

How do I change the mouse options for PowerPoint 2007?

Many mouse options can be specific to an application, and can be changed through the application, then stored in your XP profile. The default right mouse button setting for PowerPoint is to bring up a menu of options for the user to choose from. If you would prefer to set your mouse so that the right button backs your presentation up one slide, which is particularly useful for wireless mouse users, follow these instructions.

1. While logged on to an ITaP lab computer or TIC machine, launch PowerPoint or open one of your .ppt or .pptx files.
2. Click on the **Office Button** (round button in upper left hand corner).
3. Select **PowerPoint Options** at the bottom of the menu.
4. Click on **Advanced**.
5. Under **Slide Show** section of this tab, the option **Show menu on right mouse click** box will probably be checked. Click on this box to disable this setting.

While viewing your PowerPoint show, you should now be able to advance your presentation 1 slide by clicking on the left mouse button, and back-up your presentation 1 slide by clicking on the right mouse button. This will now be stored in your XP profile, and the mouse will function as described for any PowerPoint files you access.