

Basic right-click tips

Mouse button	Action	Function
Left	Single-click	Selects something, usually a file, as a target for some action to come next. On some systems, the setting is changed to make the single-click the same as on the Internet.
Left	Double-click	Causes an action to be carried out, such as opening a file. <i>Note: The Internet is different. For example, clicking once on a link in a browser is sufficient to open the link.</i>
Right	Single-click	Brings up a list of possible actions for an object. Any actions on the list must be clicked again (right or left) before they actually occur.
Right	Double-click	Has no separate meaning

As a mouse user, you've probably noticed that there's more than one way to click it. There's the primary click that you do with your index finger, and there's a secondary click that you do with one of your outer fingers. This is known as the right-click. . A right-click brings up a handy menu of shortcuts right in the place where you need them.

Maybe you've seen some of these menus but haven't taken much notice, or you haven't realized how pervasive—and how useful—they are. The items on the lists change depending on where you are and what you're doing. They'll give you speed and convenience without the need to memorize keyboard shortcuts.

In Microsoft Word, right click and you will be able to Cut, Copy, Paste, etc.

In Microsoft Excel, you can format cells with a right-click. The exact commands you see on the menu depend on where you click in the spreadsheet. For example, you can easily filter or sort a list from a right-click.

Right-clicks with files

I use both the CTRL+C and CTRL+V keyboard shortcuts and the right-click menus to copy selected text from one place to another in a document. But it took me a while to notice that this also works on files. For example, I can right-click a file in a folder and then click Cut, Copy, Delete, or Rename. I can even click Send To to copy a file directly to another location.

If I want to be able to open a file or program quickly, I right-click the file or program and then click Create Shortcut. This creates a shortcut icon that I can move to wherever I want.

Right-clicks with pictures

When you double-click a photo on your computer, it opens in a program, such as Windows Live Photo Gallery, that is your default program for opening pictures. If you want to open a photo in another program (for example, if you want to edit it in Microsoft Paint), simply right-click the picture icon, click Open With, and then click the program you want to use to open the file.

You can download Photo Gallery for free: Paint is included with Windows 7 and Vista.

You can also print the picture right from this menu, without even opening the file.

And speaking of pictures, if you see a picture you like on a webpage, you can right-click the photo and print it or save it to your computer.

Right-clicks with the desktop

Every once in a while I get the urge to change the background on my desktop. So I right-click anywhere on the desktop and click Personalize. This will open a window where you can choose the new picture for your desktop or lock screen..

These examples give you some ideas for why you might want to use the right-click menus yourself. You'll understand their usefulness more fully if you give right-clicking a try while you're working and see what's on the menu.

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