Using the Mouse
(right handed)

1. This is a typical mouse.

Left Button

Scroll Wheel

Right Button

It has 2 Buttons to click, Left and Right.
Some have a Scroll Wheel.
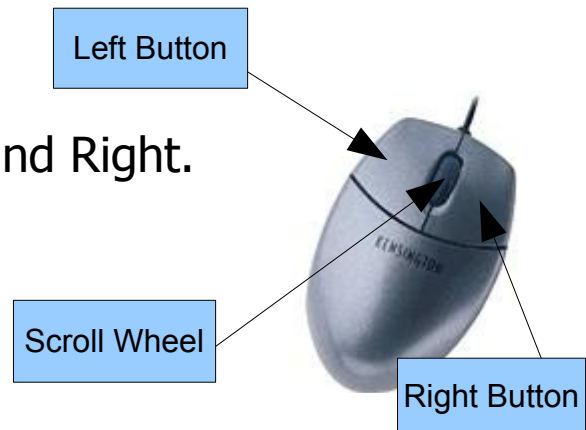
Underneath it may have a mouse ball (here
shown dismantled) or a red light.

2. As the mouse is moved about it is used to select or control
what you want to do with the computer by means of a
mouse pointer.
What you see on the computer display which represents the
mouse pointer is usually an arrow,

though this can be set (or will change automatically) to be
other objects such as cursor I (eg in documents) or hand
(eg in web address). The flashing cursor |will appear
when you left-click somewhere in the   text.

3. You grab the mouse, as if you   were shaking
hands, with index finger on Left   Button and
middle finger on Right Button.

PTO

4. A mouse with a ball is used with a mouse mat. This usually has a spongy feel and stops the mouse ball slipping.
A mouse with a red light works best on flat single colour surfaces eg an A4 sheet of paper.

5. The mouse is used by sliding it on the mouse mat roughly horizontally or vertically so that the pointer moves to the point on the screen required and then by clicking the appropriate Button to proceed.
Practice this to get the feel of it. Centre the mouse on the mat with the arrow in the centre of the screen. If all else fails, lift and replace it on the mat.

6. If, whilst typing "The ct sat on the mat",
I see a spelling mistake I would move the cursor I over the part of the word to be changed and click the Left Button with the index finger, ie "left click", to put in the flashing line before typing the correct letter in the space:-
"The c It sat on the mat"
Practice clicking to see how much leeway is allowed.

7. Sometimes a double left click, ie "double click", is required eg to highlight a word. In this case the index finger clicks the Left Button twice in quick succession whilst the I cursor is over the word "cat" thus:-
"The cat sat on the mat" becomes
"The cat sat on the mat"

8. The mouse can be used to "drag" items on the screen, eg a misplaced word, when highlighted, can be dragged by

holding down the Left Button on the highlighted word and moving the mouse to the correct point.

"The sat `cat` on the mat" becomes

"The `cat` sat on the mat"

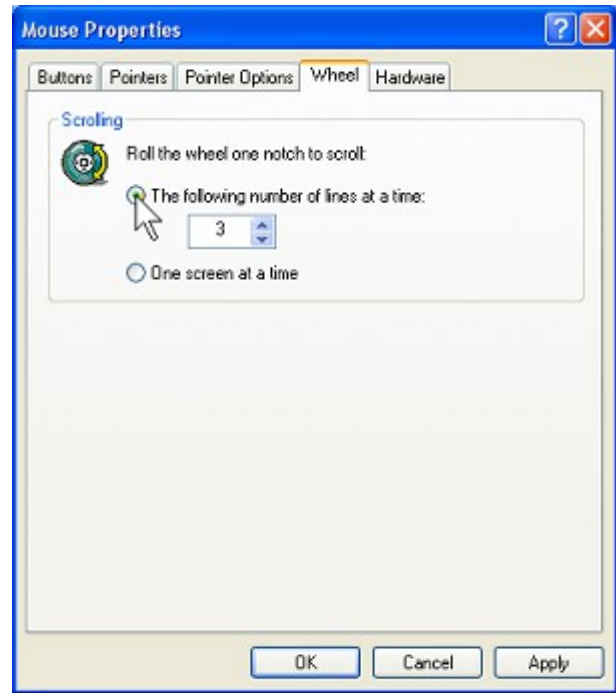Practice this by dragging cards in the Solitaire game.
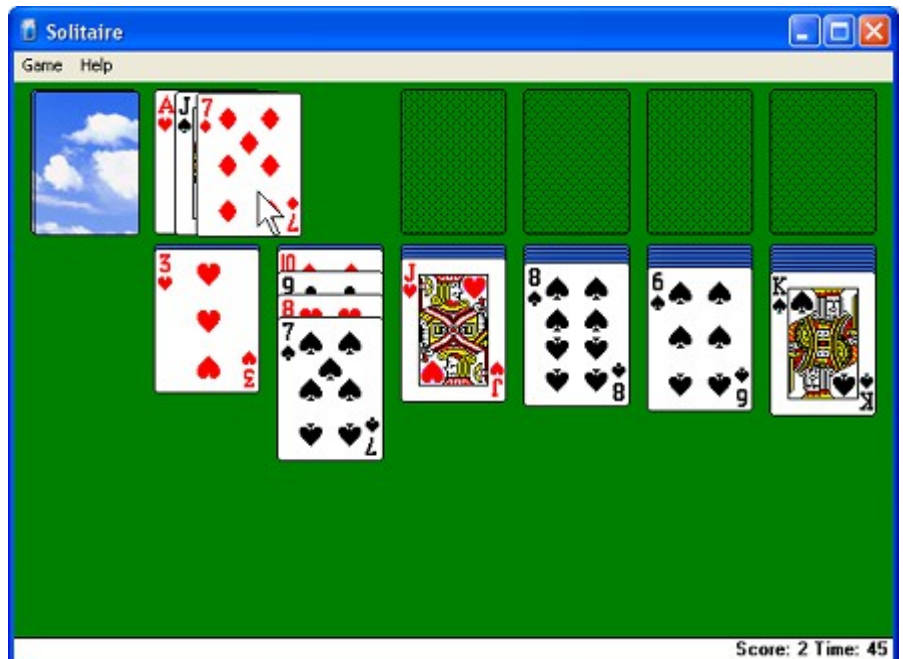
9. The mouse can be used to check boxes, eg in Mouse Properties, by left clicking on the box.
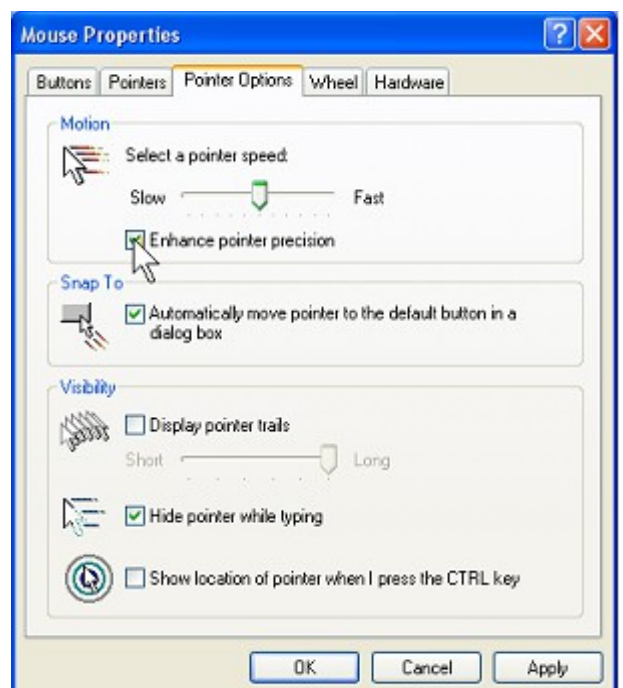
PTO

---

10. The mouse can be used on selection buttons, eg in Mouse Properties, by left clicking on the button.

11. The Scroll Button can be used to scroll up and down a document by rolling it. By pressing the Scroll Button to show the symbol ⊕, scrolling can be done by dragging the mouse up or down or moving across the page from side to side. Pressing the Scroll Button again releases it.

12. Clicking the Right Button with the middle finger, ie right click, is often used to bring up a menu of allowable options eg right click on a document

One of these options is then highlighted and left clicked to use.