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"THE MOUSE TRAP"
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The Mouse:

Do you have the right mouse for your comfort and tasks? A mouse is not just a mouse. They come in all shapes and sizes and with varied options. You can choose a cordless mouse, a mouse for left-handed use, trackballs, joysticks, pens, glide pads and touch screens. Go to a large office supply store and experiment with all the choices. Check out the extra buttons that are offered as well. The more advanced, the more it will cost. It all depends on how much time you spend on the computer. Most new mice do not require a mouse pad but I suggest using one with a wrist gel pad to help prevent wrist stress and circulation problems down the road. Now that you have the perfect mouse, go to the Control Panel of your computer and click on the Mouse Icon. Here you can alter the speed, pointer shape and wheel options. You need to be in control of your mouse so you can work effectively and with ease.

Rename a File or Folder:

Have you ever named a file or folder and wanted to change the name assigned to it? It is really quite simple. You will need to open Windows Explorer. Click Start, point to All Programs, point to Accessories, and then click Windows Explorer. An alternative is to right-click on the Start Button and choose Explore. Once you have this hierarchy of folders exposed, you can make many adjustments. Click on a folder or file name but do not double-click or otherwise open the item. While it is highlighted you can either right-click to show the rename option or just press the F2 key. Give the item a new name and click Enter. Easy, right?

Recycle Bin:

The recycle bin can be found in Windows Explorer. A shortcut to the Recycle Bin is also on the Desktop. Any time you delete an item (folder, file or icon) it ends up in the Recycle Bin (aka...waste basket). It is a special area where deleted items remain until you restore them or permanently delete them. Remember all items in the Recycle Bin are part of the hard drive. If your goal is to clear up space, you will have to empty the bin. To restore an item, open the Recycle Bin and select the item to be restored with the right mouse button. Select Restore from the menu that appears and the item is restored to its original location. To delete all items, click File and Empty Recycle Bin. You can delete specific items by highlighting one or more and pressing the Delete key.

Next issue: How to add shortcuts to the desktop. Please offer your suggestions.

Janis Weber, 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 419-885-4255.