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Left Click Versus Right Click:

Probably the most asked question I get is; what is the difference between left and right clicking on the mouse? Look at it this way. Your mother used her forefinger to tell you what to do giving that command just by pointing at you or the direction of the chore to be done. The same is true with your mouse. You command the object you are clicking on to open or respond to an action (left click). Most of the time, this is what you use. There are shortcuts and mini menus available to you by right-clicking on the mouse (optional). Try it on a word or image or even a tool bar. You will see options that will be easy to access. Now that you see this short list you can choose to give the left-click command and move on. Each item you click on may have a different mini list but with some practice, you will grow to use the right click many times during your time on the computer. How about highlighting a group of words, right click and choose copy or cut? Take that grouping to another insertion point even outside of that software, right click again and choose paste. Fun and powerful stuff.

Firefox Program Associations:

Don't you just hate it when you click on something on the Internet and the link opens a program you hardly ever use instead of the program you'd like to use? Click Tools then Options and make sure you're on the "Applications" tab. From here, all you need to do is scroll down to the type of file you want to associate and use the drop-down menu to select what program you want Firefox to use by default. For example, I use Gmail for my E-mail client, so I want to make sure that anytime I click an e-mail link on the Internet that it uses Gmail by default. So scroll down to "mailto" and use the drop-down box to select Gmail. It's that easy! You can even set it so that Firefox will ask you each time, if you'd rather have a choice! This is a handy and little known hint.

Next Issue:

What are the different kinds of file extensions? What do they mean and why do you care? How can you expose them?

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Janis Weber, B.A., owner of Ohio Computer Training, is a personal computer instructor. E-mail any specific questions or comments to jwpctutor@gmail.com or contact her for on-site assistance at 419-318-9112. Offer suggestions for another article. New public classes are listed on her website: www.ohcomputertraining.com as well as all archived articles.