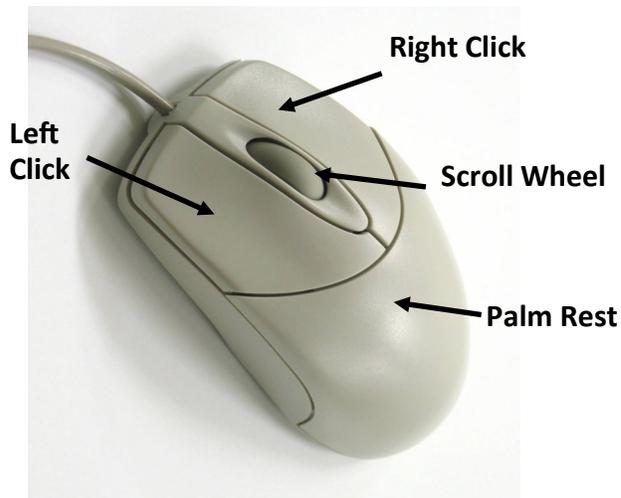


Basic Mouse Class

Moore Memorial Public Library



Parts of a mouse

Left-Click VS. Right-Click:

Left-click is used to choose and execute commands. (99% of your clicks)

Right-click is used only to access the shortcut menu.!! (1% of your clicks)

Pointing:

Slide the mouse (in any direction) to move the pointer on the screen in the corresponding direction. Rest your hand on the mouse, move it around slowly up and down and from side to side, and watch the arrow on the screen.

Clicking:

The key to clicking is to keep your index and middle fingers resting lightly on the left and right buttons.

Single Click:

Gently press down and then release the left mouse button one time. A single click will usually select or highlight an object.

Double Click:

Quickly press the left mouse button two times keeping your finger resting on the button; do not take your finger off while double clicking.

Drag and drop:

To move an item to a different location on the screen, move the mouse over that item, press the left mouse button down, and hold it down. Then move the mouse to drag the object to the desired location. When you release the mouse button the object will stay in its new location.

Right Click:

The purpose of clicking the right mouse button is to “pop-up” a menu of common commands for quick and easy access. The menu that you will see varies according to the program you are using and what you clicked on.

Scrolling:

If only a portion of a document or webpage is visible on the screen, you need to “scroll” up, down or across the screen to view the rest of the information. Scrolling can be done using two different methods.

Scroll wheel: guide the wheel back and forth using your forefinger. Notice how the page “scrolls” up and down.

Scroll bar: To move one line at a time, click once on the up/down or left/right arrows on the screen. To move more quickly, point to the scroll box itself. Press and hold down the left mouse button. Now you can slide the scroll box up, down or sideways by sliding the mouse. Release the button when you are in the desired location.

