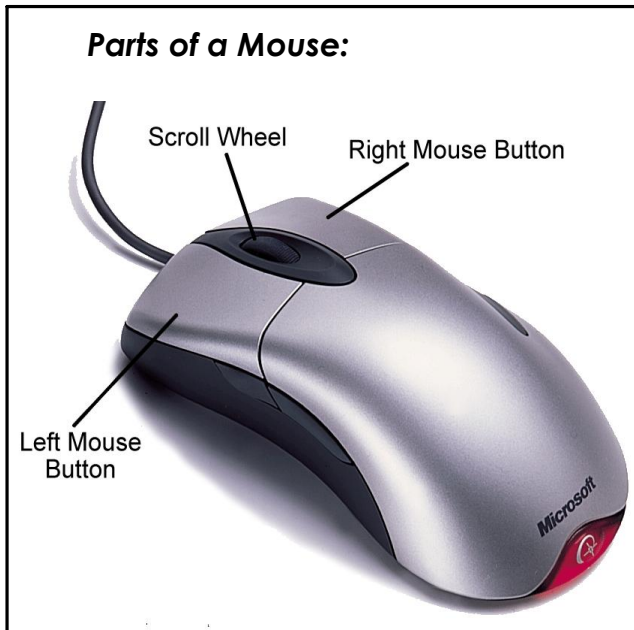


Basics 2 – Using a Mouse



Types of Mice:

Optical (Laser)
An optical mouse operates with a laser on the bottom.



Roller Ball
A roller ball mouse has a rubber ball on the bottom that can be taken out to clean.



Wireless
A wireless mouse does not have a cord that plugs into the computer. Instead, it has a small device that plugs into the computer that allows the mouse to communicate with the computer.



Mouse Actions:

Click - Clicking selects an item on the screen. To click, press and release the left mouse button.

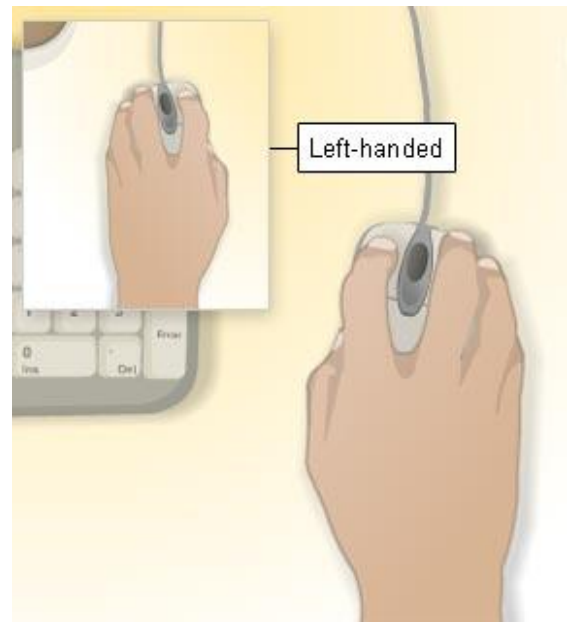
Double-Click - Double-Clicking opens a document or starts a program. To double-click, press and release the left mouse button twice in rapid succession.

Right-Click - A right-click often displays a list of commands on the screen. To right-click, press and release the right mouse button.

Scrolling – Some mice have an additional feature called a scroll wheel. When an entire page or document doesn't fit on the screen, you may need to scroll up or down to view the rest of the page. You can do this by clicking on the scroll bar, or rolling the scroll wheel up or down.

Drag and Drop - Dragging and Dropping makes it easy to move an item on the screen. Position the pointer over an item on the screen then press and hold the left mouse button. Still holding down the button, move the pointer to where you want to place the item, and then release the button.







Holding a Mouse:



To hold a mouse, position your index finger over the left mouse button and let your middle finger rest on the right mouse button. If you are left handed and would like to use the mouse with your left hand, ask for directions.

Mouse Pointers

When you move the mouse on your desk you can see a corresponding movement on the screen. You see the mouse pointer, or cursor, moving on the screen as you move your hand. Mouse pointers change depending on what you are doing.

Pointer	Name	Action
	Arrow	Points to an object on the screen that you want to use.
	Hourglass	Tells you the computer is working. Usually wait until the hourglass stops before you continue working.
	Hand	Shows you where a link on the internet is. Click when you see the hand to follow that link.
	I-beam	Shows you where text will appear when typing.
	Move Arrow	Allows you to move an object, like a picture or window, on the screen.
	Double Arrow	Lets you click and drag to resize windows.

Tips for Using a Mouse:

Tip #1 - To ease discomfort when using the mouse for a long period of time, you could purchase a wrist cushion or a combination wrist cushion/mouse pad.



Tip #2 - Left or right mouse button? When you are beginning using a computer all you will need is the left mouse button. As you become more comfortable with the computer you may want to explore the additional options that the right mouse button gives you.

Tip #3 - Try not to move the mouse too quickly or you might lose track of where the pointer is on the screen. Using a slow, gentle touch with the mouse will it less frustrating! (see Tip #8 also)

Tip #4 - If you are having difficulty double-clicking you can try the alternate method of clicking once on the icon and then pressing the Enter key on your keyboard. (see Tip #8 also)

Tip #5 - Not sure when to click or double click? Nearly always, all you will need is a single click. Try that first and then if it doesn't work, try double clicking.

Tip #6 - When clicking on something on the screen, be sure to position the TIP of the pointer arrow over the object in order for it to work. Even if most of the pointer is over the object, the tip is what is important.



Correct

Incorrect

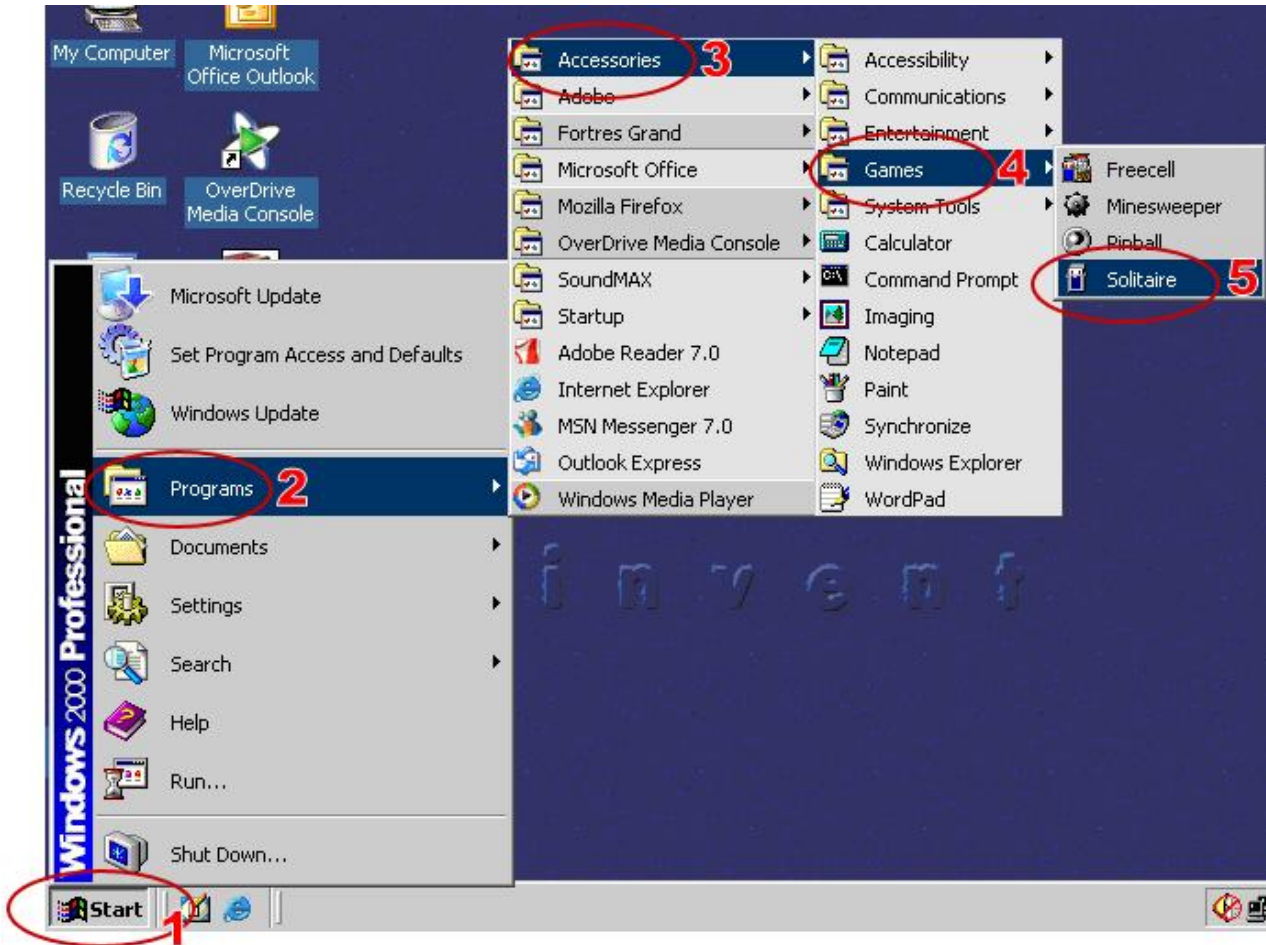
Tip #7 - If you use a roller ball type mouse and it seems to move erratically or too slowly it may be dirty and need cleaning. You can do this by twisting the plastic piece on the bottom of the mouse that holds the ball in to remove it. Use some rubbing alcohol and a lint free cloth to clean the rubber ball. You can also gently blow out the inside of the mouse before you reinsert the ball.

Tip #8 - If the pointer moves too fast on your screen or if you are having difficulty double-clicking fast enough, you can make adjustments to these speeds. To do this, click on the Start button, then Settings, then Control Panel and then double-click on Mouse. Under Double Click speed you can set the speed to be slower and if you click on Pointer Options you can adjust the pointer speed.

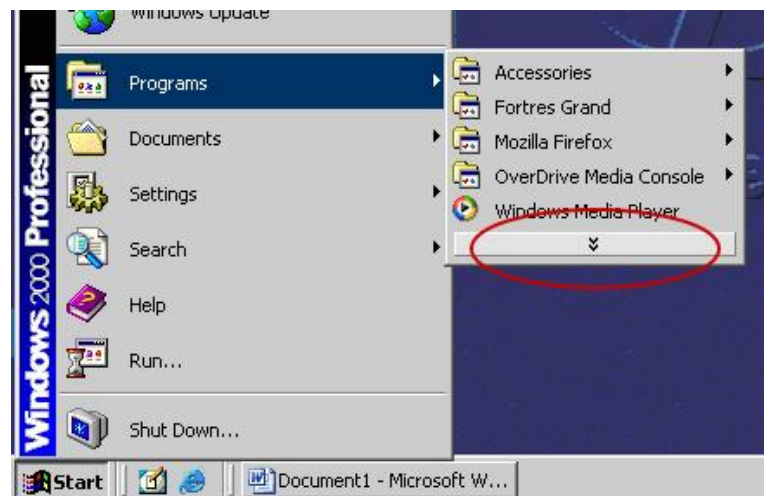
Practice Using the Mouse

A good (and fun) way to practice using a mouse is by playing the card game Solitaire on your computer. To find the game on most of the computers at the library:

1. Click on the Start button
2. Move your mouse pointer up to Programs
3. Move your mouse pointer over and up to Accessories
4. Move your mouse pointer over and down to Games
5. Move your mouse pointer over and down to Solitaire and then click.



Sometimes you may not see what you are looking for in the menu. For example, in the image above you can see Microsoft Office listed as one of the choices in the second gray menu box but in the image below it is not listed. To see the complete listing of choices in a menu, click on the double arrow pointing down as circled in the image below.

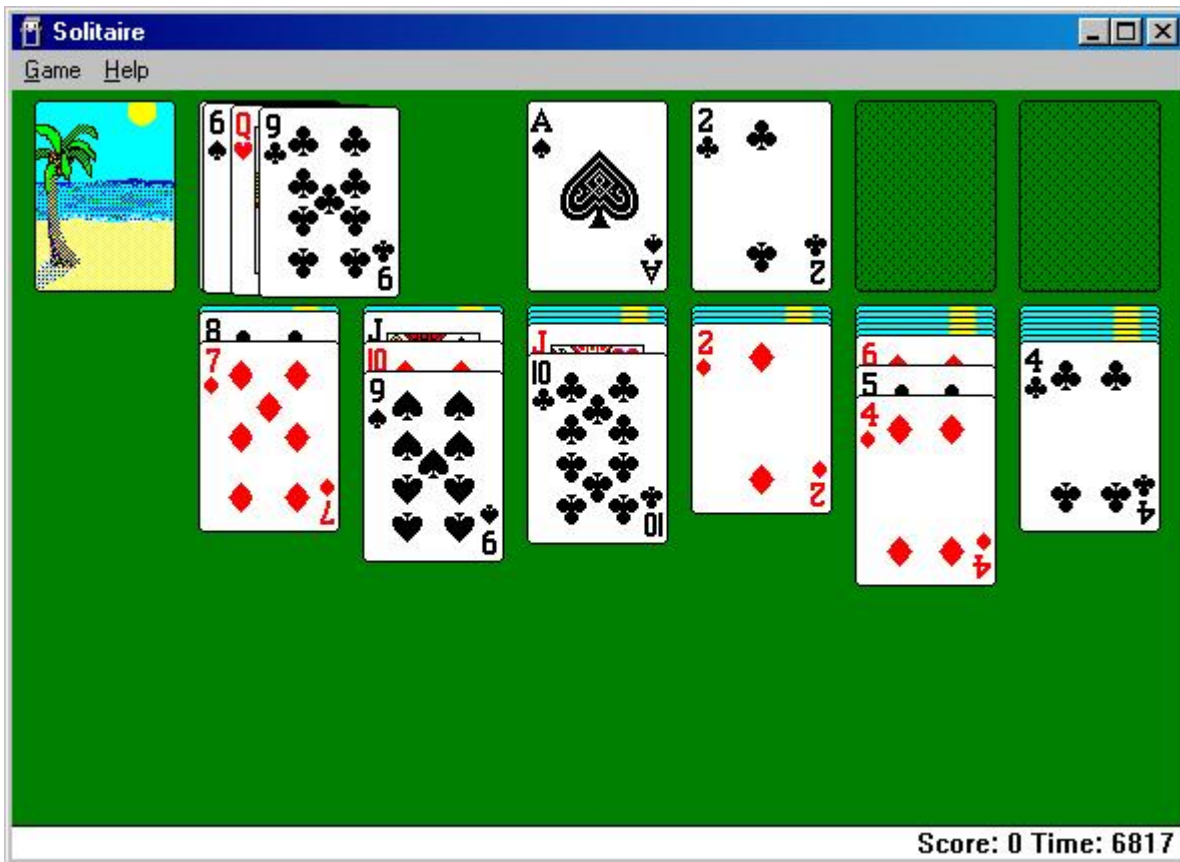


You can use Solitaire to practice several mouse skills:

Click on the deck in the upper left corner to flip over three cards.

Drag and drop cards from one pile to another. (Click and hold down on the left mouse button as you move the mouse to where you want the card to go.)

Double-click to move cards up to one of the top four spaces without having to drag and drop.



If you want to start a new game, click on "Game" in the upper left corner and then "Deal".

When you are finished, click on the X in the upper right corner to close the program.

Another fun way to practice using the mouse is to open up the Paint program on your computer and try writing your name or playing tic tac toe. [In class practice]