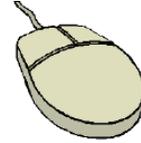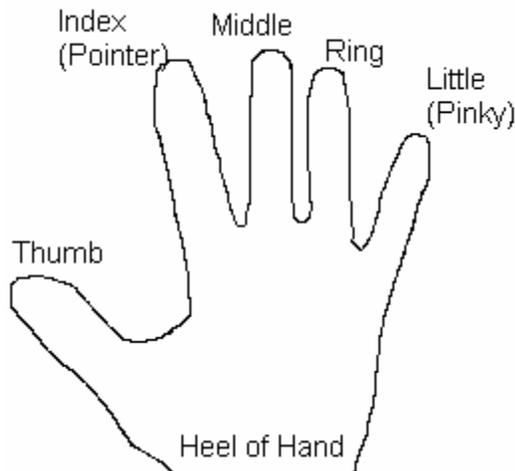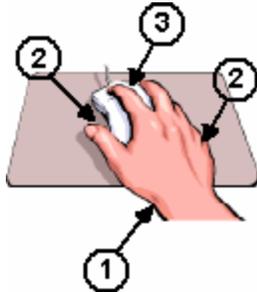# Using a Mouse

A computer mouse is similar to a mouse because they both have long tails.

A computer mouse, or mouse, is used to communicate with the computer. It is held in your hand. Identify the parts of your hand.
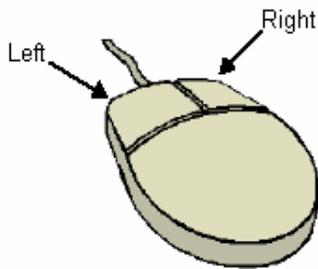

To hold the mouse,

1. Rest the heel of your hand on the table in front of the mouse.

2. Hold the mouse loosely between the thumb and ring and little fingers.

3. Rest the index and ring fingers lightly on top of the mouse.

The mouse controls the **cursor** on your screen. The cursor can look like an arrow ⬉ or a simple line I or a hand 🖑 or a double arrow ↔ .

Use the thumb and fingers to move the mouse. When you move the mouse gently, the cursor will also move.

Click

The mouse is divided into two parts or **buttons**: the left button and the right button.

With your index finger on the left part of the mouse, push down <u>lightly</u> and then release <u>quickly</u>. You might hear or feel a small 'click' sound. This is called a 'mouse click' or a '**click**.' When you click with the mouse, a specific action will happen.

A **click** or **left click** is done with the index finger on the left button.

A **right click** is done with the middle finger on the right button.

A **double click** is done twice, quickly, with the index finger on the left button.

Drag

An **icon** is a picture or symbol on the desktop. The position of the icon can be moved on the desktop.

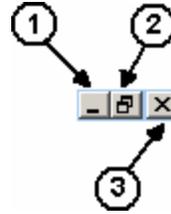To **drag** or pull the **MY COMPUTER** icon:

1. **Place** the cursor on the icon.

2. **Push** the left button on the mouse with the index finger. Continue to push. Do not lift the index finger.

3. **Move** the mouse and continue to **push** the left button. The icon will move.

4. **Release** the left button. The icon will stay in that position.

Minimize / Maximize

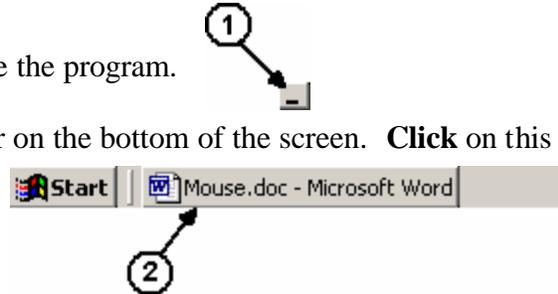Most programs have three buttons in the upper left corner of the screen.

1. **Minimize and Maximize**. ▬

2. **Smaller and Larger**. ⧉

3. **Exit or Close**. ✕

Minimize and Maximize

This button will minimize and maximize the program. **Minimize** means to make the program as small as possible, or to make it the minimum size. **Maximize** means to make the program as big as possible, or to make it the maximum size.

1. **Click** on the Minimize button to hide the program.

2. An image of the program will appear on the bottom of the screen. **Click** on this image to maximize the program.
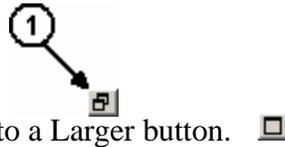
Smaller and Larger

This button will make the program smaller or bigger on the screen.

Make the program smaller:
1. **Click** on the Smaller button.

2. The Smaller button changes to a Larger button. ❐

Change the size of the program.
1. **Place** the cursor on the edge of program so that it becomes a double arrow.

2. **Drag** the cursor until the program is the size you want.

3. You can change the top, bottom, left or right sides.

Move the program:
1. **Place** the cursor on the top of the program or the program header.

2. **Drag** the program until it is where you want.

Make the program larger:
1. **Click** on the Larger button.
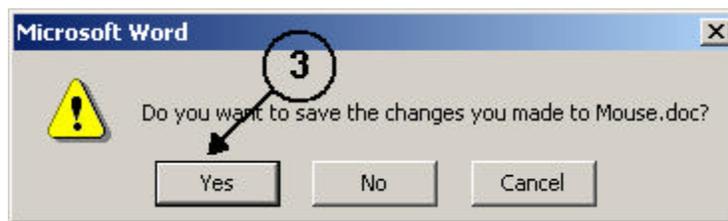
Exit or Close ☒

This button will close or stop the program.

1. **Save** all your documents.

2. **Click** on the Exit button.

3. If your documents are not saved, you will be asked if you want to save your document before you exit the program. **Click** Yes or No

Microsoft Word

Do you want to save the changes you made to Mouse.doc?

Yes   No   Cancel

Try your mouse skills at the following websites:
'Mouserobics':
http://www.ckls.org/~crippel/computerlab/tutorials/mouse/page1.html
Play a game of hangman:
http://www.manythings.org/hmf/
Play a game of checkers:
http://www.prongo.com/checkers/game.html