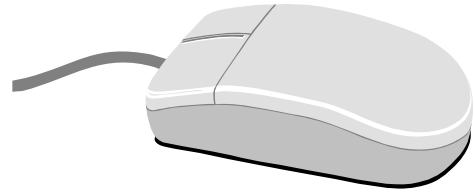


Using the Mouse

What is a Mouse?

The mouse is a hand-controlled pointing device that allows you to activate commands on the computer screen. It serves as a connection between you and the computer.



Proper Hand Position and Placement

The index finger should remain on the left button and the middle finger should rest on the right button. The mouse should remain on a flat surface, preferably a mouse pad at all times.

Moving the Cursor

There are two roller pins inside the mouse. One allows for movement left and right, the other allows for movement up and down. The roller ball inside the mouse enables the mouse, or cursor that is displayed on the screen, to move in two directions at once.

As you begin to move the mouse, you will notice an arrow on your screen. This arrow is referred to as the *cursor*. The shape of the cursor changes depending upon the particular action that is being performed, or what application is currently being used. In today's class, the cursor will appear as an *arrow*, which allows you to click on menus and toolbar buttons and as the *I-beam*, which displays when text or numbers are being typed.

Practice Exercise

Steps:

1. Locate the cursor on screen.
2. Move the mouse left and right.
3. Notice the speed at which the cursor moves on the screen.
4. Now try moving the cursor up and down.
5. Again notice the speed at which the mouse moves on the screen.
6. Try moving the mouse diagonally.

Quick Fact: The mouse was invented in 1963 by Douglas Engelbart of the Stanford Research Institute who commented, "it was nicknamed the mouse because the tail came out."

Single Clicking

Once you feel comfortable moving the mouse, you will need to single click to activate a command or select an object. In other words, you need to tell the computer what you would like to do. Do you want to open a program? Print a web site? In order to perform such actions you will need to click. Most clicking is performed with the left mouse button.

Using the Mouse

Practice Exercise

Steps:

1. Locate the **Start** button in the left-hand corner of the screen.
 2. Place the cursor on top of the **Start** button and click once with the left mouse button.
 - A *menu* opens and displays all of the available computer programs.
 3. Click outside this *menu* to close it (anywhere on the *desktop*).
 4. Click on the **Start** button again to open the *menu*.
 5. Now try moving the mouse upward.
 6. Notice that as the mouse moves, it selects the current item with a dark blue or purplish color. A simple *click* will open the desired *application*.
 7. Click outside the *menu* to close it.
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Double Clicking

Double clicking involves clicking the left mouse button twice in rapid succession. Double clicking usually is performed on icons which appear on the desktop. Such icons do not appear on library computers, and that is why you will rarely double click while working on library computers.

Right Clicking

Right clicking involves clicking the right mouse button. The right click is used to open a shortcut menu to access a specific command.

Click and Drag

In order to move icons on the desktop, a file to a folder, or a card in a game of solitaire, you will need to click and drag. This involves, clicking on an object, holding the click, and dragging the mouse across the mouse pad. Think of it like mouse gymnastics. Once you get a handle of this, you are a true mouse master!

Tips for Cleaning the Mouse:

It is important to keep the inside of the mouse clean and free of dust and dirt. When the inside of a mouse becomes dirty, it can be difficult to use. To remove dirt and grime that can accumulate on the rollers, you can use your fingernail or tweezers. Some recommend using a cotton swab dampened with rubbing alcohol. To remove dust from the ball, try using a piece of scotch tape or cloth.

Remember, to help keep your mouse clean, always use a mouse pad and keep your workspace free of beverages, dust, dirt, and hair. To avoid cleaning your mouse altogether, you may want to purchase an optical mouse...