

## 2. The Windows Desktop & Using a Mouse

### Overview

This part is about the Windows desktop and how to give commands to a computer with a mouse.

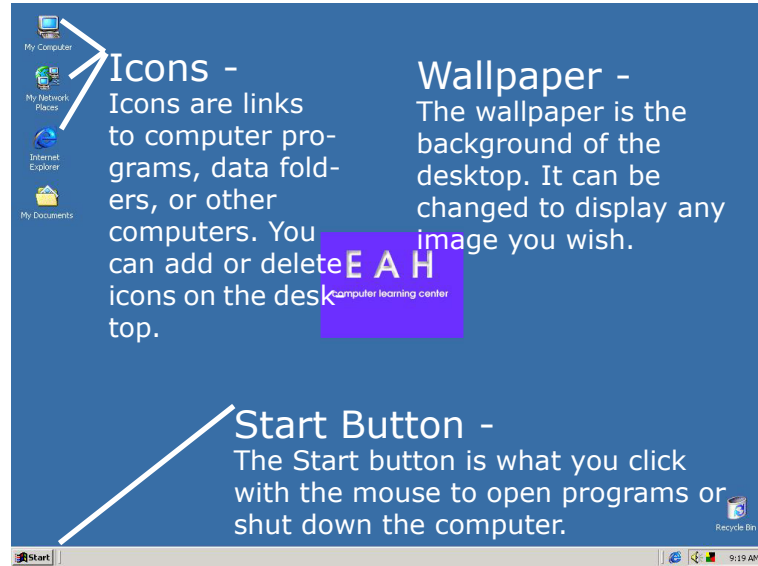
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### **The Windows desktop display**

The first thing you see after you have turned on your computer in the Computer Learning Center and logged onto the network is the Windows desktop. The desktop is where you give your first commands to the computer. What you see on the screen is called a graphic user interface (GUI) because you use graphics as well as words to give commands to the computer.

The three elements that are labeled on the next page are typical desktop elements.

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### Mouse commands

The mouse is used to give commands to the computer, telling it what to do. These are the basic mouse commands:

*Command:* Point

*Procedure:* Move the mouse so that the select pointer (the little arrow) on the screen points to an item on the screen.

*Purpose:* To navigate around the graphic user interface.

*Example:* "Point to My Computer."



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*Command:* Click (also called single-click)

*Procedure:* After pointing to an item on the screen, click the left button on the mouse once.

*Purpose:* To select an item for additional commands.

*Example:* "Click My Computer."

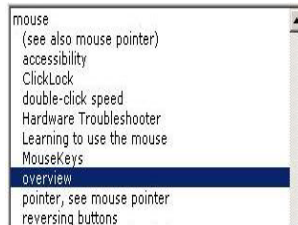


*Command:* Double-click

*Procedure:* After selecting an item on the screen by either pointing or pointing and clicking, quickly click the left button on the mouse two times.

*Purpose:* To open a selected item on a menu.

*Example:* "Double-click overview."



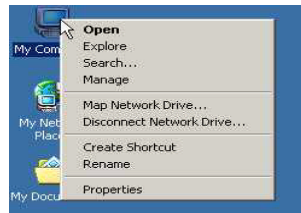
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*Command:* Right-click

*Procedure:* After pointing to an item on the screen, click the right button once.

*Purpose:* To open a menu of commands.

*Example:* "Right-click My Computer."



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*Command:* Click-and-drag

*Procedure:* After pointing near a group of items, click and hold the left button, drag the pointer to draw a box around the items, then release the left button.

*Purpose:* To select a several items for additional commands.

*Example:* "Click-and-drag My Computer and My Network Places."



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### Mouse tutorial

Click [here](#) to practice using a mouse.

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