

Mouse Magic

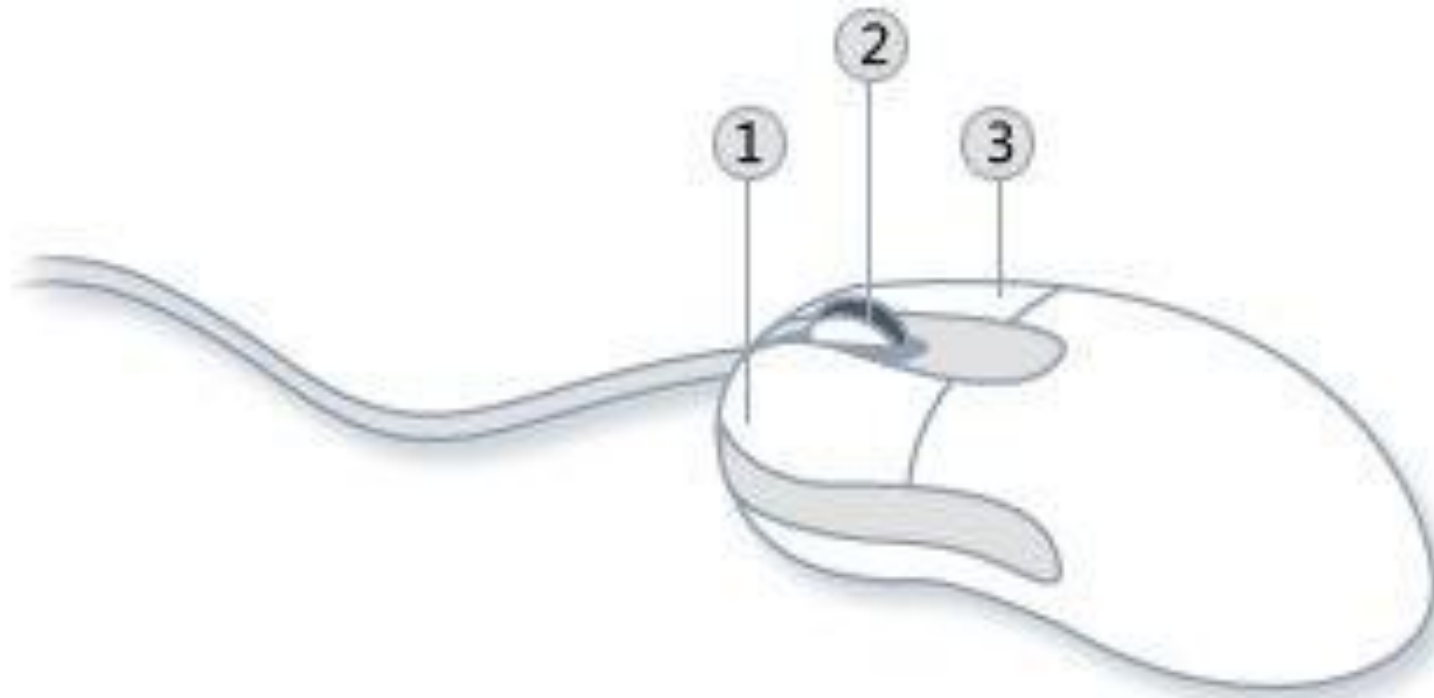
& THE «RIGHT CLICK»

PALM CREEK COMPUTER CLUB
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USING YOUR MOUSE

- ❖ Just as you might use your hands to interact with objects in the physical world, you can use your mouse to interact with items on your computer screen.
- ❖ You can move objects, open them, change them, throw them away, and perform other actions, all by pointing and clicking with your mouse.

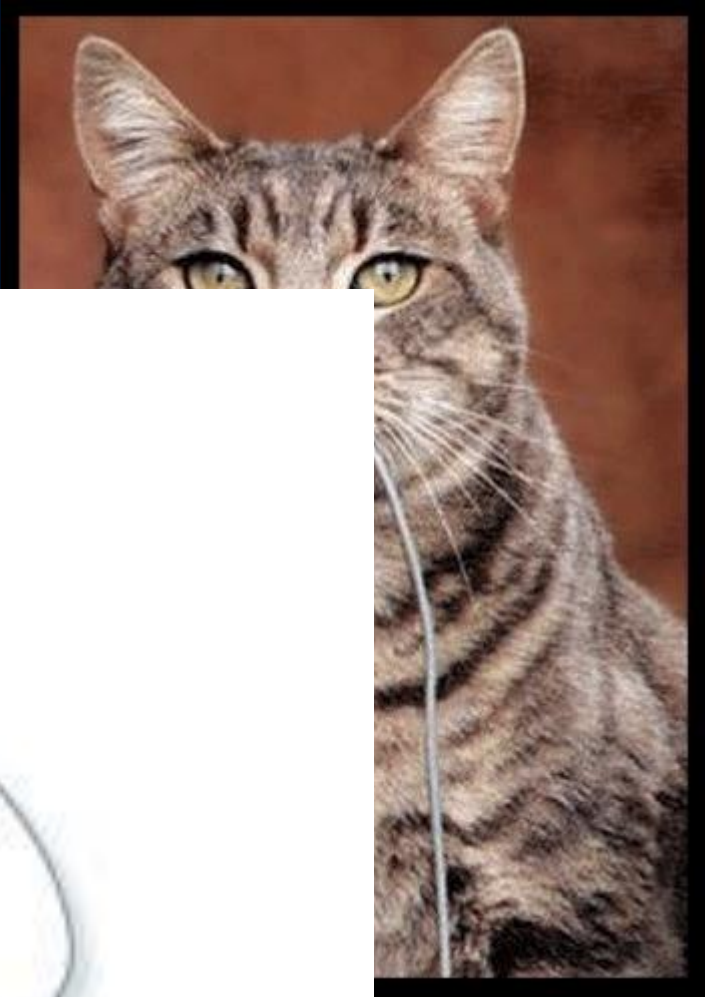
- Basic Parts



① Primary button

② Scroll wheel

③ Secondary button



• Holding & Moving the Mouse



- Place your mouse beside your keyboard on a clean, smooth surface, such as a mouse pad. Hold the mouse gently, with your index finger resting on the primary button and your thumb resting on the side.
- To move the mouse, slide it slowly in any direction. Don't twist it—keep the front of the mouse aimed away from you. As you move the mouse, a pointer (see picture) on your screen moves in the same direction.
- If you run out of room to move your mouse on your desk or mouse pad, just pick up the mouse and bring it back closer to you
- Hold the mouse lightly, keeping your wrist straight.

• Pointing, Clicking, & Dragging

- **Pointing** to an item on the screen means moving your mouse so the pointer appears to be touching the item.
- When you point to something, a small box often appears that describes the item.
- For example, when you point to the Recycle Bin on the desktop, a box appears with this information: "Contains the files and folders that you have deleted."



• Pointing – cont'd

- Pointing to an object often reveals a descriptive message about it.
- The pointer can change depending on what you're pointing to. For example, when you point to a link in your web browser, the pointer changes from an arrow to a hand with a pointing finger .
- Most mouse actions combine pointing with pressing one of the mouse buttons.
- There are four basic ways to use your mouse buttons:
 - clicking,
 - double-clicking,
 - right-clicking, and
 - dragging.



•Pointing – cont'd

Clicking (single-clicking)

- To click an item, point to the item on the screen, and then press and release the primary button (usually the left button).
- Clicking is most often used to select (mark) an item or open a menu. This is sometimes called single-clicking or left-clicking.



• Pointing – cont'd

Double-Clicking

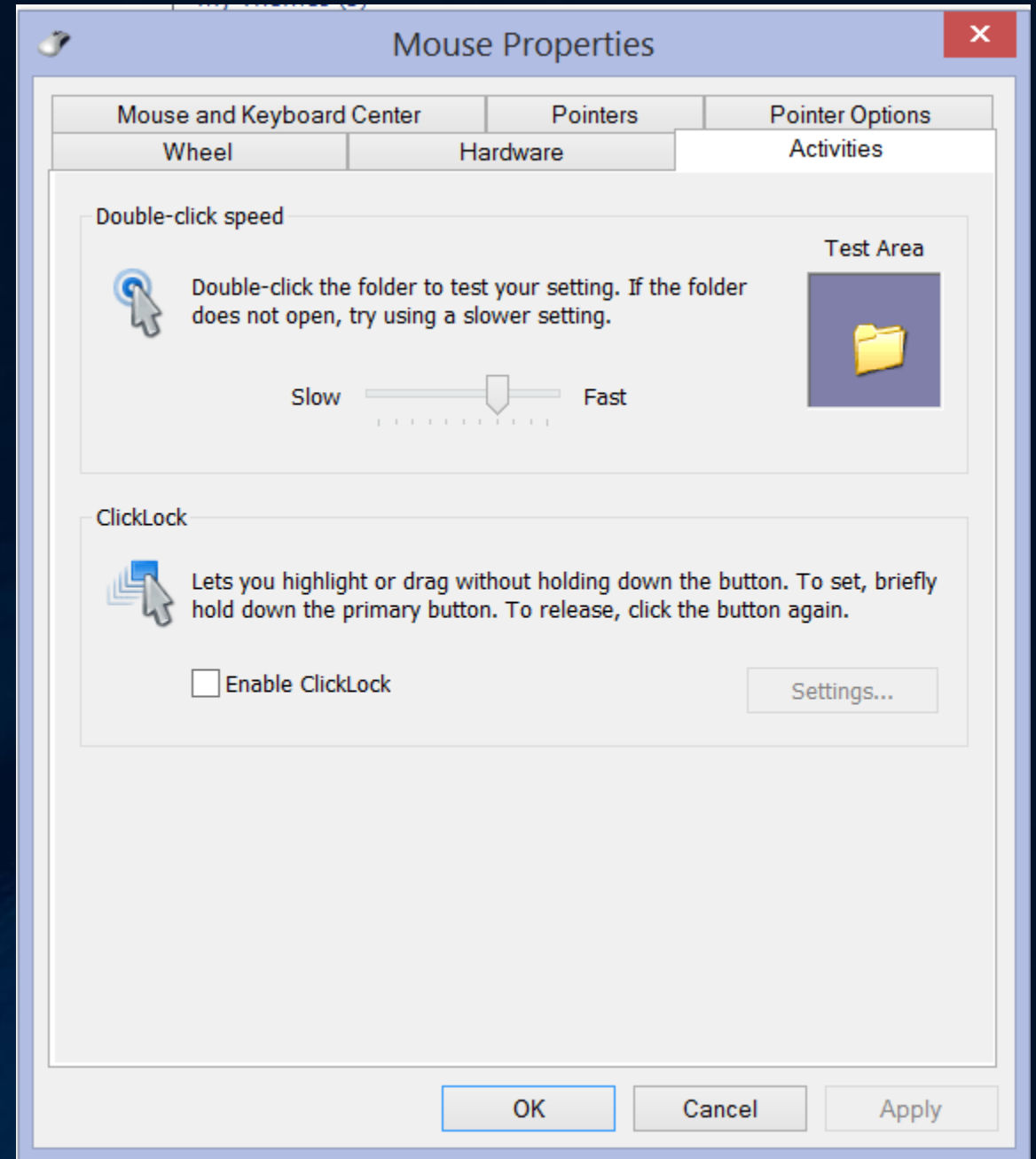
- To double-click an item, point to the item on the screen, and then click twice quickly. If the two clicks are spaced too far apart, they might be interpreted as two individual clicks rather than as one double-click.
- Double-clicking is most often used to open items on your desktop.
- For example, you can start a program or open a folder by double-clicking its icon on the desktop.



• Pointing – cont'd

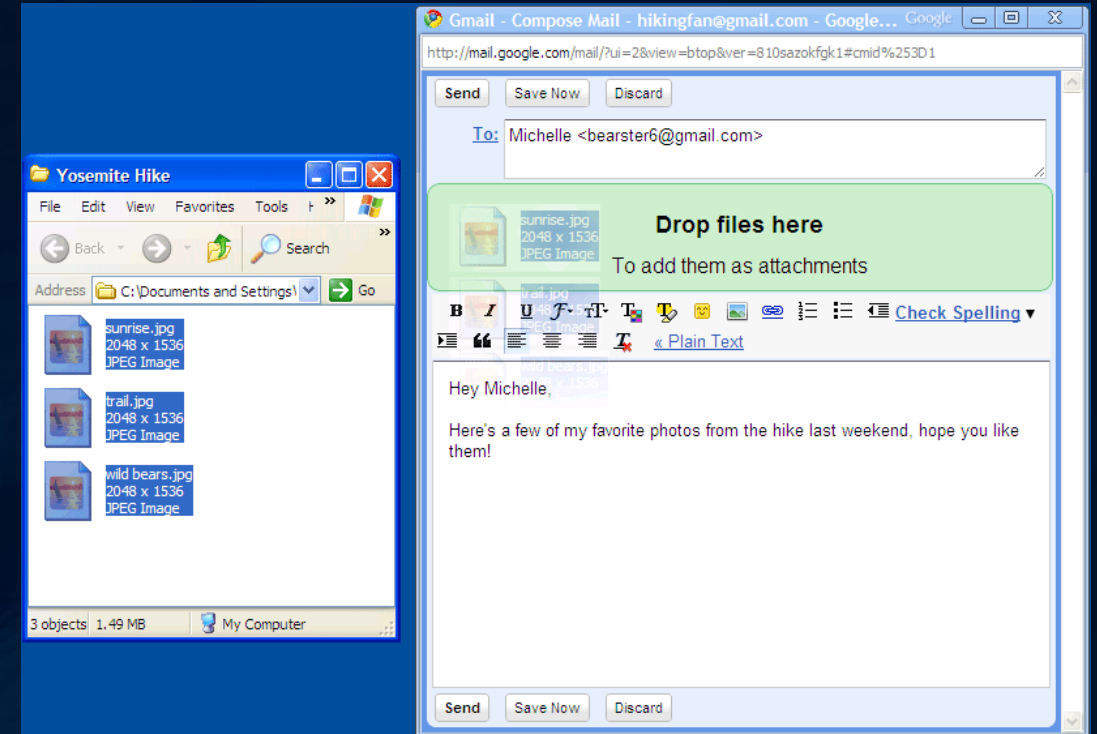
Tip

- If you have trouble double-clicking, you can adjust the double-click speed (the amount of time acceptable between clicks).



• Dragging

- You can move items around your screen by **dragging** them.
- To drag an object, point to the object on the screen, press and hold the primary button, move the object to a new location, and then release the primary button.
- Dragging (sometimes called **dragging and dropping**) is most often used to move files and folders to a different location and to move windows and icons around on your screen



• Using the Scroll Wheel

- If your mouse has a scroll wheel, you can use it to scroll through documents and webpages.
- To scroll down, roll the wheel backward (toward you).
- To scroll up, roll the wheel forward (away from you).



•Customize Your Mouse

- You can change your mouse settings to suit your personal preferences.
- For example, you can change how fast your mouse pointer moves around the screen, or change the pointer's appearance.
- If you're left-handed, you can switch the primary button to be the right button



•Customize Your Mouse

