(Approx. 552 words)

Right-Click Your Mouse, Best Shortcut Ever!

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If you are not familiar with the power of RIGHT-clicking your mouse, you are in for a great Windows tip to help you in almost every place on your computer. First, of course, everyone should be familiar with LEFT-clicking the mouse to select things and options. Computer instructions say "click on" this or that, and it is understood that they mean LEFT click. But the RIGHT mouse button is a big help also, and instructions should always specify "RIGHT-click" when you are to use that button.

So, what does "right-clicking" your mouse do on Windows? Well -- and this is the core of this article -- **right-clicking your mouse on anything makes a menu of options appear for that item.** This works for almost anything you can see on your Windows monitor. So, let's look at a few examples for you to try to show you what a helpful shortcut this can be for you.

Place your mouse arrow (cursor) anywhere on your desktop screen (on an empty area, not an icon). Now right-click your mouse, and you will see a menu appear of choices or commands for what you can do with your desktop. For example, you will see choices such as "View," which allows you to change how you view your desktop. Or "Sort by," which gives you options for sorting what is on your desktop. If you don't know what a command or option does, ask Google.

For another example, place your mouse arrow on a BLANK area on your Taskbar at the bottom of your Windows desktop screen. Now right-click, and you will see options of what you can do with your Taskbar – such as locking or unlocking the Taskbar, arranging open windows on your screen, and more. You can even LEFT click on "Taskbar settings" to go directly to the Taskbar settings options. So have fun and TRY something! (Remember always to use a LEFT mouse click to select a menu option).

For a third example, let's say you are editing text in a document. First, drag your mouse over some text to highlight it (this is "selecting" the text you want to work with). Now right-click on the highlighted text, and viola, you see options of what you can do with that text. You can select "cut," "copy," or "paste," for example, or change the font or make it a new paragraph.

If you have not realized the power of right-clicking your mouse, then you should be saying a big "WOW, this is so cool!" Now you can have some fun trying right-clicks anywhere and everywhere. Try right-clicking on an icon, a cell in a spreadsheet, a file or folder name in File Explorer, or a photo on the internet. You do not have to select an option on the menu that appears; left click somewhere else, and the menu will disappear, and nothing will happen. So, you won't change a thing when you look and explore. Right-clicking is a great shortcut that will save you time searching for many options or choices. Most apps (applications, programs, etc.) will also provide right-click menus. So why not give it a try? You have nothing to lose but a click!



