



Beginners: The Mouse

In order to get the computer to perform a task, you need to tell it what to do! In MS Windows we use the **mouse** to interact with items on the screen;

- Rest your relaxed hand on top of the mouse, with your index finger on the left (*primary*) mouse button and your middle finger on the right (*secondary*) mouse button.
- Move the mouse and watch the mouse pointer move across the screen.



Note: If you are left-handed, you can reverse the buttons on your **home PC** from the Buttons tab, in the Mouse settings on the Control Panel (Start > Control Panel > Mouse > Buttons)

Left Mouse Button

Scroll Wheel

Right Mouse Button



- The **Left (primary) Mouse Button** is the mouse button that you will use most of the time; use it to select items, launch applications, reposition the cursor in a document, drag items and to follow links.
- The **Right (secondary) Mouse Button** is only used to display a shortcut menu of tasks or options that changes depending on where you click.
- Most mice now also include a **Scroll Wheel** that provides an alternative method of scrolling through documents and Web pages.

If the mouse slips off the mouse pad or gets too close to its edges, just pick it up and place it in the centre of it. It doesn't bite or squeak!!

Cursor Shapes

As you move the mouse across the screen, you will notice that the cursor changes shape depending on where it is. The different shapes represent actions that the PC is performing or that you can carry out by clicking on that particular point on the screen. These are the most popular:

	Normal Select		Diagonal Resize (right)
	Busy		Diagonal Resize (left)
	Working in the background		Horizontal Resize
	Unavailable		Vertical Resize
	Precision Select		Move
	Text Insert; Insert Text		Follow hyperlink

Using the Mouse

Action	How?	What is it for?
Point	1. Move the mouse pointer until it is over an object and leave it there.	Pointing to an object for a couple of seconds displays a tool tip that gives information about what the item is or on how to use it.
Click	1. Point to an object on the screen; 2. Quickly and lightly press and release the left mouse button.	<ul style="list-style-type: none"> • Select menu options, icons, files & folders; • Follow links; • Press a button on a toolbar or dialogue box; • Move the cursor to a desired place or field in a programme or dialogue box.