Course Name : O Level(B3-Ist sem.)Subject : ITT&NBTopic : Mouse Properties and TaskbarDate : 20-04-20

# 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.

	Pointers	Pointer Options	Wheel	Hardware	
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IS	witch prima	ry and secondary	buttons		
Doub folder Spee	ecting and ecting and ectick spe ele-click the does not c g.	dragging.	r setting. using a sl	If the ower	
Click					
	um on Click	Lock		Setting	3
Enab	les you to h n. To set, b	nighlight or drag workerly press the mo	ithout hol	ding down the mouse on. To release, click	e the

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.

uttons	Pointers	Pointer Opt	ions W	heel	Hardware	
Motion						
	Select	a pointer spe	eed:			
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Snap T	0					22.000
	dial	omatically mo og box	ove point	er to the	e default buttor	n in a
-0						
Visibility	·					
and and	Dis Dis	play pointer t	rails	_		
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		e pointer will	ie typing			
R	Sho	w location o	f pointer	when I	press the CTR	Lkey
15						

# **BASIC Element Of Windows**

#### <u>Taskbar</u>

- 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.

START	Pinned Applications	WINDOWS 10 TUTORIAL - Word	NOTIFICATION AREA	
Lenovo Lenovo Product YuuCam Telepho Launc				
Search the web and Windows	o e 🚍	😫 🐏 📥 📷	^ 90 /€ 44 ₽ BNS	9x40 PM 1/13/2016

• 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?