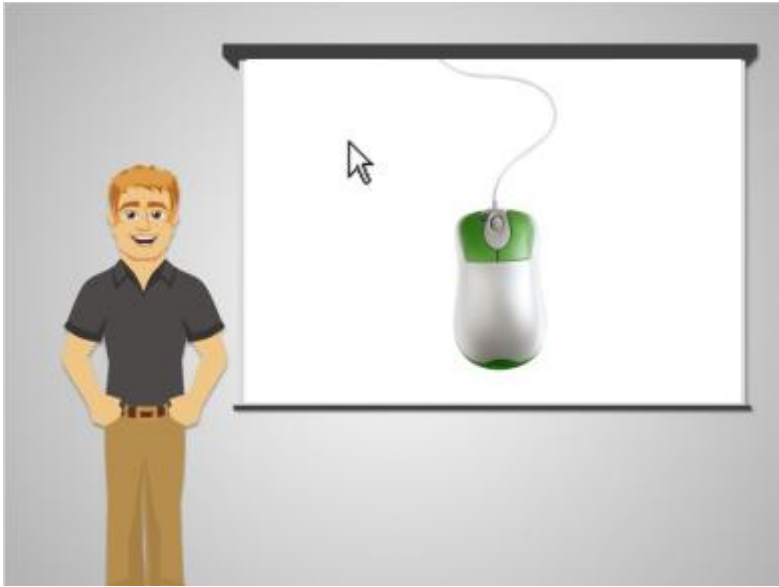


The Computer Mouse



The mouse is one way to communicate with your computer.

The mouse is a tool to help you move around different parts of the computer screen.

As you move the mouse around, you will also move a corresponding pointer that appears on the computer screen.

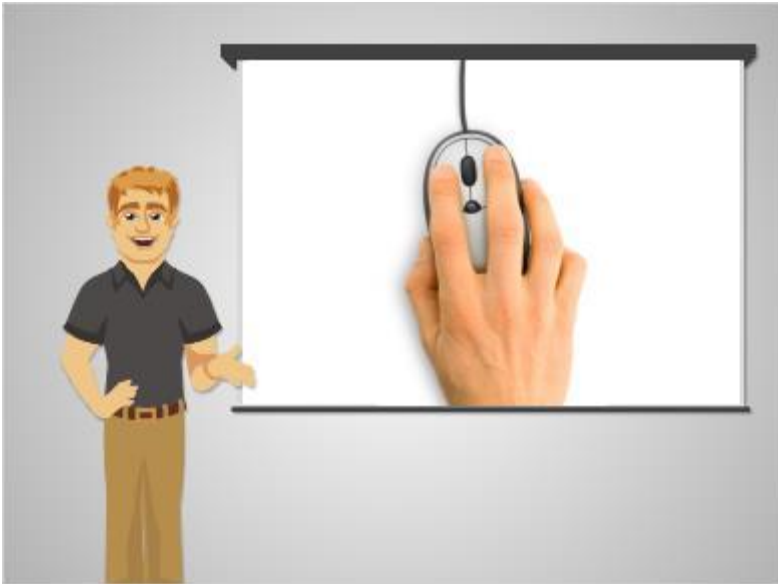
Once you have that pointer on something you want to do or select, you click a button on the mouse to tell the computer to do something.



A Trackpad or Touchpad is another type of mouse.

It is common on laptop computers and tracks the touch of your fingers to move the pointer.

To click on a touchpad, you just press down on it, rather than hitting a button like you do on a mouse.



In order to use a mouse effectively, it is best to hold the mouse as seen in the picture.

Mike places his whole hand on the mouse and places his index finger on the left button and his middle finger on the right button.

The rest of his fingers rest on the side of the mouse to help him move the mouse.

When you are moving the mouse, remember that you are just sliding the mouse around, not turning it.



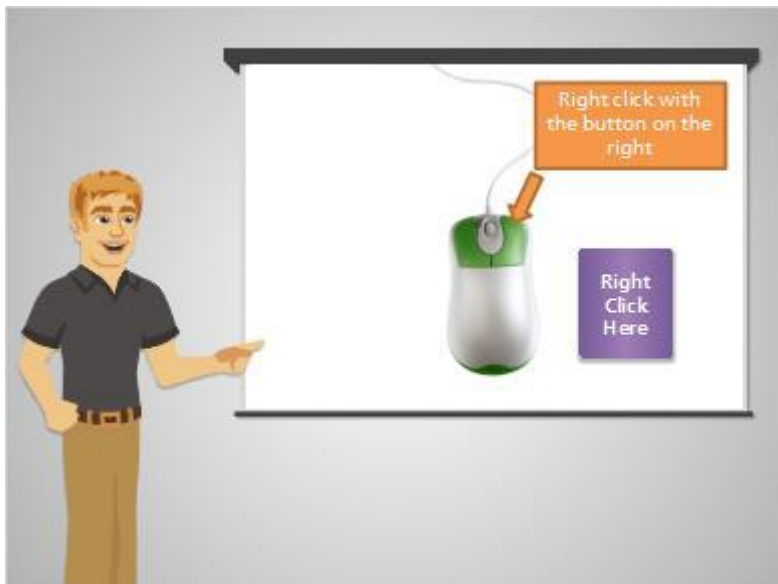
In the class, you will now practice moving the mouse.

Don't worry, I know this takes some getting used to but with practice you will get it!



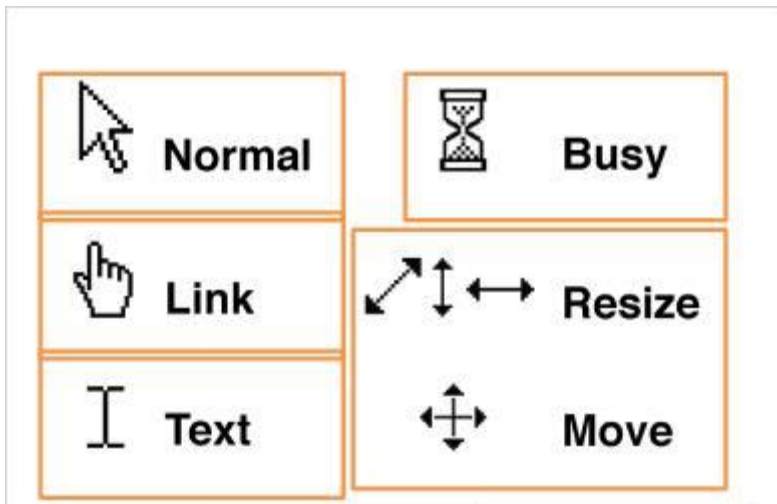
Most of the time, when you want to select something on a computer, you will move the mouse to get the pointer where you want and then press down on the button on the left of the mouse.

This is called left clicking.



The Button on the right is often used to show a menu of options.

Pressing down the right button is called right clicking.



The pointer of the mouse that appears on the computer screen appears differently based on what the mouse does over certain parts of the screen.

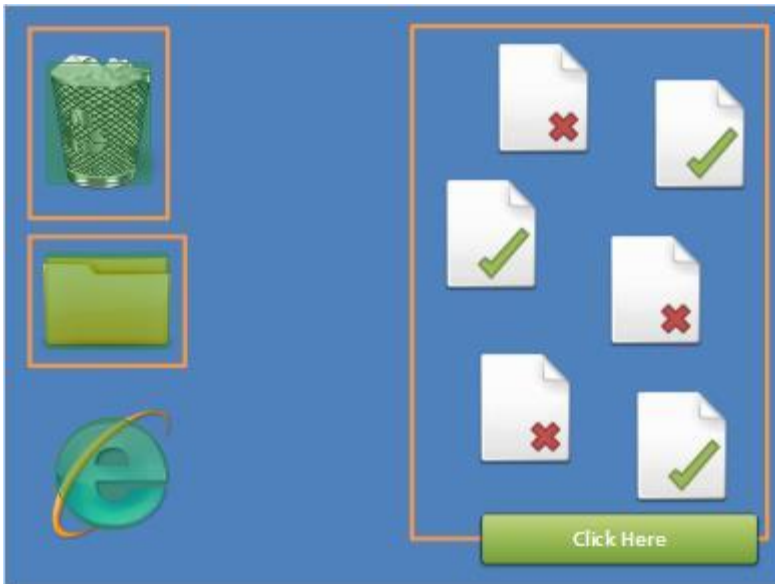
The pointer will look like the arrow labeled normal when it is just moving around the screen. The normal pointer is also what you will see when you are on a desktop icon or other similar items you can click on to open.

When the pointer is on a link to a website, a button, or other items you can also click on, it will appear as a hand.

The pointer will look like a capital I when it is over text you can click on.

When the computer is thinking, the hourglass will appear to tell you to wait.

Also, the pointer will appear as arrows when you are resizing or moving windows, something you can learn more about in the intro to PC or MAC class on this site.



Drag and Drop is another thing you can do with a mouse.

To move something from one area of a computer to another, you place your pointer above the item you want to move.

Then press down on the left button and don't let go.

Keep holding that button down while you move the pointer where you want the item to go.

Once you have the pointer and the item where you want it, lift your finger to stop holding down the left button.

In the practice session in the class, you see some documents on the desktop, along with a recycle bin and a folder.

For each document that has a green check mark, you would drag it to put it into the folder by moving the mouse pointer over the document, press down with the left mouse button and hold, then drag over to the Folder icon, and let go of the left button.



One way to get more practice with the mouse is to play the game solitaire on your computer.

PCs come with this game, because it's so helpful for learning to move the mouse, click, and drag and drop.

On Windows computers, you can find solitaire by going to Programs, then Games and you'll see it listed there.