


The Right Click Menu

The right click menu is useful for two main reasons. First, it's quicker than using the menus at the top of the screen. Second, if you can't work out how to do something using the normal menus, chances are you can use the right click menu and the option you want will be there. (Oh, and if anyone's watching, it makes you look like a real pro!)

Trying out the Right Click Menu

It's a bit misleading to call it "THE" right click menu as there are actually dozens of them. But don't panic. The reason they're so useful is they adapt themselves to give you the options that are relevant to what you're doing, so you don't have to hunt through a long list of options. For instance, try this:

- 1 Close down any programs you have running so you can see the desktop.
- 2 Right click (ie click the right hand mouse button) on a blank area of the desktop (it's fine if you have a photo background. That still counts as blank).
- 3 You'll get a menu like this. All of these options are to do with the desktop and display... because that's what you right clicked on.



This tidies up your desktop icons for you.

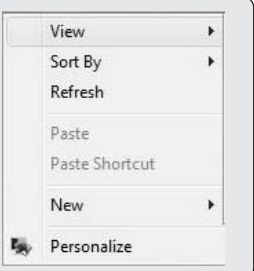
If you had copied something, these would let you paste it.

This updates the screen to show any new changes.

This lets you create a new shortcut or file straight onto the desktop.

This lets you see and change the display properties - without having to go through the control panel as normal.

In Vista it looks like this. "View" and "Sort By" do the same as "Arrange Icons By" and "Personalize" is similar to "Properties".



- 4 Now click on a blank area of the screen to get rid of that menu. Then find the recycle bin on your desktop and right click on that. You'll get this menu:
The options are different from before. They're all ones relevant to the Recycle bin.
- 5 Get rid of that menu by clicking on a blank area of the desktop and then try right clicking on some of the other icons you have. See what options you get for each one.
- 6 Try right-clicking on the taskbar at the bottom of the screen and see what you get.

