

计算机文化

(英文版·第8版)

新版

THOMSON
COURSE TECHNOLOGY

NEW PERSPECTIVES

Computer Concepts 8th Edition

June Jamrich Parsons • Dan Oja

Includes access to the NP8 Web site and interactive BookOnCD!
See back inside cover for details.



(美) June Jamrich Parsons 著
Dan Oja



机械工业出版社
China Machine Press

经典原版书库

计算机文化

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New Perspectives on Computer Concepts
Comprehensive

(Eighth Edition)

江苏工业学院图书馆
藏书章

(美) June Jamrich Parsons 著
Dan Oja



机械工业出版社
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NEW PERSPECTIVES ON COMPUTER CONCEPTS



8TH EDITION

Whether you're a complete novice or computer-savvy, *New Perspectives on Computer Concepts 8th Edition* offers an engaging hands-on approach to computers backed by innovative learning technology. The 8th Edition incorporates invaluable feedback from the New Perspectives on Computer Concepts Advisory Committee, made up of over twenty instructors, to ensure that this book contains the most current information and resources for learning about computers.

THE NP8 LEARNING SYSTEM

You have purchased more than just a book. *New Perspectives on Computer Concepts 8th Edition* includes a printed book, an integrated Web site, and an interactive BookOnCD designed to be used together to provide a cutting-edge learning experience.

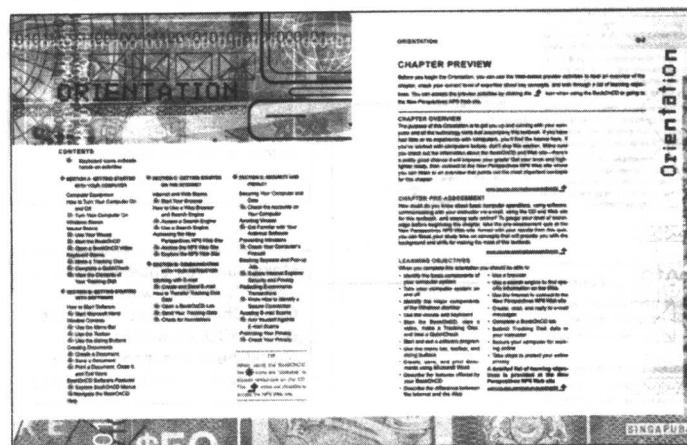
Want to study smarter? The NP8 Web site offers tools to help you understand the material from all angles and to thoroughly prepare you for exams. Want to see the concepts in the book in action? The BookOnCD brings concepts to life by directly linking to videos and animations.

Throughout this book you'll see CD  and Web Activities  icons. These tell you that there's more to explore beyond the surface of your textbook.

NP8 BOOK FEATURES

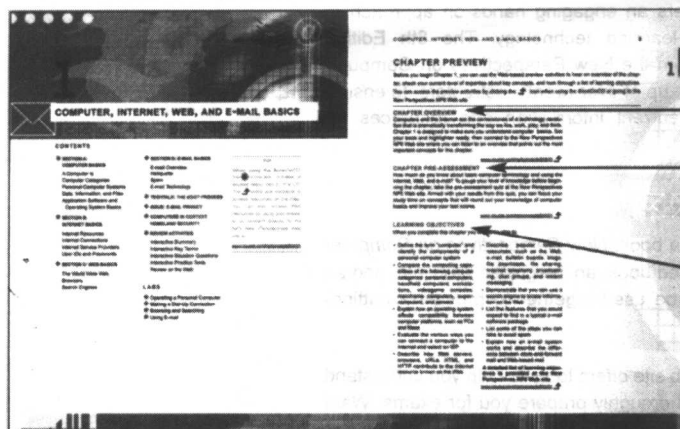
ORIENTATION CHAPTER

If you have little or no experience with computers, this chapter will put you at ease with the essential computer concepts you need to get up and running quickly. Even if you already know how to use computers, the Orientation offers helpful tips about how to most effectively use NP8's technology-based learning tools.



CHAPTER OPENER

The Chapter Openers serve as guides to everything you'll learn and do in each chapter.



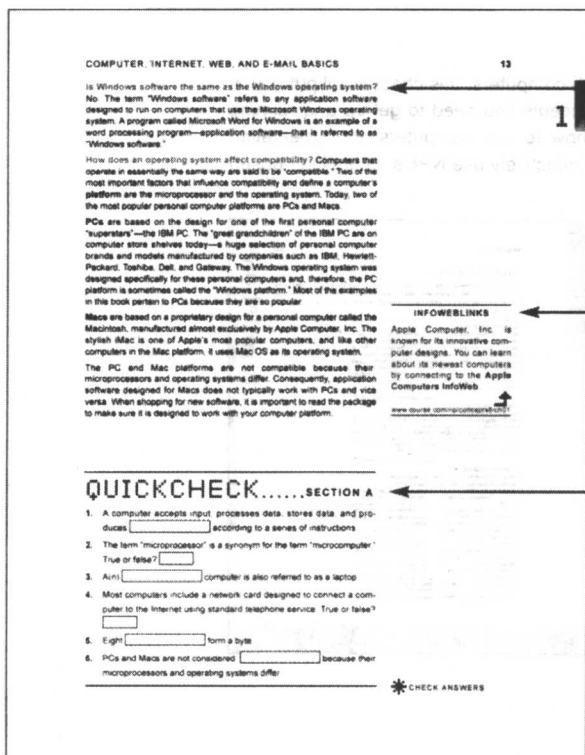
Understand key areas of focus in the chapter by listening to a 5-minute **Interactive Overview** on the NP8 Web site.

Measure your knowledge of the chapter's material by taking a short **Pre-Assessment**, accessible from the NP8 Web site.

Read the **Learning Objectives** list for an overview of the material you should understand upon completing the chapter.

CHAPTER FEATURES

Chapter features, such as **FAQs**, **InfoWebLinks**, and **QuickChecks**, help you understand concepts, put information in context, and explore topics beyond those presented in the text.



Gain a broad understanding of topics through the **FAQ** headings, which provide a relevant context for the material.

Delve deeper with structured Web research using the **InfoWebLinks**. You can use the InfoWebLinks as a starting point for research projects or simply to gather additional information about an interesting subject.

Make sure you understand each section's content with the **QuickCheck** questions. On the BookOnCD, answers to the QuickCheck questions can be saved and submitted for grading.

TECHTALK

Each chapter includes a **TechTalk** section that presents challenging technical information in a easy-to-understand way. TechTalk helps you delve deeper into the mechanics of how computers and computer technologies work.

ISSUE

Controversy and technology seem to go hand and hand. It's no longer enough to study what computers are, but rather how they shape our world. Each chapter explores a contemporary **Issue** and gives you the opportunity to express your opinion through What Do You Think questions.

COMPUTERS IN CONTEXT

So you're not a computer major? There are still a number of ways technology will affect you in your future career. In the **Computers in Context** section, you'll discover how technology plays a role in careers such as film-making, architecture, banking, and fashion.

REVIEW ACTIVITIES

Prove your mastery of the concepts in each chapter with the **Review Activities**, which are printed in the book and also accessible in an interactive format on the BookOnCD. The Review Activities include the Interactive Summary, Interactive Situation Questions, Interactive Key Terms, and Interactive Practice Tests. When you work on the Review Activities using the BookOnCD, you can save and submit your scores to your instructor. The Interactive Practice Tests are also available through the NP8 Web site.

REVIEW ON THE WEB

Take your knowledge of the concepts one step further with the **Review on the Web** activities available on the New Perspectives NP8 Web site. These activities, which include **Projects**, **Study Tips**, and **Online Games**, reinforce the concepts that you have learned in the chapter.

TECHTALK
THE BOOT PROCESS

The sequence of events that occurs between the time that you turn on a computer and the time that it is ready for you to have commands is referred to as the boot process, or "booting" your computer. This book "boot" comes from the word "bootstrap," which describes a series of steps that lead to the boot of a boot. And so you can see that the boot process is a bit of a bootstrap.

ISSUE
E-MAIL PRIVACY

When you send an e-mail, you are sending it to the Internet. Although you can use a secure e-mail program, you probably won't. In order to be secure, you should use a secure e-mail program, or a secure e-mail service. This book "boot" comes from the word "bootstrap," which describes a series of steps that lead to the boot of a boot. And so you can see that the boot process is a bit of a bootstrap.

COMPUTERS IN CONTEXT
HOMELAND SECURITY

There is a growing concern about the security of the Internet. In order to be secure, you should use a secure e-mail program, or a secure e-mail service. This book "boot" comes from the word "bootstrap," which describes a series of steps that lead to the boot of a boot. And so you can see that the boot process is a bit of a bootstrap.

The screenshot shows a web page titled "REVIEW ON THE WEB" with a navigation bar for "CHAPTER 1: COMPUTER, INTERNET, WEB, AND E-MAIL BASICS". The main content area is divided into several sections: "PROJECTS" with a list of activities, "STUDENT EDITION LABS" with a list of labs, "TECHTV VIDEO PROJECT" with a video player, "STUDY TIPS" with a list of tips, and "ONLINE GAMES" with a list of games. The page is designed with a clean, modern layout and includes a sidebar with additional resources.

Student Edition Labs help you review and extend your knowledge through observations, hands-on simulations, and challenging objective-based questions.


TechTV Video Projects feature TechTV news clips that explore technology-related issues and trends.

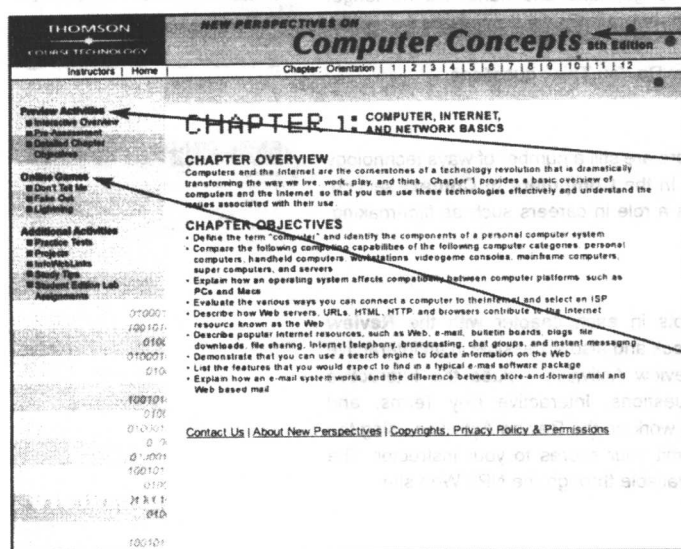
TECHBUZZ

Some new technologies make a lasting impact, while others are just a flash in the pan. The new magazine-like **TechBuzz** section at the end of the book helps you follow tech trends, cutting-edge products, and emerging technologies.

The screenshot shows a magazine-style page titled "TECHBUZZ" with a grid of articles. The articles are arranged in columns and rows, with some featuring large images. The layout is visually appealing and easy to read, with a mix of text and graphics. The page is designed to look like a real magazine, with a masthead and a variety of content.

NP8 WEB SITE

Use Course Technology's centralized login page, CoursePort, to gain access to the NP8 Web site. Web Activity icons  in each chapter direct you to the NP8 Web site, which offers a wealth of online resources and study tools.



Use the NP8 Web site to access valuable resources, including the InfoWebLinks, TechTV Library, Study Tips, and Student Edition Labs.

Tailor your study plans for the chapter by using the **Chapter Preview Activities**. Listen to an interactive overview, take a pre-assessment quiz, and read through the detailed chapter objectives.

Test your comprehension with the **Online Games**, which challenge you with different interactive scenarios.

AUDIO INTERACTIVE OVERVIEW

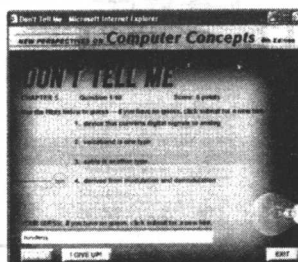
Get your book and highlighter ready, and listen to a 5-minute **Interactive Overview**, which points out key concepts and topics in each chapter.

PRE-ASSESSMENT QUESTIONS

Use the **Pre-Assessment** to gauge your level of knowledge of the concepts in each chapter. Upon completing the Pre-Assessment, you can view and print a study guide that helps focus your study time in your weakest areas of knowledge.

ONLINE GAMES

The **Online Games** give you a rewarding interactive way to reinforce concepts taught in each chapter. Each game offers a printable study guide that points you back to specific pages in the text for review. You can also save your results from the Online Games and submit them electronically to your instructor for grading.



INTERACTIVE PRACTICE TESTS

Interactive Practice Tests, also available on the BookOnCD, consist of 10 multiple-choice, true/false, and fill-in-the-blank questions chosen at random from a large test bank. Each test offers a printable study guide with page references. Your test scores can be saved and submitted to your instructor electronically.

TECHTV VIDEO CLIPS LIBRARY

Ever wondered what it is like to program your own video game? What are the social implications of a digital system that tracks patrons at a neighborhood bar? Stay on top of emerging technologies and technology-related issues with our library of **TechTV Video Clips**. TechTV Video Projects, included in every chapter, challenge you to further investigate the issues and topics raised in the video clips.



PROJECTS

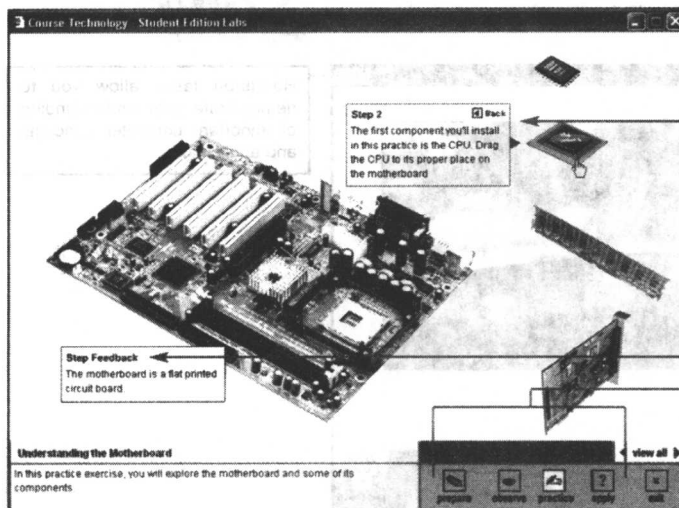
Work with the **NP8 Projects** to apply the concepts you have learned from reading and lab activities. NP8 Projects are open-ended assignments that require you to research topics, apply critical-thinking skills, and produce reports, summaries, graphics, or other creative deliverables.

STUDY TIPS

Study Tips help you organize and consolidate the information in a chapter by making lists, outlines, charts, and sketches.

STUDENT EDITION LABS

You can master hundreds of computer concepts including input and output devices, file management and desktop applications, computer privacy, virus protection, and much more using the **Student Edition Labs**. The interactive Student Edition Labs help you learn through dynamic observation, step-by-step practice, and challenging review questions. Student Edition Lab Assignments challenge you to apply the skills learned in the labs to realistic case problems.



Hands-on practice reinforces important topics.

Feedback on each step guides you through the simulations.

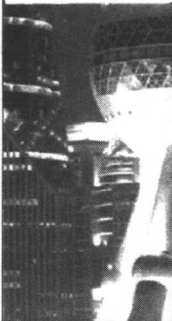
Prepare, Observe, Practice, and Apply learning modes engage all types of learners through readings, simulations, hands-on practice and review questions.

NP8 BOOKONCD

The interactive BookOnCD includes the entire contents of the printed book and brings the concepts to life with the following interactive features:

- **Interactive Review Activities** test your understanding of the concepts presented in each chapter.
- **Interactive QuickCheck** questions check your comprehension of each section.
- **Videos, animations and screentours** throughout each chapter bring the figures to life.
- **New Perspectives Labs** give you hands-on experience applying concepts and using software.

THOMSON
COURSE TECHNOLOGY



NEW PERSPECTIVES

Computer Concepts

8th Edition

BookOnCD

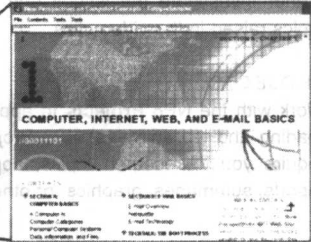
[Open the electronic textbook](#) • [Go to the NP8 Web Site](#)

[Send your Student Tracking Data to your instructor](#) [Visit the publisher, Course Technology](#)

[Open a New Perspectives Lab](#) [Get Technical Support](#)

[Open a Classic Course Lab](#) [Tell us what you think](#)

[Go to InfoWebLinks.com](#) [Exit](#)



You can save or print your results from the BookOnCD. Interactive Review Activities, QuickCheck questions, and New Perspectives Labs to submit to your instructor.

SAM COMPUTER CONCEPTS

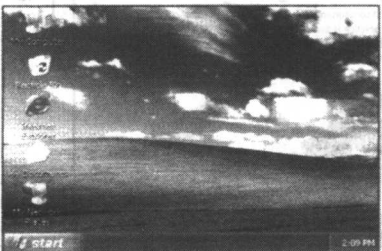
If your instructor has chosen to use SAM Training and Assessment Software in your course, you will have access to interactive training simulations that reinforce the lessons presented in this text, as well as realistic hands-on exams.



SAM Computer Concepts - Using Input Devices

Clicking and Double-Clicking

Double-click the My Computer icon to open My Computer on the desktop.



Complete the task as described above.

3 attempts remaining time remaining: 2:44

start back stop end screen

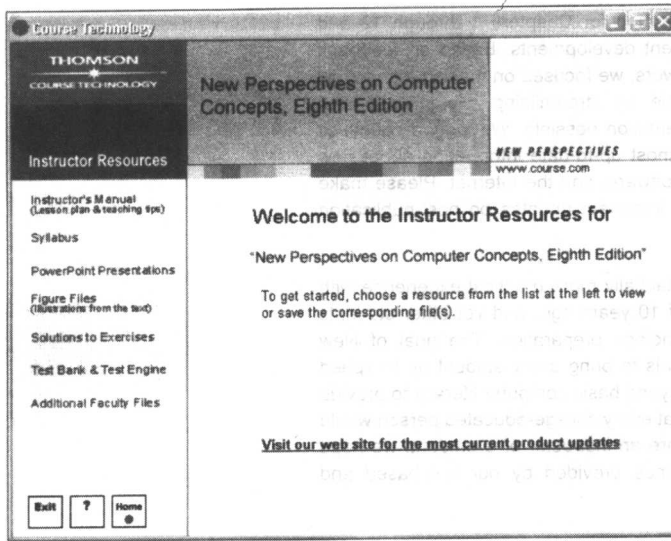
Hands-on tasks allow you to demonstrate your understanding of important computer concepts and applications.

NP8 INSTRUCTOR RESOURCES

New Perspectives instructional resources and technology provide instructors with a wide range of tools that enhance teaching and learning. These tools can be accessed from the Instructor Resources CD or at www.course.com.

INSTRUCTOR'S MANUAL: HELP IS ONLY A FEW KEYSTROKES AWAY

An enhanced Instructor's Manual offers an outline for each chapter, plus instructional suggestions and teaching tips, including how to effectively use and integrate the Web site content, CD content, and labs.



EXAMVIEW: OUR POWERFUL TESTING SOFTWARE PACKAGE

With ExamView, instructors can generate printed tests, create LAN-based tests, or test over the Internet.

COURSE PRESENTER

Instructors can deliver engaging and visually impressive lectures for each chapter with the professionally-designed Course Presenter. The Course Presenter is a PowerPoint presentation that is multimedia-enhanced with screentours, animations, and videos.

INSTRUCTOR'S EDITION

The Instructor's Edition content explains in depth the New Perspectives Computer Concepts pedagogy and technology resources. It also provides suggestions on how to use New Perspectives on Computer Concepts technology in the classroom.

BLACKBOARD AND WEBCT CONTENT

Course Technology offers a full range of content for use with BlackBoard and WebCT to simplify the use of New Perspectives in distance education settings.

FROM THE AUTHORS

Technology continues to move forward at a rapid pace. To help instructors and students stay in step with the march of technology, we produced this media-rich and Web-enhanced 8th Edition of *New Perspectives on Computer Concepts*. An expanded Orientation section at the beginning of the book now includes a hands-on introduction to computer security and privacy—essential information for both beginning students and those who are computer savvy. A new TechBuzz section at the end of the book gets students thinking about technology trends and the potential of new products to become the next “killer apps” or “tech turkeys.”

We retained the same basic organization for Chapters 1 through 12 and updated their content to reflect current developments. Based on feedback from students, instructors, and reviewers, we focused on making technology concepts even more understandable by streamlining explanations and honing figures for the clearest presentation possible. We logged countless hours of research to bring you the most up-to-date information about new products and trends in computers, software, and the Internet. Please make sure to check the InfoWebLinks for important updates on post-publication events.

Many of today's students have substantially more practical experience with computers than their counterparts of 10 years ago, and yet other students enter college with inadequate technology preparation. The goal of *New Perspectives on Computer Concepts* is to bring every student up to speed with computer basics, and then go beyond basic computer literacy to provide students with technical information that every college-educated person would be expected to know. Whether you are an instructor or a student, we hope that you enjoy the learning experience provided by our text-based and technology-based materials.

ACKNOWLEDGEMENTS

The book would not exist—and certainly wouldn't arrive on schedule—were it not for the efforts of our media, editorial, and production teams. We thank Amanda Young Shelton and Emilie Perreault for tireless work on every detail of the project; Rachel Goldberg for her leadership for the entire *New Perspectives* series; Jennifer Goguen for managing production; Fatima Lockhart, Donna Mulder, Tensi Parsons, Keefe Crowley, Greg Manis, Joe Bush, and Eric Murphy for creating videos, screentours, interactive tests, photos, illustrations, and animations; Rebekah Tidwell for her work on the Pre-Assessments; Dave Nuscher for his work on updating the Online Games; Chris Robbert for his clear narrations; Sue Oja, Debora Elam, Deana Martinson, Karen Kangas, Jaclyn Kangas, and Kevin Lappi for checking and double-checking the alpha and beta CDs; Lisa Lord for her insightful developmental edit; Robin K. Flynn for making sure that every comma is in the right place; Keefe Crowley for designing and maintaining our InfoWebLinks site; artist Steve Deschene for a stunning interior design; and Christina Micek for her photo research. We want to thank you all!

-June Parsons and Dan Oja


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We would also like to thank the reviewers from the recent past editions who helped provide valuable feedback that is still an influence on the 8th Edition:


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CHAPTER PREVIEW

Before you begin the Orientation, you can use the Web-based preview activities to hear an overview of the chapter, check your current level of expertise about key concepts, and look through a list of learning objectives. You can access the preview activities by clicking the  icon when using the BookOnCD or going to the New Perspectives NP8 Web site.


CHAPTER OVERVIEW

The purpose of this Orientation is to get you up and running with your computer and all the technology tools that accompany this textbook. If you have had little or no experience with computers, you'll find the basics here. If you've worked with computers before, don't skip this section. Make sure you check out the information about the BookOnCD and Web site—there's a pretty good chance it will improve your grade! Get your book and highlighter ready, then connect to the New Perspectives NP8 Web site where you can listen to an overview that points out the most important concepts for this chapter.

www.course.com/np/concepts8/ch00 

CHAPTER PRE-ASSESSMENT

How much do you know about basic computer operations, using software, communicating with your instructor via e-mail, using the CD and Web site for this textbook, and staying safe online? To gauge your level of knowledge before beginning the chapter, take the pre-assessment quiz at the New Perspectives NP8 Web site. Armed with your results from this quiz, you can focus your study time on concepts that will provide you with the background and skills for making the most of this textbook.


www.course.com/np/concepts8/ch00 

LEARNING OBJECTIVES

When you complete this orientation you should be able to:

- Identify the basic components of your computer system
- Turn your computer system on and off
- Identify the major components of the Windows desktop
- Use the mouse and keyboard
- Start the BookOnCD, view a video, make a Tracking Disk, and take a QuickCheck
- Start and exit a software program
- Use the menu bar, toolbar, and sizing buttons
- Create, save, and print documents using Microsoft Word
- Describe the features offered by your BookOnCD
- Describe the difference between the Internet and the Web
- Use a browser
- Use a search engine to find specific information on the Web
- Use the Internet to connect to the New Perspectives NP8 Web site
- Create, read, and reply to e-mail messages
- Complete a BookOnCD lab
- Submit Tracking Disk data to your instructor
- Secure your computer for working online
- Take steps to protect your online privacy

A detailed list of learning objectives is provided at the New Perspectives NP8 Web site

www.course.com/np/concepts8/ch00 



GETTING STARTED WITH YOUR COMPUTER

When you use the *New Perspectives on Computer Concepts* textbook, you not only learn about computers, you also use computers as learning tools. You can read your textbook on-screen where many of the photos come alive as videos, where screen shots open into guided tours of popular software, and where you can take interactive quizzes to make sure you understand chapter material before encountering it on a test. In Section A you'll learn how to turn on your computer, start the on-screen version of your textbook, use your computer's mouse, start a BookOnCD video, use a computer keyboard, and take an interactive quiz.

COMPUTER EQUIPMENT

What do I need to know about my computer? Your computer—the one you own, the one you use in a school lab, or the one provided to you at work—is technically classified as a microcomputer and sometimes referred to as a personal computer. A computer runs software (or “programs”) that help you accomplish a variety of tasks. A typical computer system consists of several devices—you must be able to identify these devices to use them.

What are the important components of my computer system? The system unit contains your computer's circuitry, such as the microprocessor that is the “brain” of your computer and memory chips that temporarily store information. It also contains storage devices, such as a hard disk drive.

Your computer system also includes basic hardware devices that allow you to enter information and commands, view work, and store information for later retrieval. Devices for entering information include a keyboard and mouse. A display device, such as a TV-like monitor, allows you to view your work, a printer produces “hard copy” on paper, and speakers produce beeps and chimes that help you pay attention to what happens on the screen.

Where are the important components of a desktop computer system? A desktop computer is designed for stationary use on a desk or table. Figure 1 shows the key components of a desktop computer system.

PC or Mac?

Microcomputers can be divided into two camps: PCs and Macs. The CD that comes with this book is designed for use with PCs, and the Orientation instructions apply specifically to PCs.

You can usually determine whether you have a PC or Mac by noting your computer's brand name. PC brands include Dell, IBM, Hewlett-Packard, Compaq, Gateway, and Sony. You can use the software that accompanies your textbook with these and other PC brands.

Macintosh computers are manufactured by Apple Computers, Inc. and sport a rainbow-colored logo of an apple. If you have a Mac, check with your instructor for the location of your school's PC lab.

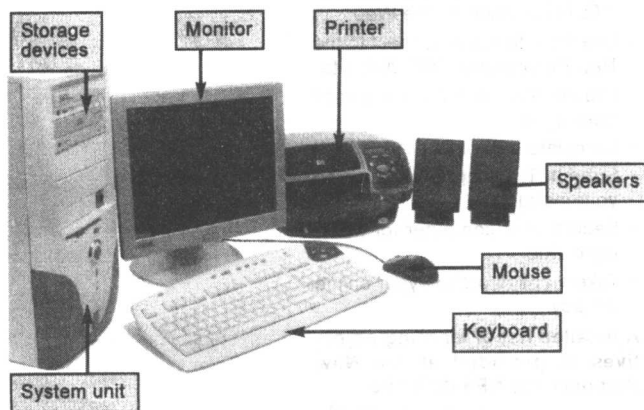


FIGURE 1

A desktop computer system includes several components, usually connected by cables.

Where are the important components of a notebook computer system? Notebook computers (sometimes called "laptops") are small, lightweight computers designed to be carried from place to place. The components of a notebook computer system, except the printer, are housed in a single unit, as shown in Figure 2.

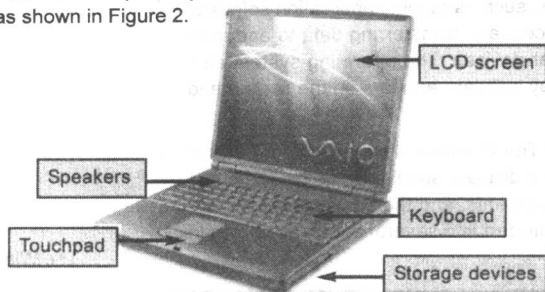
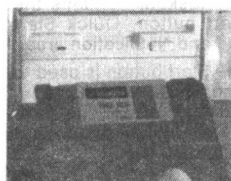


FIGURE 2

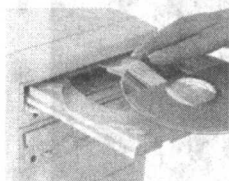
A notebook computer includes a flat-panel LCD screen, keyboard, speakers, and touchpad in the same unit that contains the microprocessor, memory, and storage devices. An external mouse is sometimes used instead of the touchpad.

How do I identify my computer's storage devices? Your computer contains a hard disk, housed inside the system unit. It is also likely to have a floppy disk drive and some type of drive that works with CDs. Figure 3 can help you identify your computer's storage devices and their uses.

**Floppy disk drive**

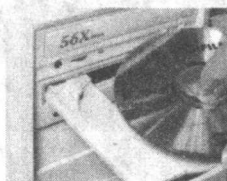
Capacity: 1.44 million characters

Low-capacity storage, but handy for transferring work between home and school labs.

**CD drive**

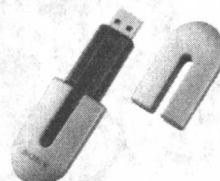
Capacity: 640 million characters

A CD-ROM drive reads CDs, but does not allow you to store your own data on them. CD-R or CD-RW drives allow you to store data.

**DVD drive**

Capacity: 4.7 billion characters

DVD-ROM drives read CDs and DVDs, but do not let you store your own data. The R or RW versions allow you to store data.

**USB flash drive**

Capacity: 32 million–2 billion characters

A USB flash drive is about the size of a high-lighter and plugs directly into the computer system unit.

FIGURE 3

You should use the hard disk to store most of your data, but to transport or back up data, you can use floppy disks, CDs, DVDs, or USB flash drives.

HOW TO TURN YOUR COMPUTER ON AND OFF

How do I turn it on? A notebook computer typically has one switch that turns on the entire system. Look for the switch along the sides of the computer or on the top above the keyboard. When using a desktop computer, turn on the monitor, printer, and speakers before you flip the switch on the system unit.

Most computers take a minute or two to power up, and you might be required to log in by entering a user ID and password. Your computer is ready to use when the Windows desktop (Figure 4 on the next page) appears on the computer screen and you can move the arrow-shaped pointer with your mouse.

How do I turn it off? Your computer is designed to turn itself off after you initiate a shutdown sequence by clicking the Start button, selecting "Shut Down" or "Turn Off Computer," and following the instructions on the screen. After the computer shuts itself off, you can turn off the monitor, speakers, and printer. When using computers in a school lab, ask about the shutdown procedure. Your lab manager might ask that you log out but do not turn the computer off.

TRY IT

Turn your computer on

1. Locate the power switch for any devices connected to your computer and turn them on.
2. Locate the power switch for your computer and turn it on.
3. If a message asks for your user ID and/or password, type them in, and then press the Enter key on your computer's keyboard.
4. Wait for the Windows desktop to appear.

WINDOWS BASICS

What is Windows? Microsoft Windows is an example of a type of software called an operating system. The operating system controls all the basic tasks your computer performs, such as running application software, manipulating files on storage devices, and transferring data to and from printers, digital cameras, and other devices. The operating system also controls the user interface—the way software appears on the screen and the way you control what it does.

What is the Windows desktop? The Windows desktop is your base of operations for using your computer. It displays small pictures called “icons” that help you access software, documents, and the components of your computer system. The desktop is divided into several areas, as shown in Figure 4.

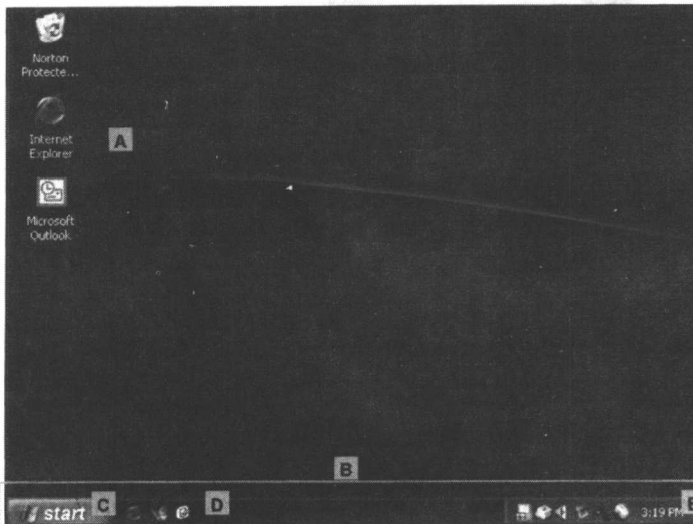


FIGURE 4

The Windows Desktop

- A** The main part of the desktop displays icons that represent software, files, and folders containing documents, graphics, and other data.
- B** The taskbar contains the Start button, Quick Start bar, and Notification area.
- C** The Start button is used to display the Start menu, which lists all the programs installed on your computer.
- D** The Quick Start bar is always visible, making it a good place for icons that represent the programs you frequently use.
- E** The Notification area displays the current time and the status of programs, devices, and Internet connections.

When working with your computer, you'll frequently use the Start button in the lower-left corner of the screen to display the Start menu that provides options for accessing software, finding data, configuring hardware, and finding answers to your questions about using Windows (Figure 5).

How do I manipulate icons and other Windows controls? To use the Start button and other desktop controls, you'll need to become familiar with how to use a mouse to control an on-screen pointer. The pointer is usually shaped like an arrow, but you can change to a different shape, depending on the task you're doing. For example, when the computer is busy, the arrow shape turns into an hourglass, signifying that you should wait for the computer to finish its current task before attempting to start a new task.

FIGURE 5

The Start Menu



MOUSE BASICS

What is a mouse? A mouse is a device used to manipulate items on the screen, such as the controls displayed on the Windows desktop. PC compatible mice have at least two buttons, typically located on top of the mouse. Some mice also include a scroll wheel mounted between the left and right mouse buttons. Other mice include additional buttons on the top or sides (Figure 6).

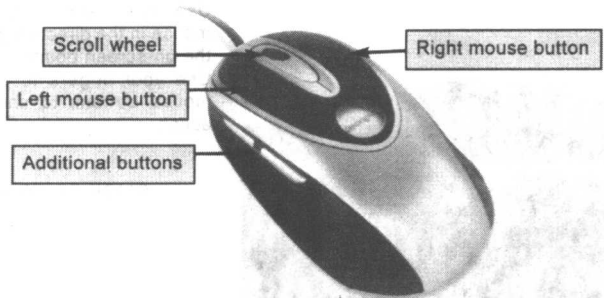


FIGURE 6

For basic mousing, you need use only the left and right mouse buttons.

How do I use a mouse? Hold the mouse in your right hand as shown in Figure 7. When you drag the mouse from left to right over your mousepad or desk, the arrow-shaped pointer on the screen moves from left to right. If you run out of room to move the mouse, simply pick it up and reposition it. The pointer does not move when the mouse is not in contact with a flat surface.



FIGURE 7

Rest the palm of your right hand on the mouse. Position your index finger over the left mouse button and your middle finger over the right mouse button.

 **TRY IT**

Use your mouse

1. With your computer on and the Windows desktop showing on the screen, move your mouse around on the desk and notice how the mouse movements correspond to the movement of the arrow-shaped pointer.

2. Move the mouse to position the pointer on the Start button.



3. Click the left mouse button to open the Start menu.

4. Click the Start button again to close the Start menu.

There are several ways you can manipulate on-screen objects. Although you might not be able to manipulate every object in all possible ways, you'll soon learn which mouse actions are allowed for each type of control. The following list describes your repertoire of mouse actions.

Action	How to	Result
Click	Press the left mouse button once, and then immediately release it.	Select an object
Double-click	Press the left mouse button twice in rapid succession without moving the body of the mouse.	Activate an object
Right-click	Press the right mouse button once, and then immediately release it.	Display a shortcut menu
Drag	Hold the left mouse button down while you move the mouse.	Move an object