

Using The Mouse

What is a Mouse?

A mouse is a pointer tool and an input tool that is attached to your keyboard. You can navigate around the computer screen using a mouse. There are different kinds of mice that use different technologies. The most common computer mouse has a round roller ball on its underside that lets you glide around the screen with ease.

Holding the Mouse

Hold the mouse firmly in your right hand. Rest your pointer finger on the left mouse button and rest your middle finger on the right mouse button. Use your pointer finger to turn the wheel between the buttons.

Moving the Mouse

The mouse should be placed on a flat surface, preferably on a mouse pad, with the buttons facing up. The mouse pointer moves on the computer monitor when the trackball on the underside of the mouse moves. See what happens when you pick the mouse up off of the mouse pad and move it to a different location. Did the mouse pointer move across the screen?

Click

Press the left mouse button once. If you click an icon on the desktop, it will become selected. If you click inside a program like Microsoft Word, the insertion point moves to that location on the page.

Double-click

Hold the mouse firmly and quickly click the left mouse button twice. Double-clicking is used to open a program from an icon on the desktop or to select a word in a program.

Click and Drag

Press the left mouse button down and move the mouse across the mouse pad. Release the mouse button. Clicking and dragging is useful to select multiple words that are displayed on the computer screen. If you click and drag across text inside Internet Explorer, you can then copy and paste it into a Microsoft Word document.

Drag and Drop

Select an object either by clicking or clicking and dragging. Click and drag the selected object to another location. This moves the object to a new location. Click and drag an icon on the desktop to move the icon to another location on the screen.

Right-click

Press the right mouse button once and a shortcut menu appears that relates to where the mouse pointer is pointing. You can use this menu to select formatting options for text in Word or to cut and paste text.