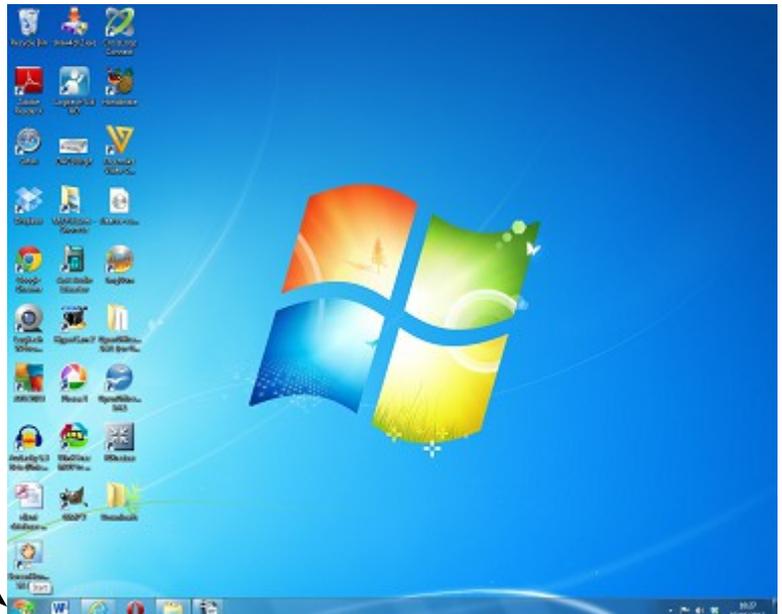


Starting Programs using the Mouse (Windows 7)

1. Left-click on the **Windows Start button** in the bottom left hand corner of the desktop screen.



This will bring up the **Start Menu**

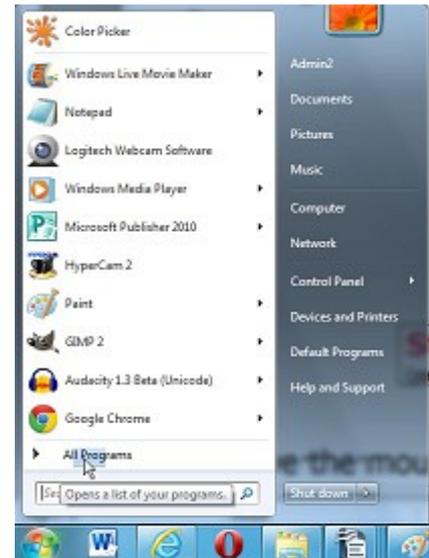


2. If the Program appears on the **Start Menu** move the mouse pointer up and down until it highlights the correct Program in the list and left-click on the highlighted Program. This will **open** the Program. If there is a right arrow against the Program it will show recently used files. If you wish you can open one of these directly with the Program by left-clicking

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on the file.

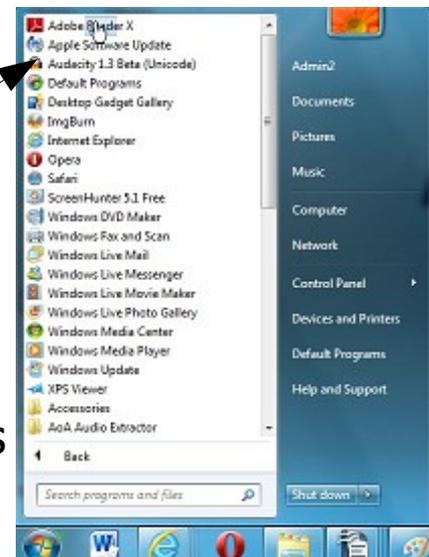
Alternatively move (hover) the mouse pointer over "**All Programs**".



This will bring up the **Program Menu**

Program Menu

3. If the Program is shown in the list then move the mouse pointer until it highlights the correct Program and left-click on it to open it. Or select the file to open if there is a right arrow against the Program.



4. If a Program folder is shown in the list then left-click on it to open it and then move the mouse pointer until it highlights the correct Program in the list and left-click on the Program you want in the folder. This will **open** the Program.

