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| *Mouse* | <ul><li>Mostly use click (=left click), to select a menu item, an icon or to initiate an action</li><li>Use right click anywhere to reveal a contextual menu of options</li><li>Click and drag = click and hold left button, move mouse whilst holding left button, release button when moved to chosen position</li><li>In general, click once to: access menus, select an icon, choose a task which is underlined (mouse pointer often becomes a hand), select an icon on the taskbar at foot of screen</li><li>Double click within a folder (window) to run a program or open a file using its associated program (e.g. a document using Word)</li><li>Appearance of the mouse pointer will change according to the context and its exact position. This change of appearance will often signify that a specific action can then be undertaken when the pointer is in that position.</li><li>Hovering with the mouse over an item will sometimes reveal a brief tip</li></ul> |
| *Start button, lower left corner of screen* | <ul><li>Click to access menu e.g. to run programs, open recently used documents, open folders e.g. Documents, Pictures</li><li>Access to menu to shut down or restart computer, change settings</li></ul> |
| *Working with windows* | <ul><li>3 buttons at top r.h. corner of most windows: minimise; maximise or restore to previous size if already maximised; and close</li><li>Each window is also shown as an icon on the taskbar. The icon for the active window is shown as a slightly different colour, almost as if it is a button which has been pressed to activate.</li><li>A minimised window disappears from the desktop, its icon remains on the taskbar, and clicking that icon re-opens the window as the active window.</li><li>Repeatedly clicking the taskbar icon for a window will alternately minimise it then return it to its previous position on the desktop. It will be the active window.</li><li>Double-clicking on the title bar region at the top of a window alternately maximises it or returns it to its previous size – same operation as middle button at top r.h. corner</li><li>Click and drag in title bar of window to move entire window</li><li>To re-size window, move mouse pointer to any of the 4 edges or the 4 corners. Pointer will change in appearance to double arrow. Click and drag to resize window. If on an edge can drag only up-down or left-right. If on a corner can drag in any direction</li></ul> |
| *This PC* | <ul><li>This folder describes all the physical storage devices either internal, or connected externally. Devices are given a name, which varies according to device type and manufacturer, and a 'drive letter'.</li><li>Information permanently stored in the computer is stored on a 'hard drive' or 'disk drive'.</li><li>The capacity of modern disk drives is measured in gigabytes, or gbytes, or Gb. E.g. 80Gb, or 250Gb. A terabyte is 1,000 gigabytes, a gigabyte is 1,000 megabytes (Mb), a megabyte is 1,000 kilobytes (Kb).</li><li>By convention the first hard drive is allocated drive letter C: a second hard drive if fitted will be D: (sometimes a physical drive can be</li></ul> |

partitioned into 2 or more logical drives. These will be called C: D: etc. and will behave as if they were physical drives).

- The CD / DVD drive (s) in the machine will take the next letter above the hard drives, so usually D: or E:
- Other drive letters will be taken by external hardware – often a camera, memory stick or a portable hard drive – and any network drives that may be connected or shared by another computer on the network.
- When connected a camera will appear in one of two ways, depending on the manufacturer:
  o As a camera icon, usually named as the make and model. It will behave as a hard drive (containing folders and files)
  o As an external disk with a drive letter e.g. H: or J: escalate like a memory stick.
  o As far as the computer is concerned, a camera is a disk drive containing folders and files
- In use there is no particular significance to the drive letters, other than being able to recognise and distinguish between the device types that use them.

*Properties*

- 'Properties' is a common menu item name; as a minimum it will display basic information about the item whose properties are selected
- For example, right click on a hard drive icon in the Computer window and choose Properties to see a graphic of the total and available storage capacity for that drive. Additional options are often available by selecting (clicking) one of the tabs at the top of a Properties window.

*Views*

- The view of a particular window or folder can be modified according to preference. Right click in any unoccupied part of the open window (i.e. not on a file icon) and choose the View option. From there any available view can be selected.
- The Details view will show properties of each file such as date modified, size, file type.

*Display Columns*

- When a folder view is shown by columns, the column, the order in which they appear, and the order within a column can all be altered according to preference
- To change the order of the items within a column, click on the column name. Repeat to invert the sequence. E.g. click on the Date Modified column name to organise the window contents according to date. Click again to invert the date order. To organise the window view alphabetically, click on the Name column. Repeat to invert.
- To widen or narrow a column, hover with the mouse over the right hand column boundary between the column names. When the mouse pointer becomes a double arrow, click and drag to widen or narrow the column.
- To remove a column, right click on its name and select the name from the list (it will be shown with a tick mark against it). To add a column, select it from the list.