Activating and Closing Shortcut Menus

Clicking the left mouse button in Windows NT selects items. Clicking the right mouse button, however, displays special *shortcut menus,* such as the Taskbar shortcut menu illustrated in Figure 1-5. The shortcut menu you see depends on which area of the screen or which icon you right-click. Shortcut menus are sometimes called *context menus* because the options available on those menus depends on what you are doing at the time you access them.

Note: Remember that if you switched the mouse buttons, you will have to use the left mouse button to activate and close shortcut menus.
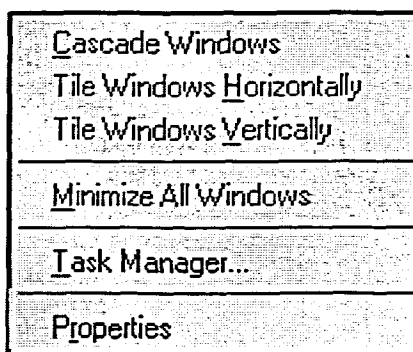
```
Cascade Windows
Tile Windows Horizontally
Tile Windows Vertically
───────────────────────
Minimize All Windows
───────────────────────
Task Manager...
───────────────────────
Properties
```

Figure 1-5: *The Taskbar Shortcut Menu*

⌐ **METHOD** ⌐

To activate a shortcut menu:

1. Point to the object you want to use.
2. Right-click the mouse.

To close a shortcut menu:

1. Point outside the shortcut menu.
2. Click the left mouse button.