

Introduction to Advanced Mousing: Windows Context Menus

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Mouse Controls: One, Two...

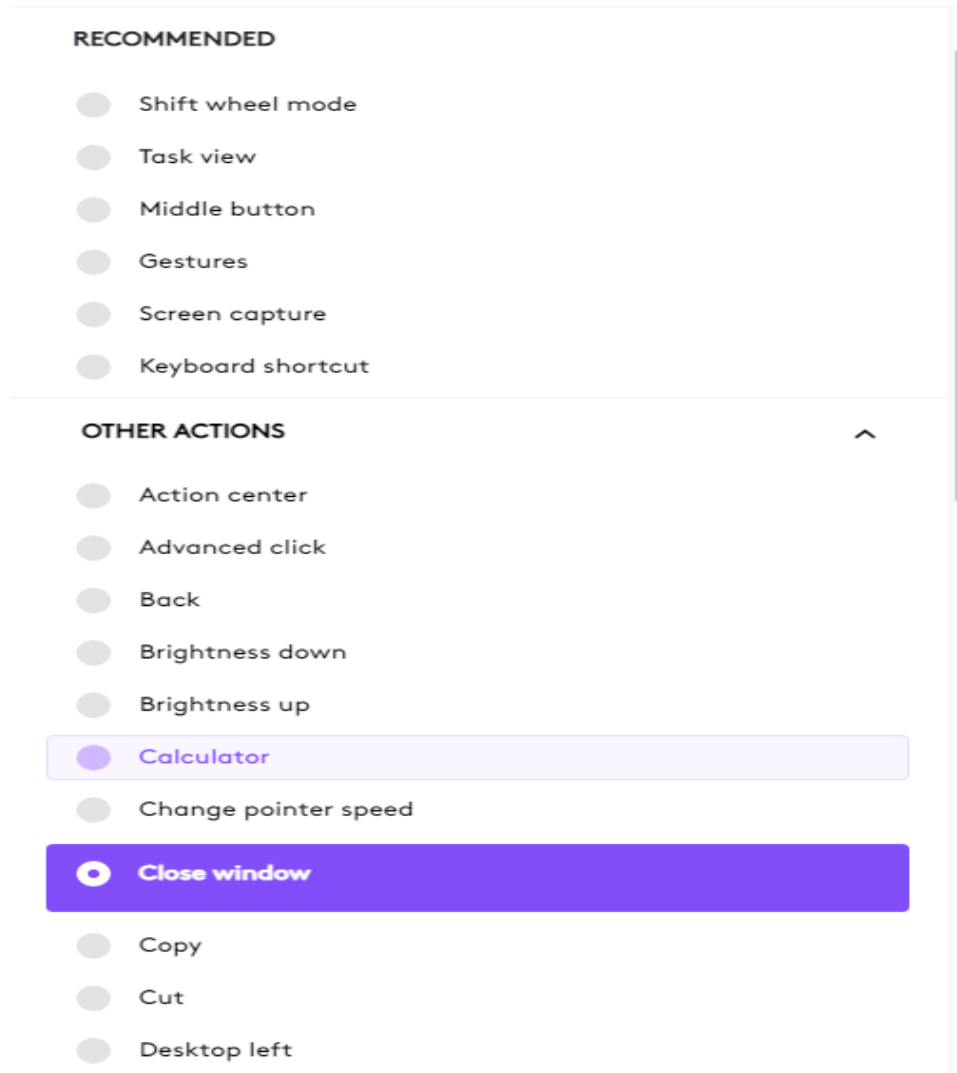
- Mini-Mouse or Mighty Mouse?
 - One button, two buttons, wheel...
 - My Logitech MX Master 3
 - Two rollers, seven buttons (counting a roller)
 - Left/Right Click, scroll left/right and up/down
 - Powerful free-wheeling vertical scroll roller



Mighty Mouse: MX Master 3



MX Master 3 Button Choices

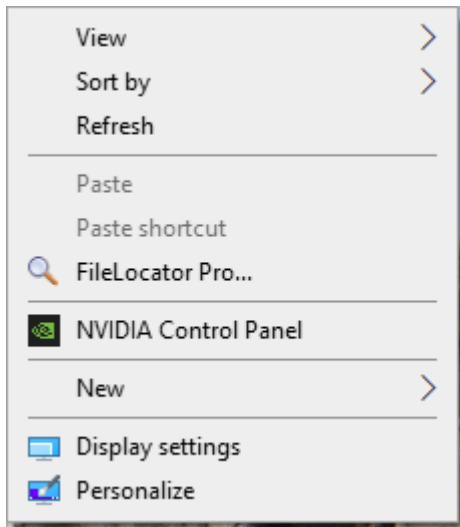


Most Important: Left/Right Click

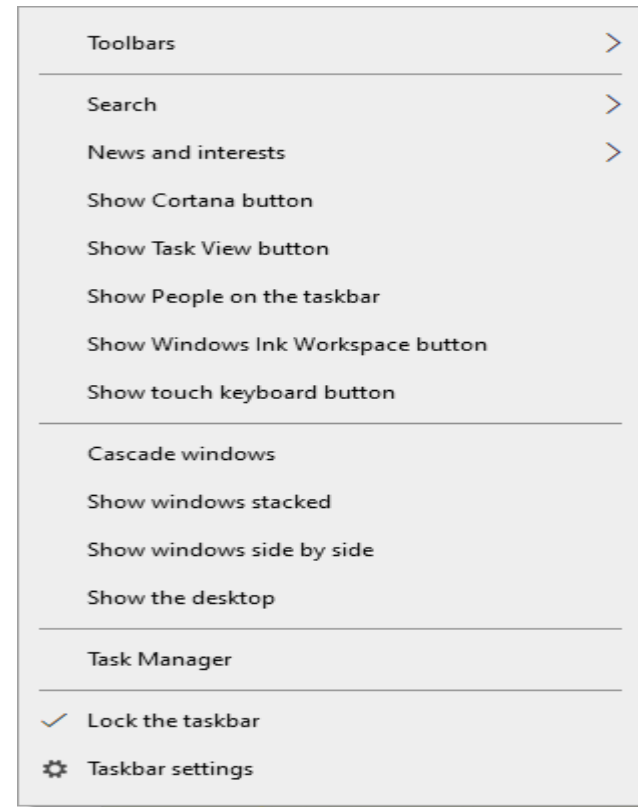
- Left/Right clicking isn't political statement
- Left Click: select desktop items or in application windows (Cntrl-click for multiple)
- Right Click: show shortcuts: Context Menu
 - Actions/options/choices available
 - Microsoft: 75% of users never Right Click
 - Bold option is default (Enter or Double-Click)
- Left-handed: switch mouse Left/Right action

Windows 10 Context Menus

Windows 10 Desktop



Windows 10 Taskbar



Application Context Menus

- Application-specific context menus
- Menu items depend on object clicked
 - Desktop
 - Desktop icon
 - Hard drive letter
 - File name
- Close menu: Esc or Left Click outside menu

Application Context Menus (Cont.)

- Many standard options
 - Copy
 - Paste
 - Delete
 - Rename
 - Properties
- May include menu bar dropdown list items
- May include other options

Application Context Menus (Cont.)

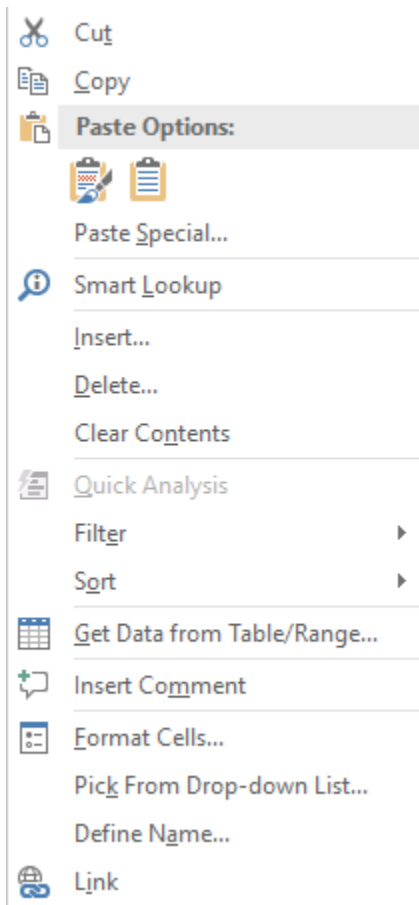
- Options opens submenu choices
- Options with > reveal suboption flyout lists
- Context determines additional options
- Editor
 - Cut/Copy/Paste
- Email
 - Reply/Forward/Move/Copy/Delete/Save
- Browser
 - Save/Screenshot/View Page Source

Application Context Menus (Cont.)

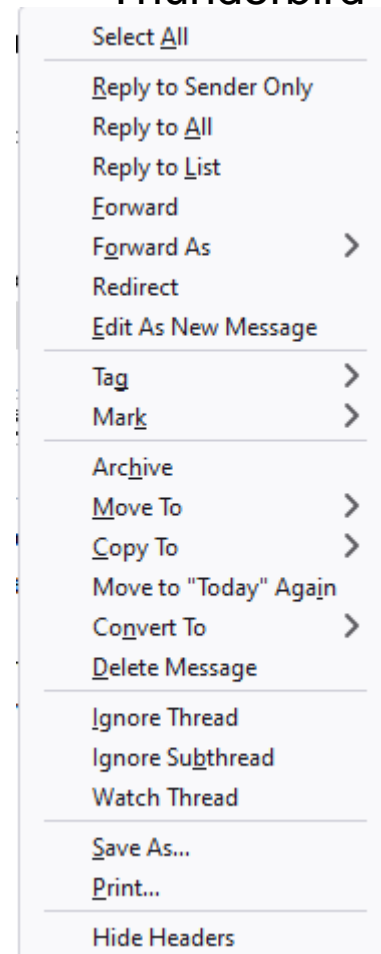
- Desktop
 - View/Sort/New/Personalize
- Desktop Icon
 - Open/Rename/Delete/Pin Start/Pin Taskbar
- Installed software can change/add options
 - File Explorer: Scan with Malware bytes
- Some apps: select (highlight or Right Click) and Alt-Enter displays properties

Application Context Menus

Excel



Thunderbird



Powerful Option: Properties

- Information
- Attributes
- Settings for Windows objects
- Hard drives
 - Used/free space, File system, Security, Hardware
 - Tools: check drive, optimize

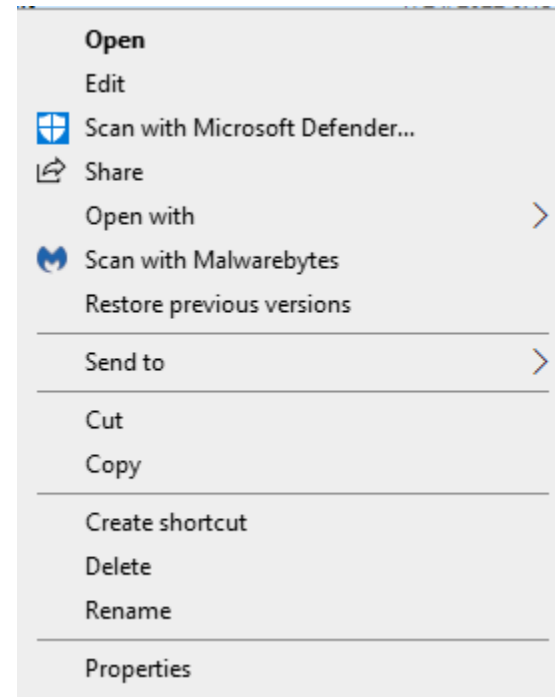
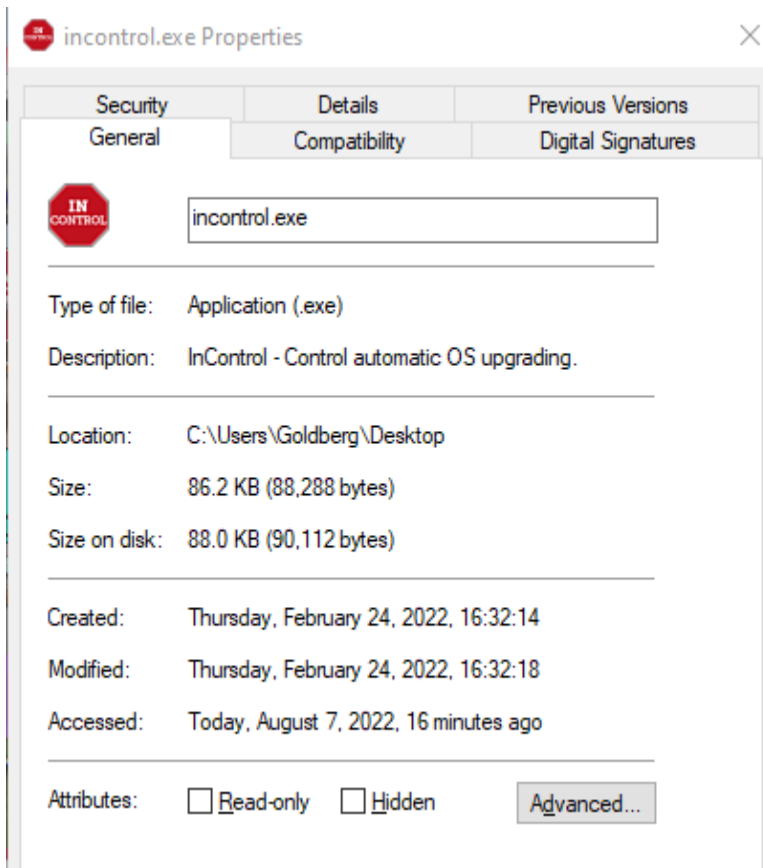
Experiment

- Right Click Taskbar empty area, program
- Right Click icon in Task Bar Notification Area
- Right Click Start Button
- Drag with Right Button changes actions
 - Move
 - Copy
 - Create shortcut
- Right Click safe/informative – takes no action
- Use Left and Right Clicks

Properties

Desktop Icon

Text File



Resources

- Caution!
- Clean/Customize Context Menu
 - <https://technastic.com/remove-items-context-menu-windows-10/>
- How to edit the Windows 10 context menu
 - <https://www.techradar.com/how-to/how-to-edit-the-windows-10-context-menu>
 - <https://www.sordum.org/7615/easy-context-menu-v1-6/>