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## Mouse Skills for Beginners

### What is the Mouse?

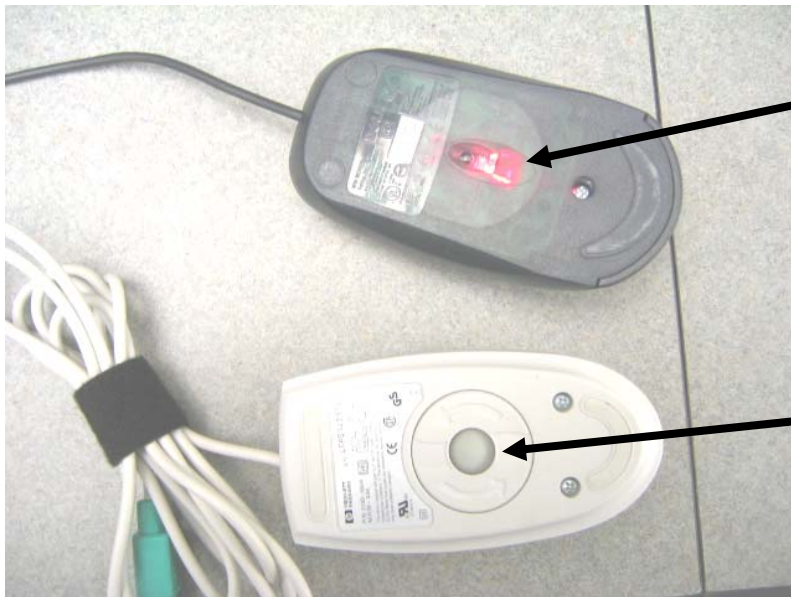
A mouse is a hand-held computer hardware device that lets you select, open, move, and change items on the computer. You use a mouse to “point and click” on the computer screen.

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### Mouse Types

Rolling Ball Mouse and Optical Mouse

These are the two most common types of mouse.



The optical mouse uses a laser.

The rolling ball mouse uses a ball.

### Wireless Mouse

This mouse does not have a cord attached. It uses radio signal to communicate with the computer.



This piece plugs into the computer to communicate with the mouse.

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### **Holding the Mouse**

The index finger rests on the left mouse button and the middle finger rests on the right mouse button.



To use the scroll wheel, move your index finger over and roll the wheel.

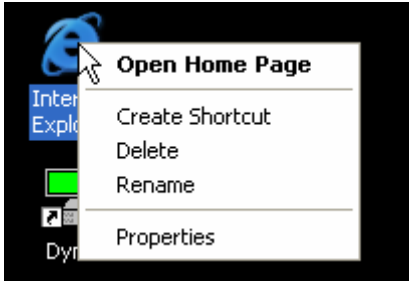


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## Mouse Buttons

The mouse has two buttons: the left and the right. The left is the main button used to single click and double click most items. The right mouse button will open up a menu to tell you more about an item.

Put the mouse pointer on the blue E for Internet Explorer and right click once. You will see a small list (or menu) of things you can do with this item.









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## Mouse Pointers

When you move the mouse on your desk you can see a corresponding movement on the screen. You see the mouse pointer moving on screen as you move your hand.

Mouse pointers change shape 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.

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## **Single Clicking**

If you click the left mouse button once this is called “single clicking.” Single clicking is usually used to select an item on the computer screen. Single clicks are also used to surf the internet and click on links in web pages.

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## **Double clicking**

Two quick clicks with the index finger on the left mouse button makes a “double click.” The move is used to open programs and files. Be sure to hold the mouse firmly and just move your index finger to perform this action.

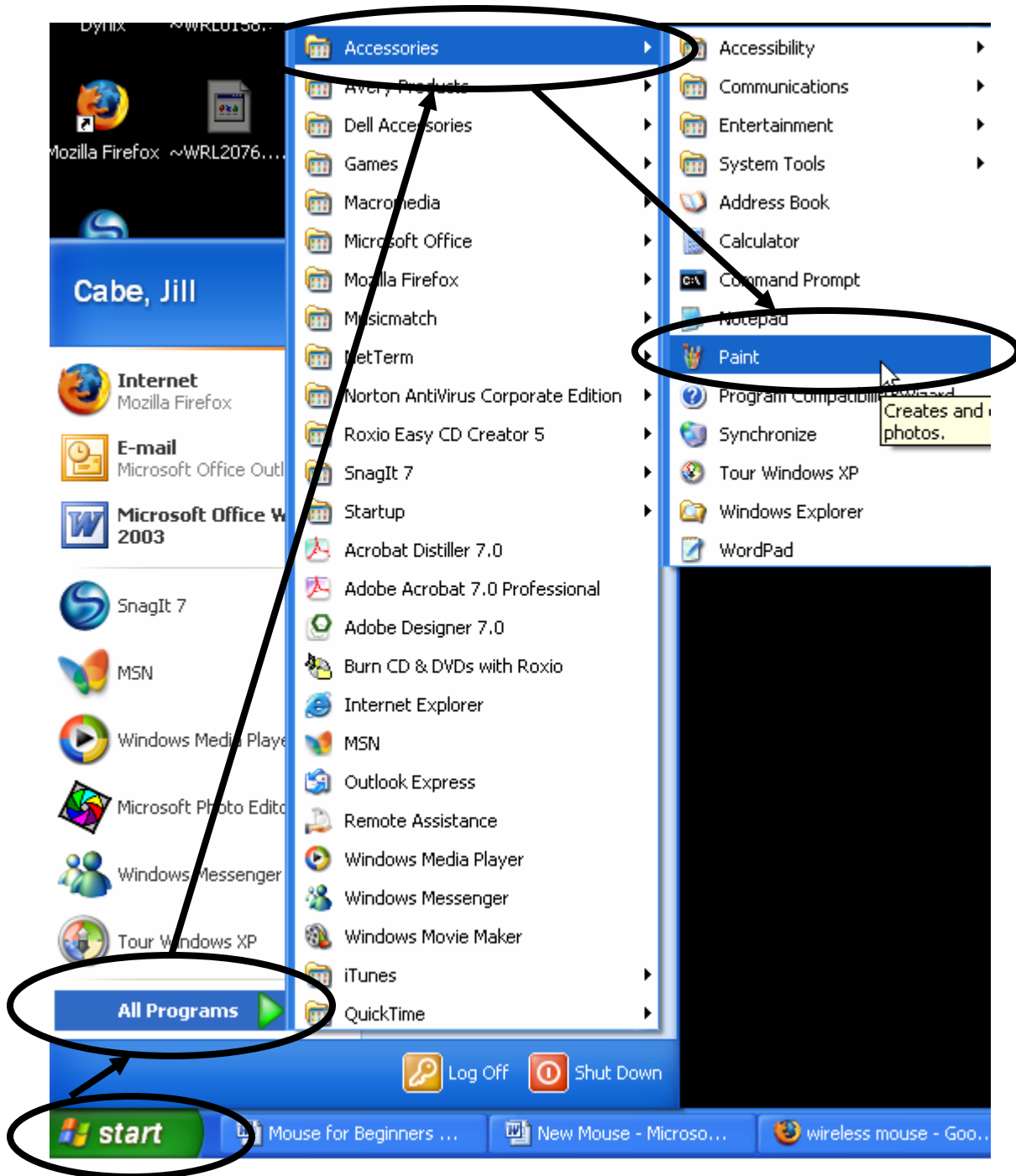
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## **Click and Drag**

If you put the mouse pointer on an object, click and hold the mouse button, and then move the mouse the object will come with you as you move. This is called “click and drag.” You can also put the mouse pointer in the corner of a window and click and drag to make the window bigger. Click and drag is used to move objects or resize windows.

## Practice Mouse Skills – Tic Tac Toe

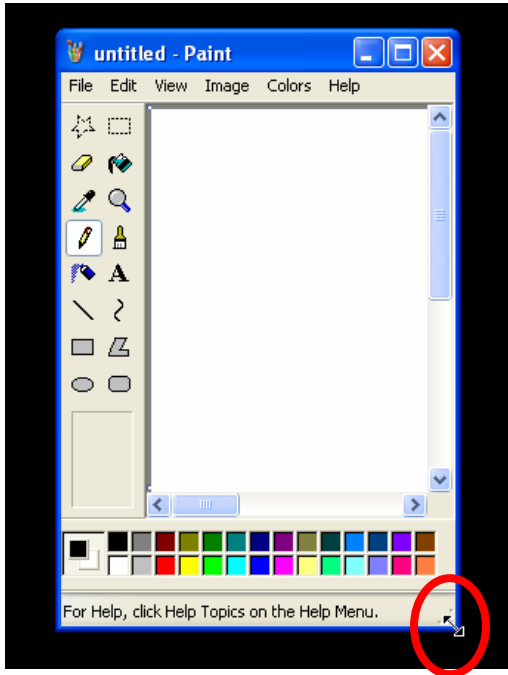
Click the green **Start** button at the bottom left corner of the screen. Glide the mouse up to **All Programs**, then slide the mouse up and over to **Accessories**, and over and down to **Paint**.



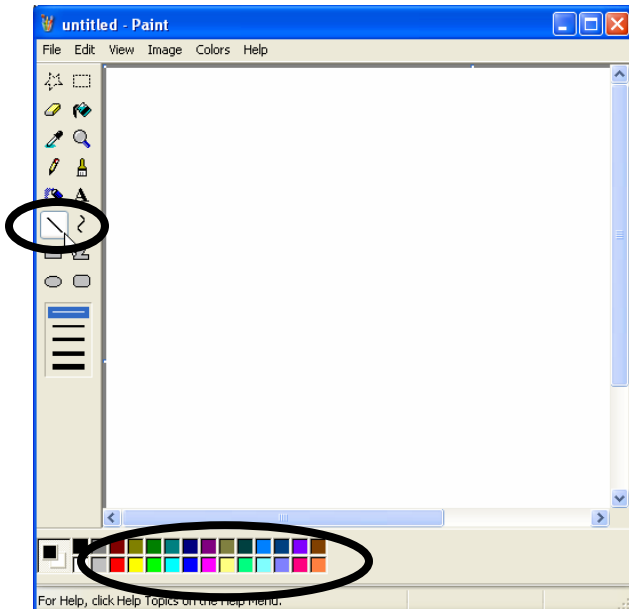
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## Practice Mouse Skills – Tic Tac Toe

Move the mouse to the bottom right corner of the paint window and click and drag to make the window bigger.



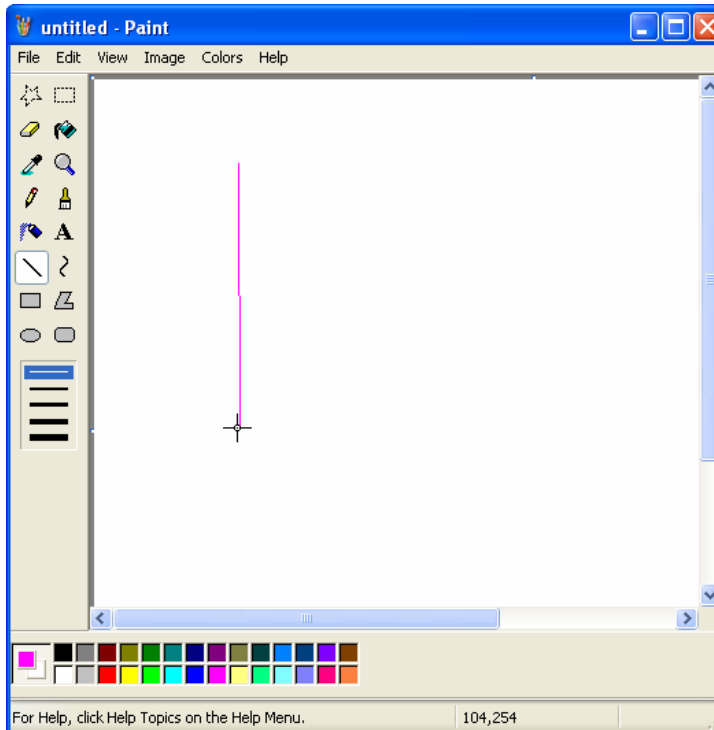
Click the line tool and click to in a colored box to select a color for your line.



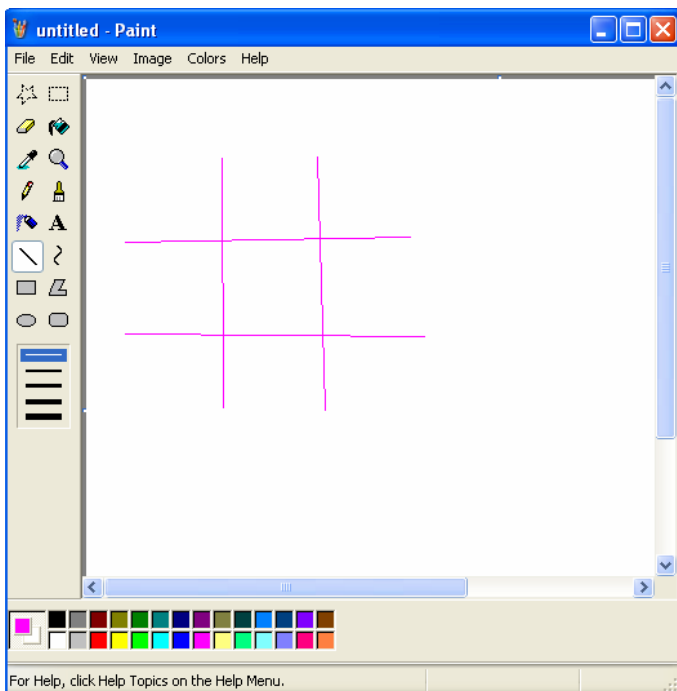
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## Practice Mouse Skills – Tic Tac Toe

Click and drag the mouse straight down on the white space to draw a line.



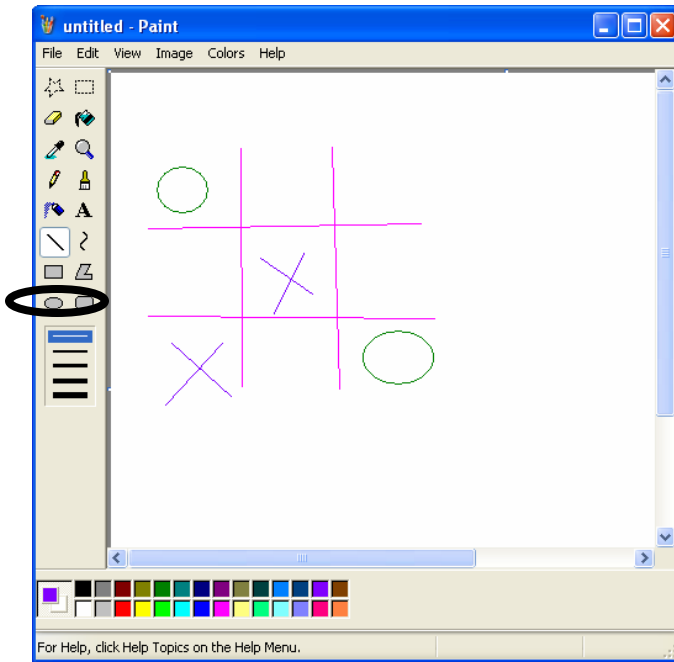
Draw a tic tac toe board with the mouse.



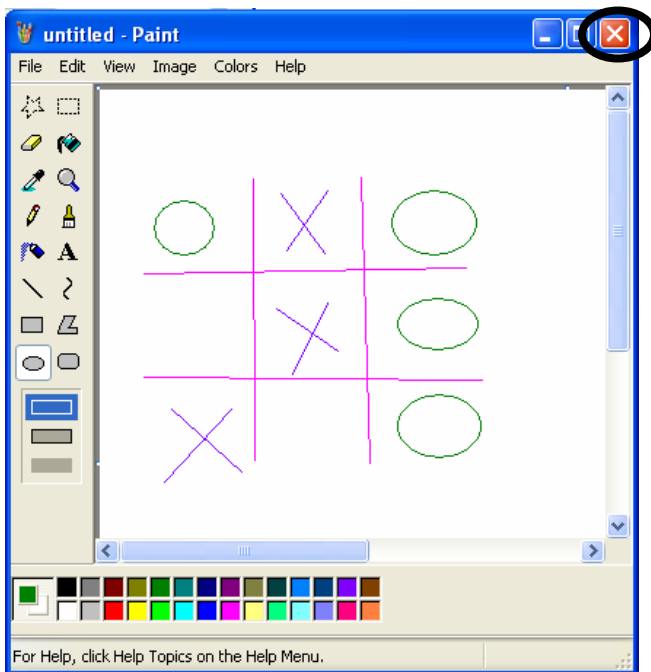
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## Practice Mouse Skills – Tic Tac Toe

Use the circle tool to draw circles and the line tool to draw lines. Change the colors if you want to.

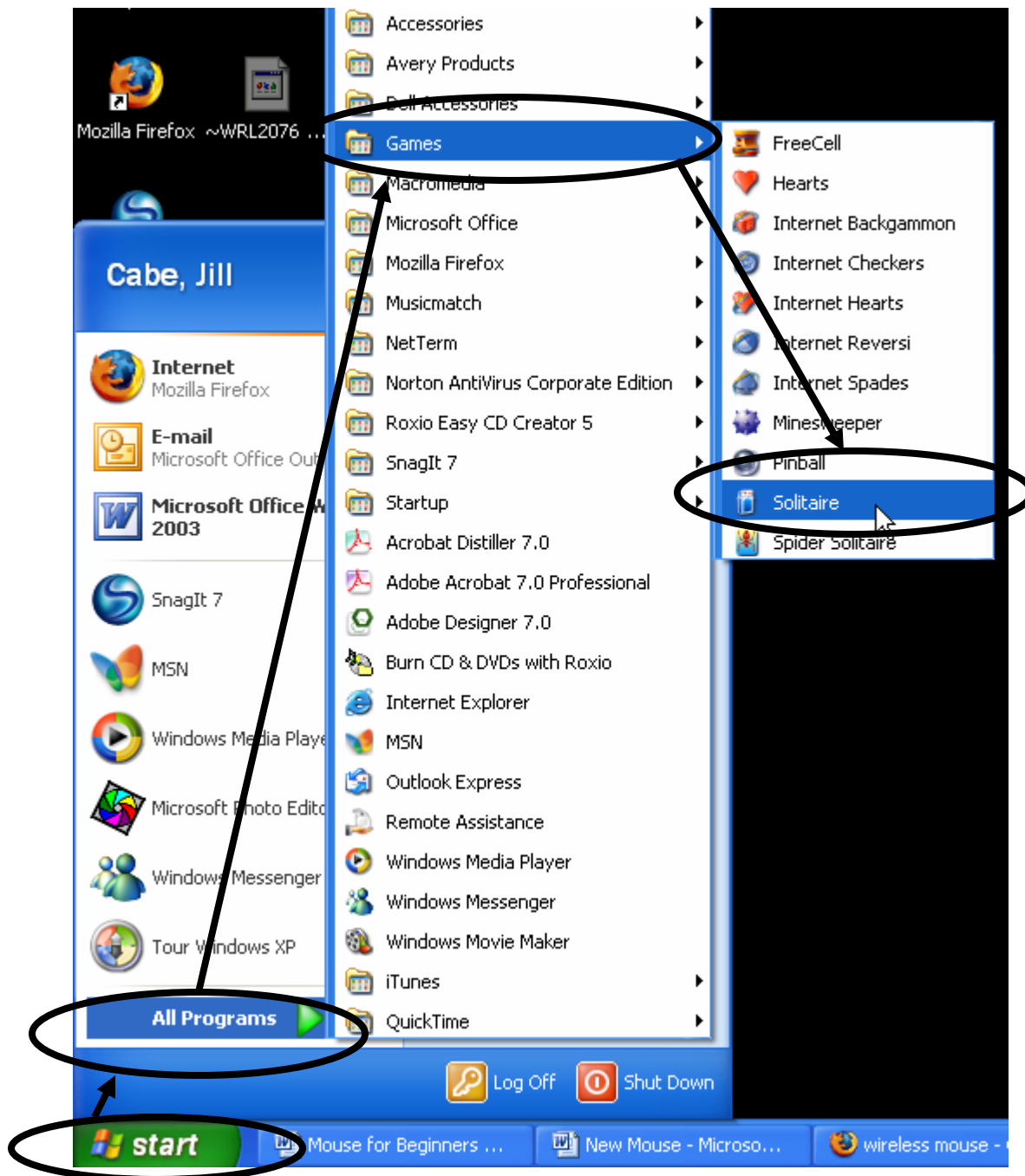


When you are finished click the  in the upper right corner to close Paint.



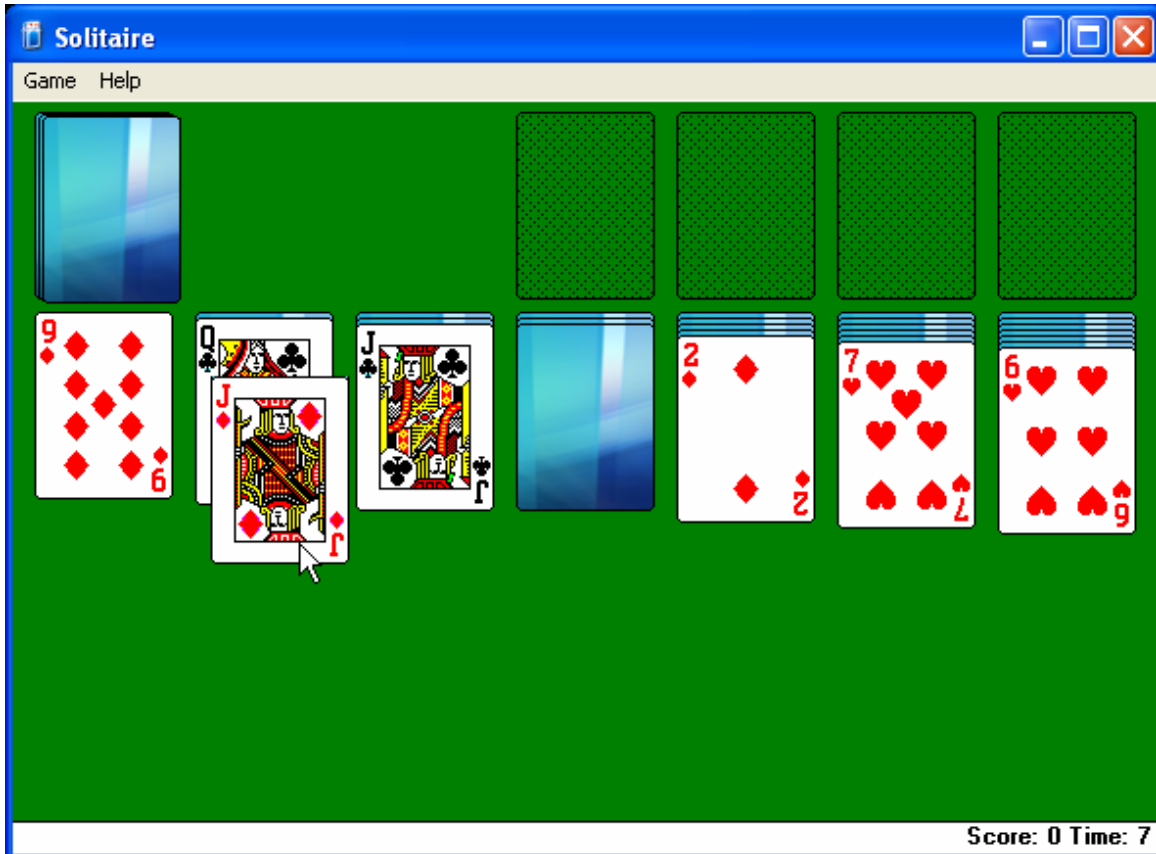
## Practice Mouse Skills – Solitaire

Click the green **Start** button at the bottom left corner of the screen. Glide the mouse up to **All Programs**, then slide the mouse up and over to **Games**, and over and down to **Solitaire**.



## Practice Mouse Skills – Solitaire

Click and drag the cards to play.



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