

## Differences Between Your iBook and the Dell

**The mouse on your Dell Laptop is a lot different than on your iBook. The trackpad is the same, but the buttons are different.**

There are two sets of Left and Right mouse clickers. The button in the middle of the top Left and Right clickers is used in very few programs (ex. AutoCAD) as a third click.

### Left-Click Options:

- If you left-click once on an icon, then you will highlight that icon without performing any action (Ex. left-click on Server Shortcuts or My Documents).
- If you left-click once on a menu command, then you can access either a drop down menu of options (for example, left-clicking once on the “Microsoft Office” button in Word), or you can execute the command (for example, left-clicking once on “Save” under the “Microsoft Office” menu).
- If you left-click within a program, then the cursor will be placed where you clicked (for example, in Microsoft Word, Excel, or PowerPoint).
- If you left-click once on a program, file, or folder in the Quick Launch area (to the right of the word Start) of the taskbar, then that program will run.



### Double left-clicking executes a command or highlights text:

- If you double left-click a program icon, then that program will run (Ex. double left-click Internet Explorer)
- If you double left-click a folder icon, then you will open that folder (Ex. double left-click My Documents)
- If you double left-click within a program (for example, Microsoft Word), you will highlight whatever word you double-clicked

### Right-clicking gives you options:

- Any time you right-click an icon or any text within a program, a new pop-up window will appear with options. For example, if you right-click the Recycle Bin you will see a pop-up window with various commands. By placing your cursor over one of those commands and left clicking, you will execute the command.
- Within text, if you have highlighted a word by double left-clicking the word, right-clicking on the word will then give you a pop-up list of commands to perform on the word (for example, cutting or copying the word, or changing its font). Your teachers will tell you when you need to “right click” an icon or location.