
Mouse Skills for Beginners

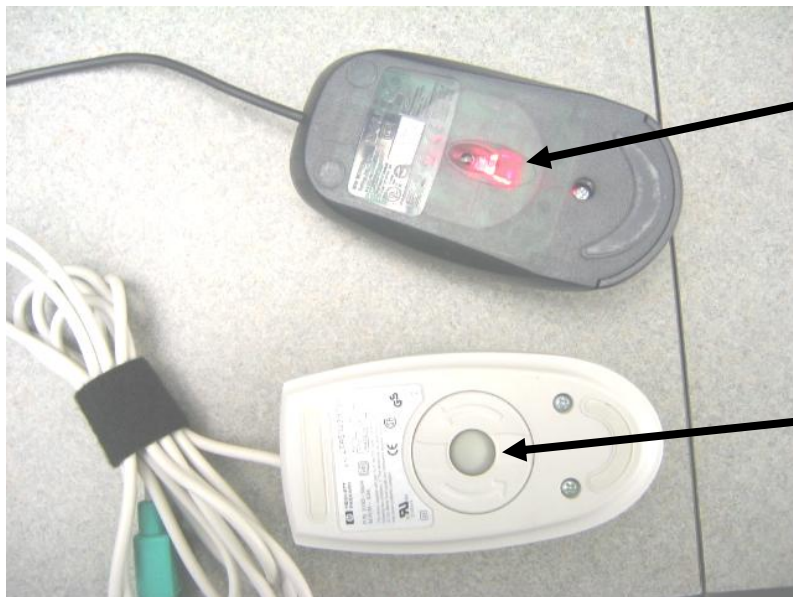
What is the Mouse?

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.

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.

Holding the Mouse

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



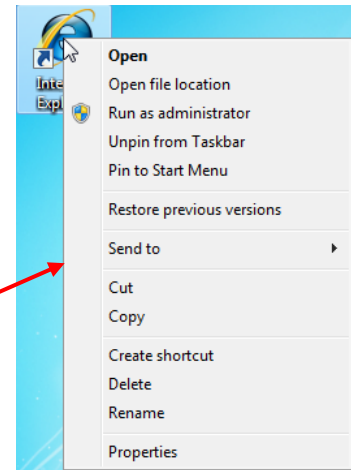
To use the scroll wheel, move your index finger over and roll the wheel.



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.



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.
	Busy Circle	Tells you the computer is working. Usually wait until the busy circle 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.

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 click on buttons and links in web pages.

Double clicking

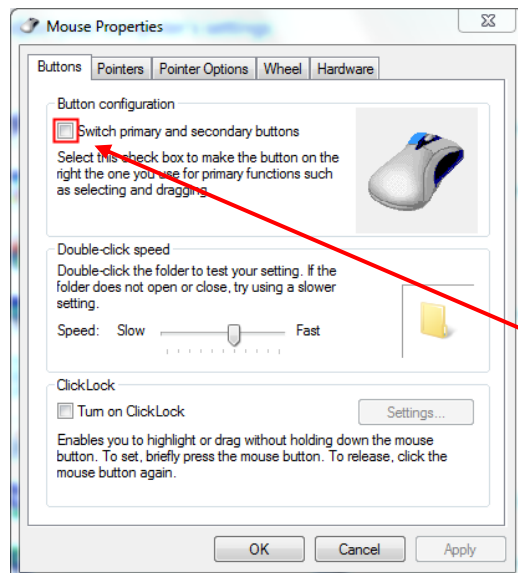
Two quick clicks with the index finger on the left mouse button makes a “double click.” The move is used to open programs and files. Double click to open folders and icons. Be sure to hold the mouse firmly and just move your index finger to perform this action.

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.

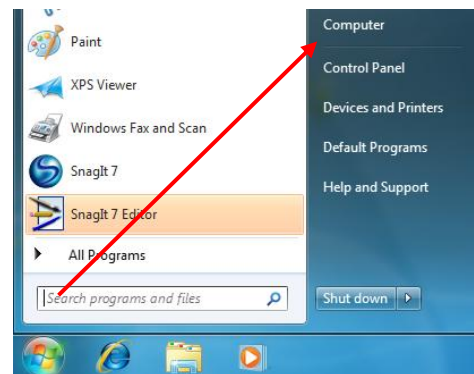
Switching the Buttons

Left-handed people may like to use the mouse with their left hand. The mouse buttons can be switched so that they can use their index finger as the “left” button and their middle finger for the “right” button (thus switching which button is the left one and which button is the right one).



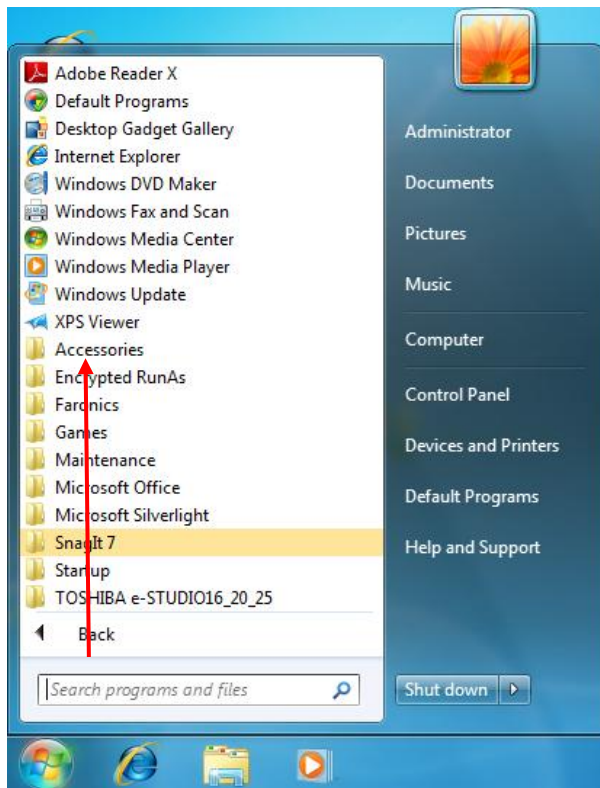
To do this:

- Single click with the left button on the **Start Menu**.
- Single click with the left button on the **Control Panel**.
- Double click with the left button on the **Mouse** icon.  Mouse
- On the **Buttons** tab, single click in the check box next to **Switch primary and secondary buttons**.
- Single click with the *right* mouse button (as this is now the button used to single click) on the **OK** button at the bottom of that window.

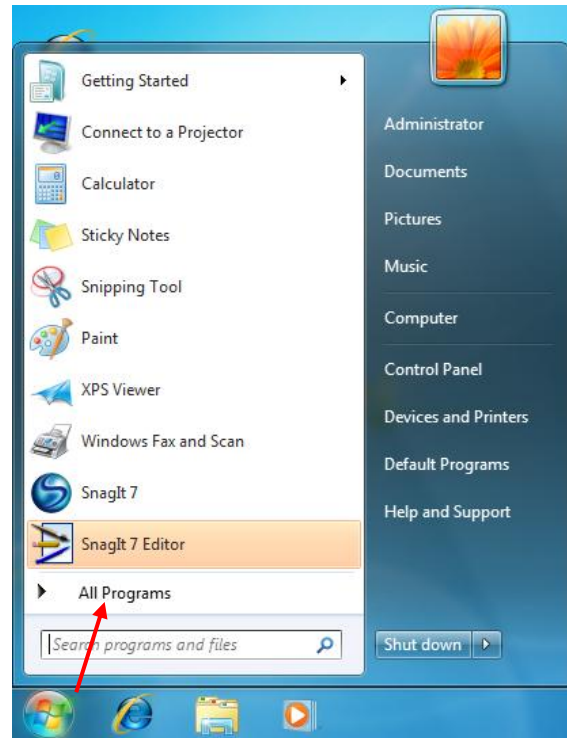


Practice Mouse Skills – Paint

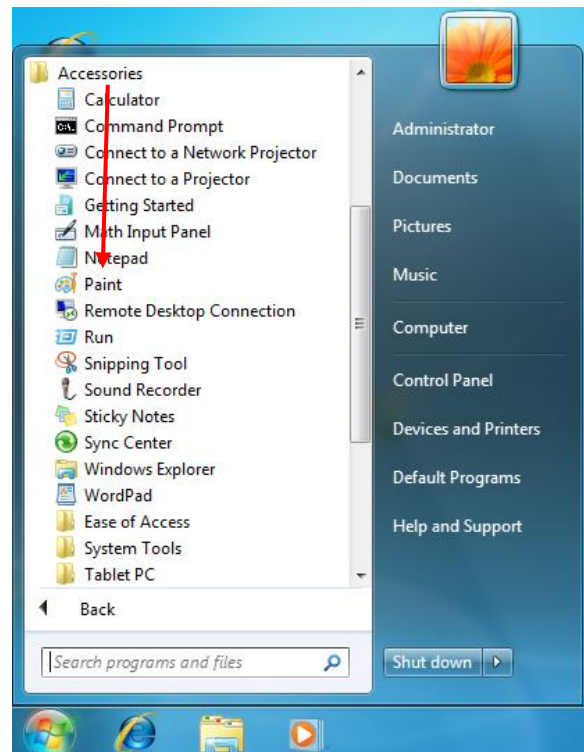
Click on the **Start** button at the bottom left corner of the screen. Glide the mouse up to **All Programs** and click the left mouse button.



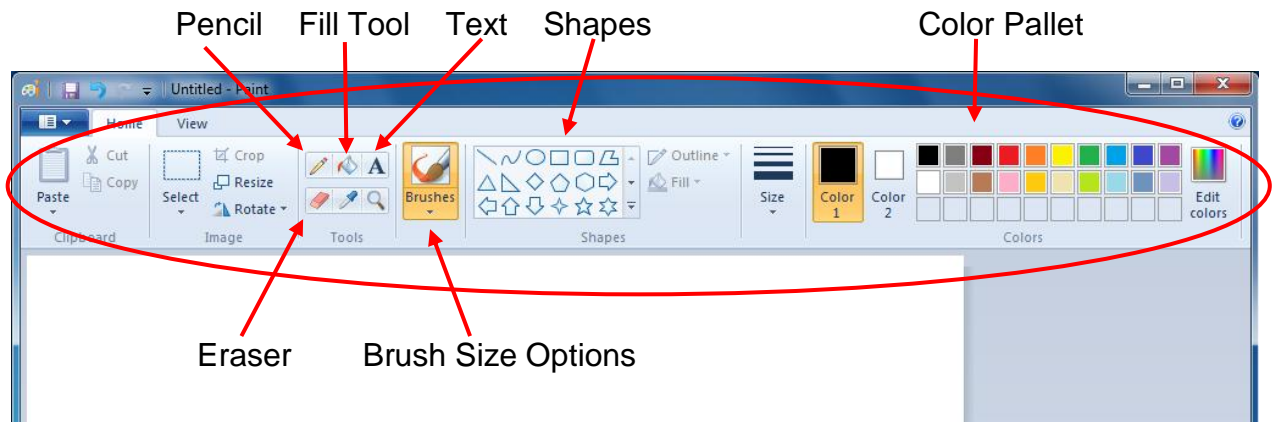
Move down to **Paint** and left click one time.



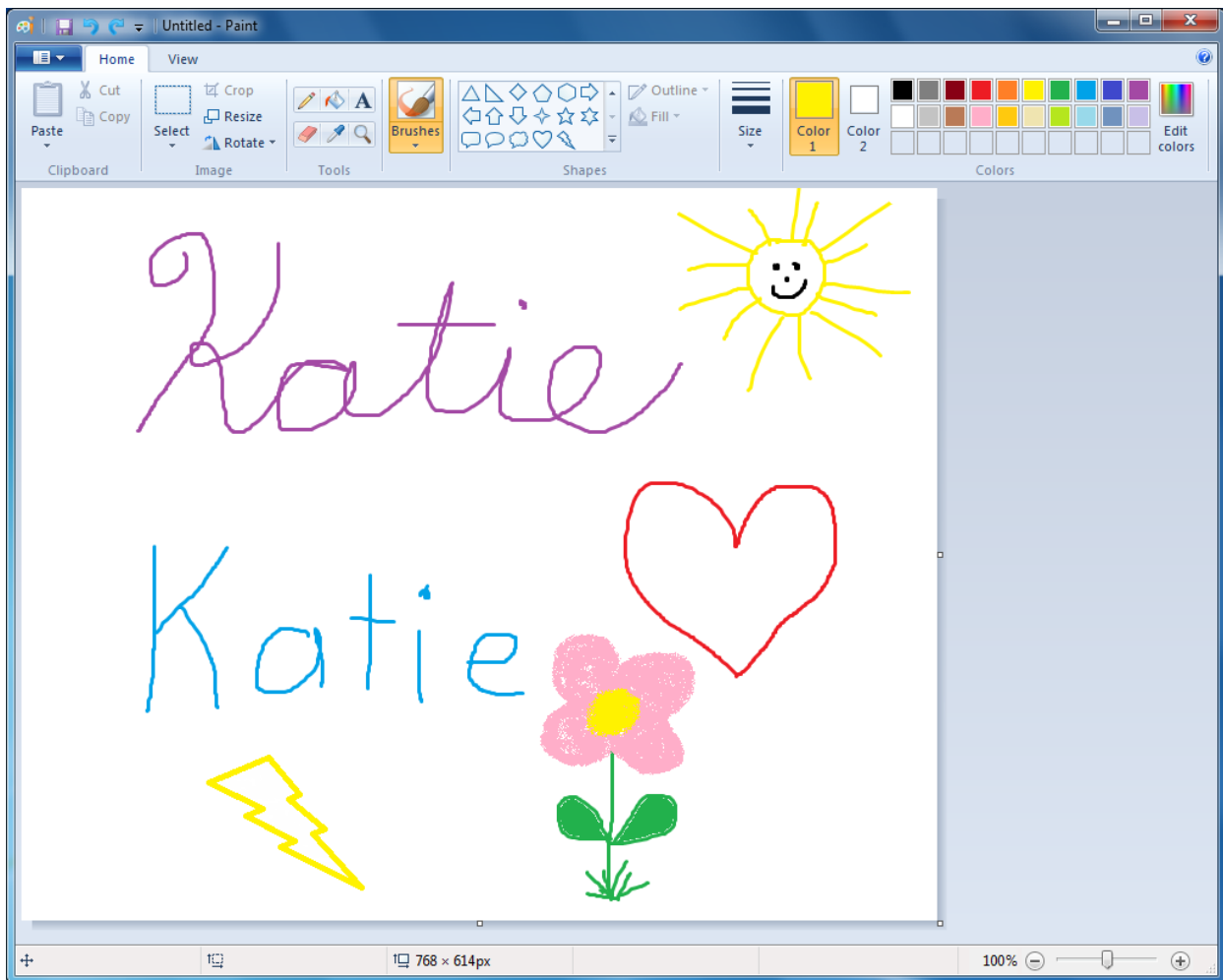
Then slide the mouse up to the **Accessories** folder, and left click one time.



The buttons along the top of the window are your tools. Single click on a tool to select it. Then move your mouse cursor to the canvas area. Click and drag to use that tool.



Click on the Paint Brush or Pencil tool. Click and drag the mouse over the canvas area to draw your name, a shape, a picture, etc.



To Undo

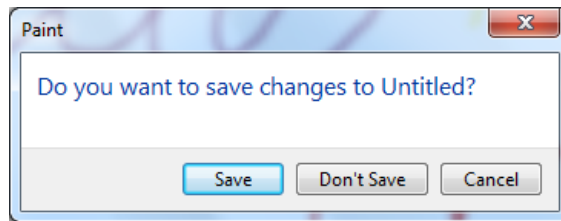
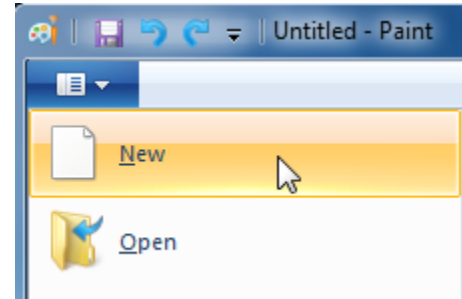
Click on the **Undo** button.



Clearing the Canvas

To start over, click on the rectangle and down arrow button next to the Home tab and click on **New**.

When asked if you want to save your changes, click on the **Don't Save** button.

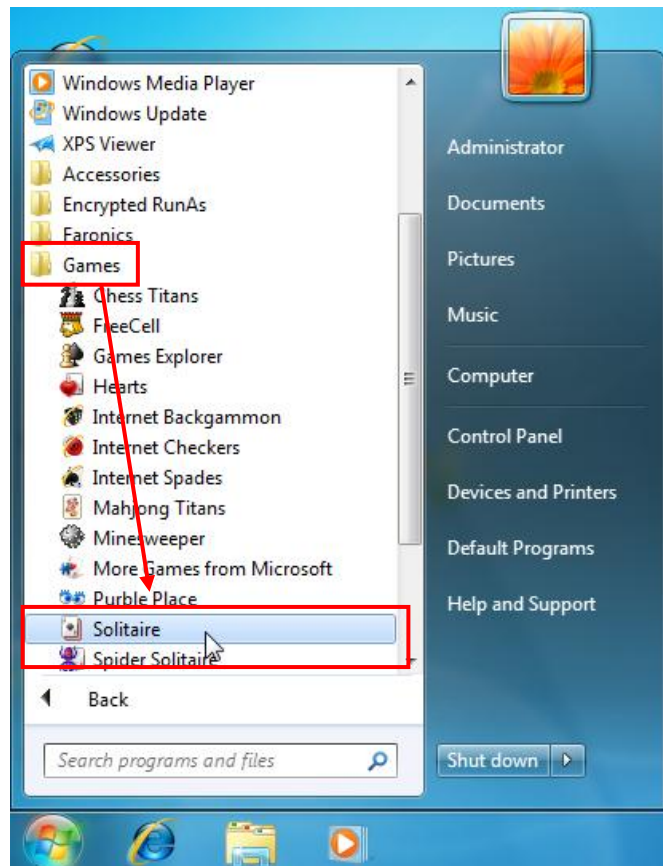


Practice Mouse Skills – Solitaire

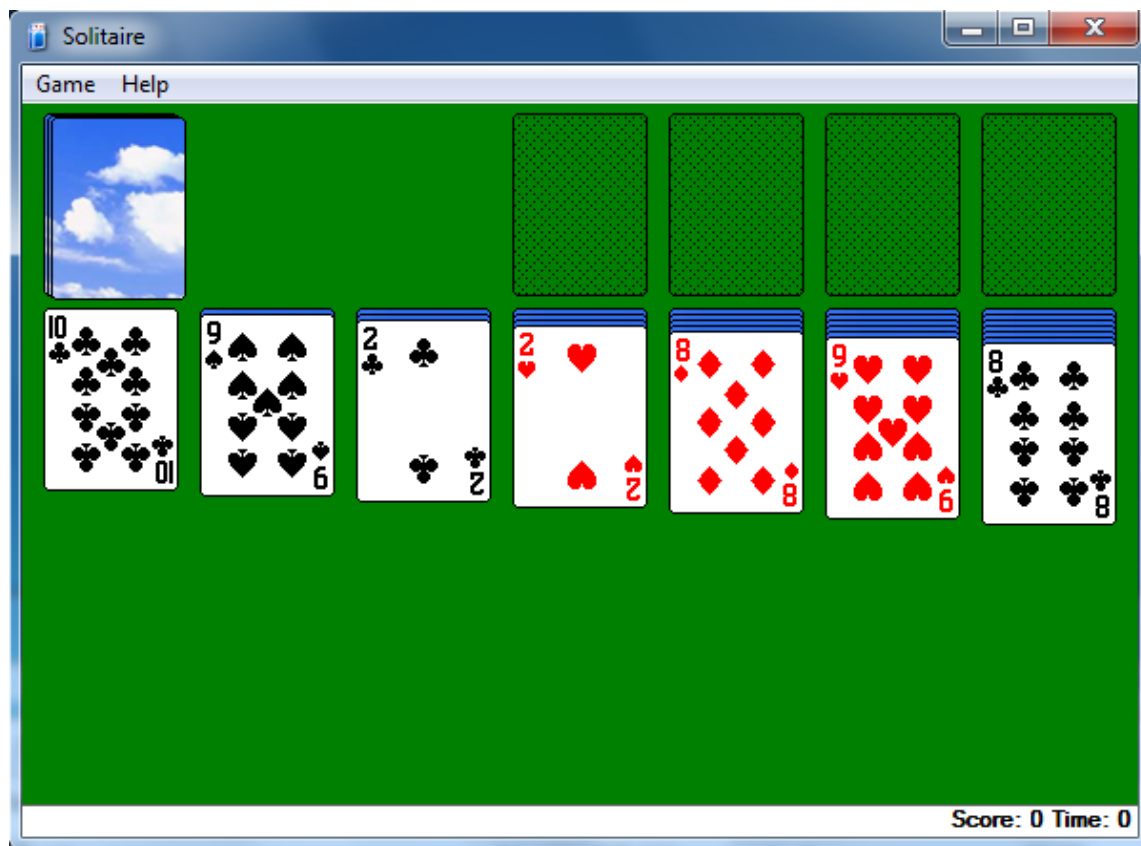
Click on the **Start** button at the bottom left corner of the screen. Glide the mouse up to **All Programs** and click the left mouse button.

Click on the **Games** folder. Choose **Solitaire** from the list.

Note: If you do not have any games listed under the Games folder on your home computer you will have to enable this feature by going to **Start > Control Panel > Programs and Features > Turn Windows features on or off >** and check the box next to **Games**.

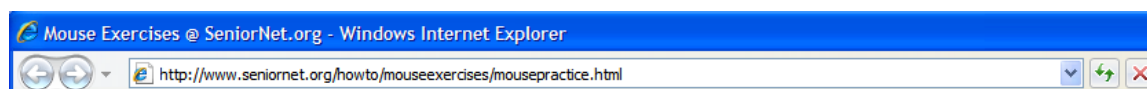


When the game comes up, practice your mouse skills by clicking and dragging the cards around.



Practice Mouse Skills – Websites

Type these website addresses into the address bar of Internet Explorer. The content on these sites will help to refine your skills.



<http://www.seniornet.org/howto/mouseexercises/mousepractice.html>

<http://www.pbclibrary.org/mousing/mousecise.htm>

<http://www.pbclibrary.org/mousing/games.htm>

<http://www.mouseprogram.com>