

How to Adjust Mouse Settings

Steps for changing the mouse properties:

Step one: type **control panel** into the Cortana search box.

Step two: choose **Control Panel (Desktop app)** from Best match.

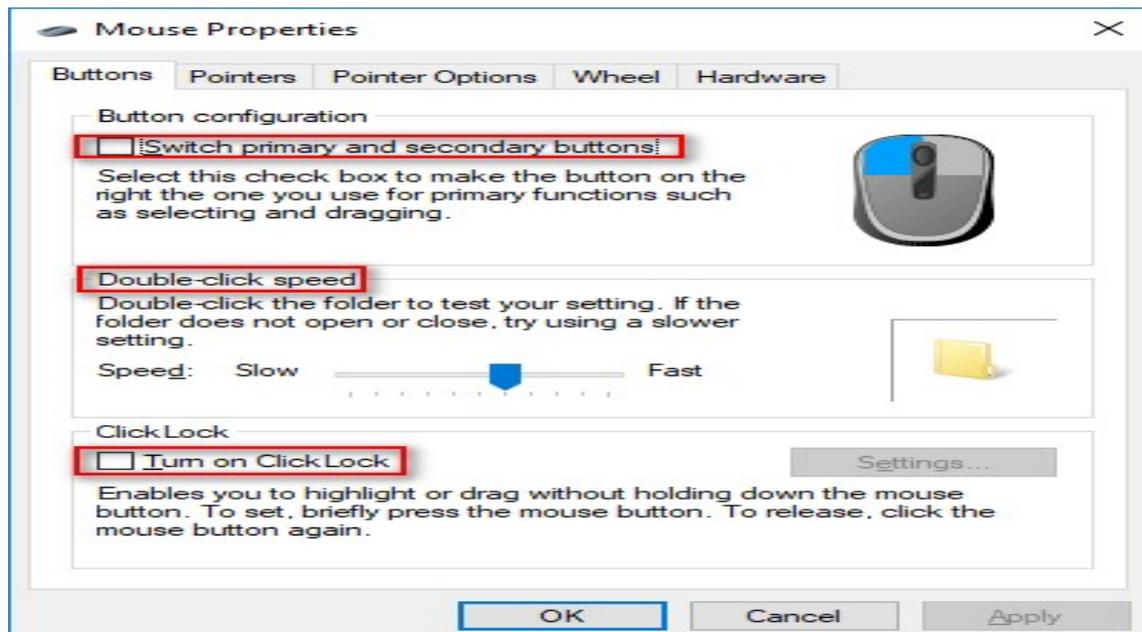
Step three: select **Hardware and Sound** if we view by Category.

Step four: click on the **Mouse** option under Devices and Printers.

Step five: modify the **Buttons** tab, which will be selected by default in the Mouse

Properties window

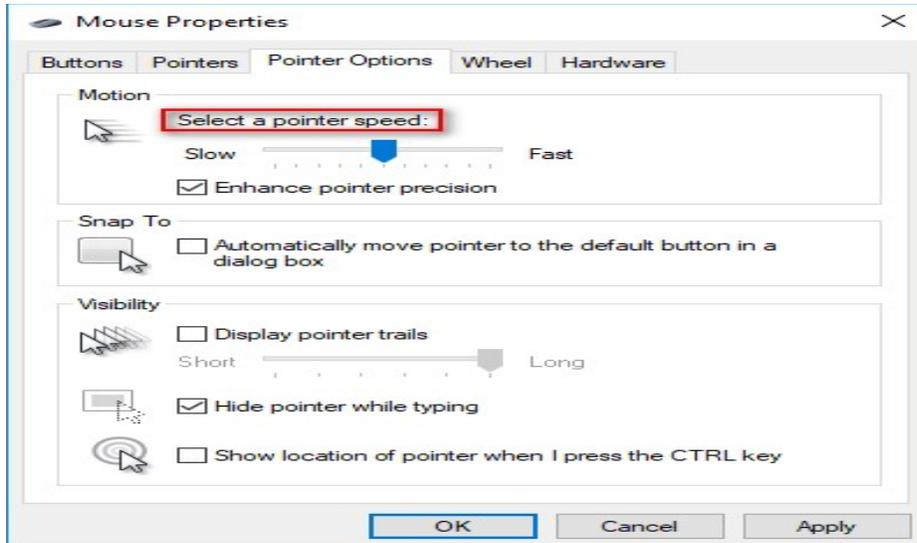
- We can check the Switch primary and secondary buttons option to make the right mouse button the primary one (that's how to reassign mouse buttons on Windows 10).
- We can also drag the button under Double-click speed are to choose a proper speed.
- Besides, the Turn on ClickLock allows we to highlight/drag without holding down the mouse button.



Step six: shift to **Pointer Options** tab to change mouse sensitivity.

- Obviously, we can drag the button under Select a pointer speed in Motion area to adjust the sensitivity of our mouse. This should be adjusted to better meet our habit.
- Besides, we can check Automatically move pointer to the default button in a dialog box according to needs.

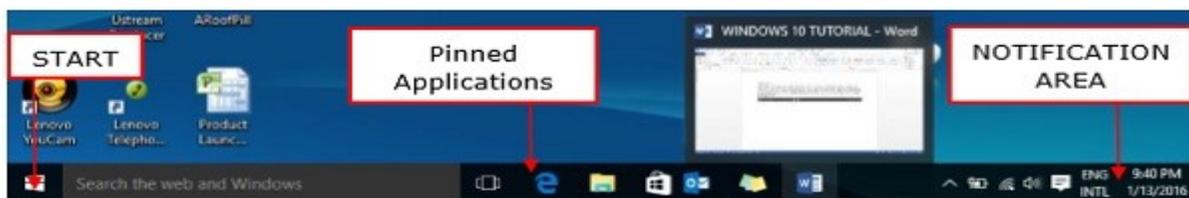
- In addition, we can choose to Display pointer trails and determine the length of the trails.
- Finally, decide whether to check Hide pointer while typing and Show location of pointer when I press the CTRL key or not.



BASIC Element Of Windows

Taskbar

- The **taskbar** is an element of an operating system located at the bottom of the screen. It allows we to locate and launch programs through **Start** and the **Start menu**, or view any program that is currently open. The taskbar first introduced with Microsoft **Windows 95** and can be found in all subsequent versions of Windows. It also allows them to check the date and time, items running in the background through the **Notification Area**, and with early versions of Windows access to the **Quick Launch**
- The taskbar is the bottom of the screen. It has the 'start' button at the left side.
- On the right-side, the Taskbar features the Notification Area which informs the user of different things like the state of the Internet connection or the charge of the laptop battery.



- The icons in the middle of the Taskbar are "pinned" applications, which is a way to have a quick access to applications we use frequently. "Pinned" applications will stay in the Taskbar until we "unpin" them.

The Start Button in Windows 10:

1. The Start button is a small button that displays the Windows logo and is always displayed at the left end of the Taskbar in Windows 10.
2. To display the Start menu or the Start screen within Windows 10, click the Start button.
3. To display a pop-up menu of shortcuts to various features, windows and control panels on our computer, right-click the Start button.
4. To open any one of these items, click the desired command in the pop-up menu that appears.
5. To see the options that we have to shut down or sign out of our computer, roll our mouse pointer over the “Shut down or sign out” command in the pop-up menu.
6. Then select the desired command to execute in the side menu to quickly sign out of our account or shut down the computer.

Exercise:

- 1. Write the steps to change the properties of mouse.**
- 2. What do you mean by Taskbar?**