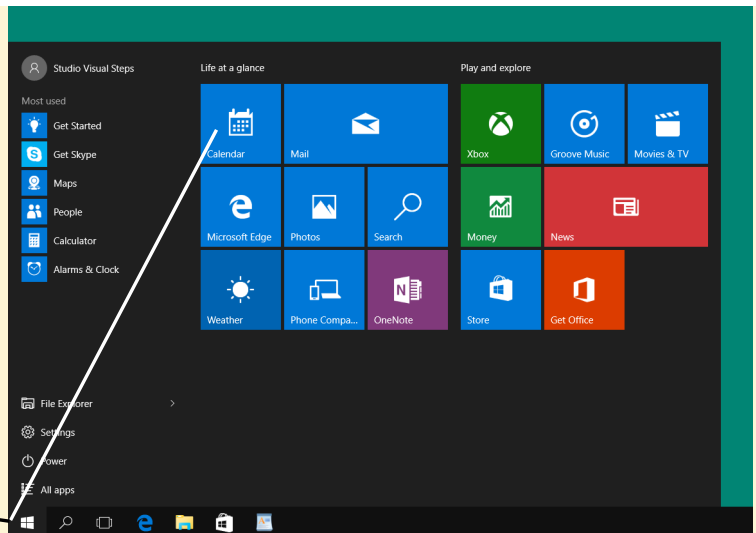


The Start menu on your own computer may look a bit different, but this will not inhibit you from performing the next few steps.

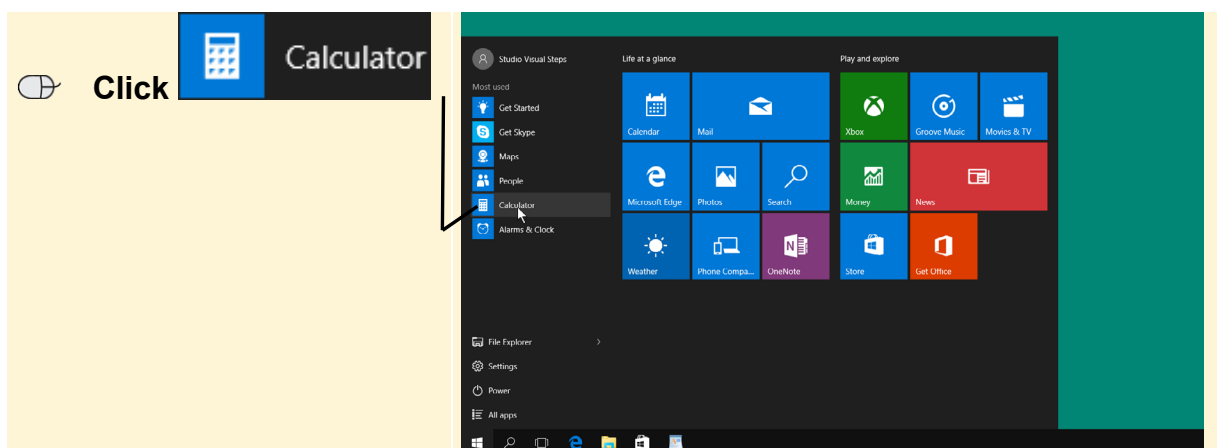
Here you can see a close up of the Start menu:

You see a list on the left with some of the most frequently used programs and apps:

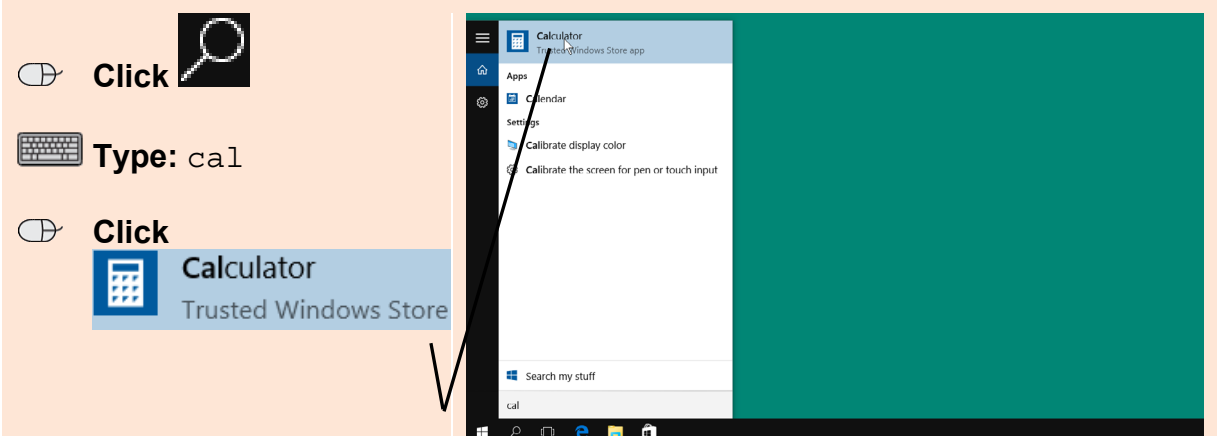
On the right you will see square and rectangular icons. These are called *tiles*. By clicking these tiles you can also open programs and apps:



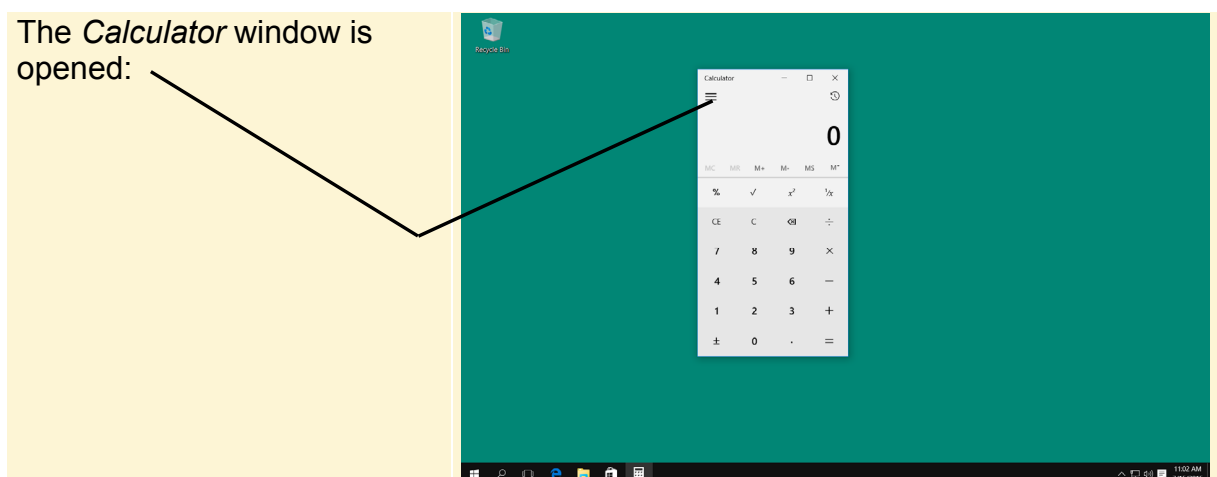
Open the *Calculator* from the list of frequently used programs and apps:



If you do not see *Calculator*, you can open it using the search function:



The *Calculator* window is opened:



## 2.3 The Next Three Mouse Actions

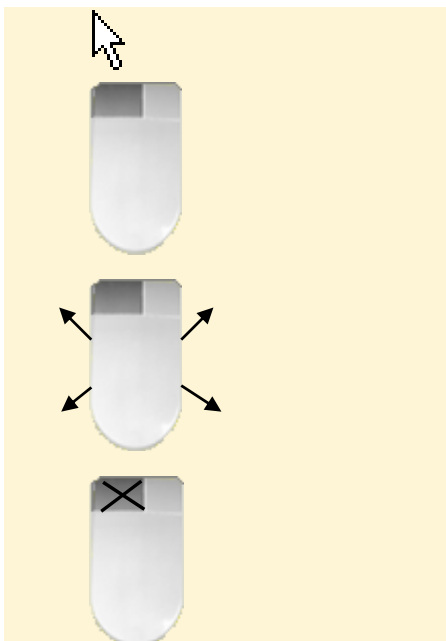
In the previous chapter you have seen that there are four different mouse actions:

- clicking
- dragging
- double-clicking
- right-clicking


You have already practiced clicking in the previous chapter (press the left mouse button briefly, just once). In this chapter you will begin to use the other three mouse actions.

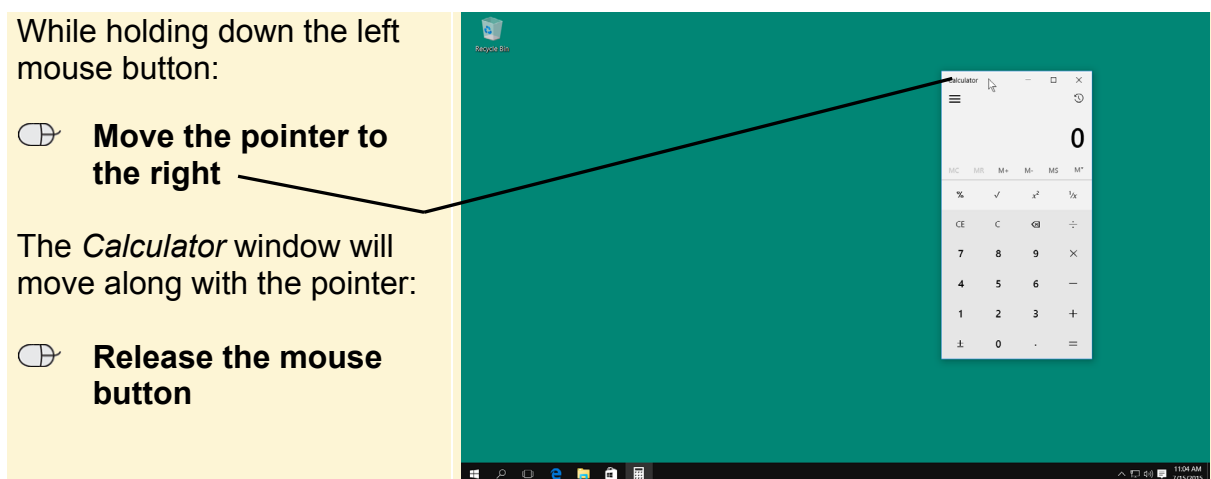
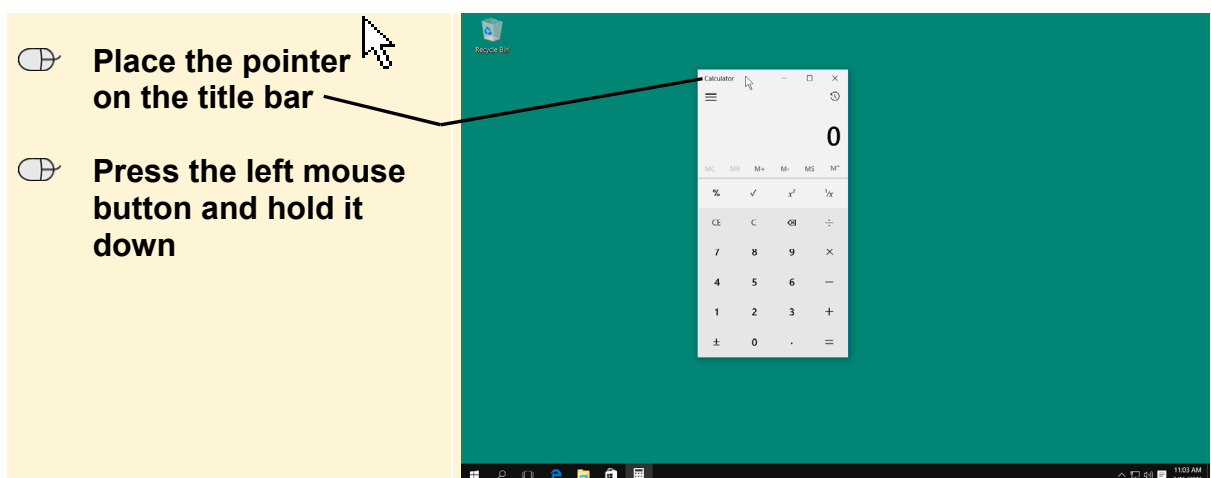
## 2.4 Dragging

Dragging is used to move windows and icons around on your desktop. Dragging is done like this:



- Point to something with the pointer.
- Press the left mouse button and *hold it down*.
- Move the mouse.
- Release the mouse button when you are done.


For example, you can move the *Calculator* window by dragging it. To do this you need to place the pointer  on the window's title bar. Just give it a try:



You have now *dragged* the window a little to the right. At the end of this chapter you will find some exercises that let you repeat this dragging action.

Close the *Calculator*:

### **Close the *Calculator* window**

Have you forgotten exactly how to close a window? You can look up this action and many others as well, at the end of this book in the appendix *How Do I Do That Again?* You will see a brief explanation by footstep number 6 .