



# Beginners: Using the Mouse

## Using the Mouse (continued)

Action	How?	What is it for?
<b>Double-Click</b>	<ol style="list-style-type: none"> <li>1. Point to an object on the screen;</li> <li>2. Quickly and lightly press the <b>left</b> mouse button twice and release.</li> </ol>	<ul style="list-style-type: none"> <li>• Open files and folders</li> </ul> <div style="border: 1px solid red; padding: 5px; margin-top: 10px;"> <p>If the double-click does not seem to work, you are either:</p> <ul style="list-style-type: none"> <li>• not holding the mouse steady</li> <li>• not clicking fast enough</li> </ul> </div>
<b>Right-Click</b>	<ol style="list-style-type: none"> <li>1. Point to an object on the screen;</li> <li>2. Quickly and lightly press and release the <b>right</b> mouse button.</li> </ol>	<ul style="list-style-type: none"> <li>• Shows a shortcut menu for tasks that relate to that particular object;</li> <li>• Allows you to perform tasks within two mouse clicks without working your way through several menus and sub-menus.</li> </ul>
<b>Click &amp; Drag</b>	<ol style="list-style-type: none"> <li>1. Point to an object on the screen;</li> <li>2. Click and hold down the <b>left</b> mouse button;</li> <li>3. Drag the cursor to the required position and release.</li> </ol>	<ul style="list-style-type: none"> <li>• Move icons, files and folders;</li> <li>• Move a window on the screen;</li> <li>• Resize windows and graphic objects;</li> <li>• Move the scroll box to scroll documents and Web pages.</li> </ul>
<b>Scroll Wheel</b>	<p>If your mouse has a wheel:</p> <ol style="list-style-type: none"> <li>1. Roll the wheel with your forefinger.</li> </ol>	<ul style="list-style-type: none"> <li>• Scroll documents and Web pages</li> </ul>

The **BBC's Absolute Beginners Guide** is an excellent place to start if you are new to a keyboard and mouse or if you would like more practice. Ask our friendly library staff to borrow the **Learning CD-ROM**.



## Practising your Mouse Skills...

### YOUR TURN!!

Familiarise yourself with the mouse actions described over the last two Helpsheets by trying your new skills out on the objects or icons on your computer desktop, such as:

- The Recycle Bin
- My Documents
- My Computer
- The Launcher Pad - when you click on the Launcher Pad buttons on the PCs at the library, you will only need to single click!

When you have finished practising opening lots of different Windows/ applications through this exercise you will need to close the Windows/ applications:



Click on this button to close each Window/application

NB: Make sure you don't click the Close button on the Launcher Pad as this will end your session on the Library PC!