The Basics

Section Aims

\# What a mouse is for

\# Importance of left click

\# How to use a mouse

Key Learning Points

\# A mouse is used to navigate the computer

\# The position of the mouse

\# Shapes of the cursor

\# What left-clicking and right-clicking are for

\# What to do if you have clicked on the wrong button

\# Selecting

\# Opening (double clicks)

\# Moving objects with the mouse (dragging)

\# Scrolling

Introduction

You have seen people use it but how does it work? Yes, we are talking about the mouse. After completing this section, you will be more familiar with the mouse and you will know how to use it.

1. A mouse is used to navigate on the computer

A mouse is one of the main ways of navigating a computer. There are other devices that you can use to navigate as well, such as a keyboard, a touchpad and a track ball.

If you work on a laptop or tablet, you probably don't have a mouse. On a laptop, you use the **touchpad** to navigate.

2. Position of the mouse

A mouse needs to be **flat on a surface**. It is easiest to place the mouse next to the keyboard.

To hold the mouse you place your hand over it and put your **index finger** on the left button and rest your **thumb** on the side.

If you are left handed you may find it easier to place the mouse on the **left** hand side of the keyboard and use your middle finger for the left button.

3. Shapes of the cursor

When you move the mouse it moves a **pointer ('cursor')** over the screen. The cursor shape changes depending on what it is placed over.

An **arrow** lets you select things.

A **hand** lets you open things on the internet.

An **hourglass** or **circle** is asking you to wait while the computer does a task.

4. What left and right clicking are for

You only need the **left** button for most work on the computer. If you ever accidently click the right mouse button a list of computer commands will appear.

So that means whenever you are told to 'click the mouse' you should click the left button (unless stated otherwise).

5. What to do if you have clicked on the wrong button

If you accidentally click the right button on your mouse, just move the mouse and single click the left button again.

6. Selecting

While working on the computer and internet, you use your mouse as a **navigator**. So go to the text or item you want to open it up. Move your cursor over the item, quickly click the left button once and let go.

7. Opening

If you want to open up a document, file or icon you have to **double click** your mouse. Move your cursor over the item and click the left button twice (just like *knock knock*). This does not apply if you work on the internet, single clicking is enough.

8. Moving objects (dragging)

Drag and drop is when you move something from one place to another. You use drag and drop to **move** things around your computer, such as files and folders.

First select the item with the left mouse button and keep the button **pressed down**. Then move the mouse and the item on screen will move with the cursor.

When you have the cursor and item in the position you want, **release** the left mouse button. The item will now be dropped into where the cursor is positioned on the screen.

9. Scrolling

Another thing the mouse is used for is **scrolling**.

To do this, you need to use the **scroll wheel** on top of your mouse. Try this on a website. Pulling the wheel towards you makes you move downwards on the website. Pulling the wheel away from you makes the website go upwards.

You can always use the **up and down arrow** on your keyboard to scroll as well.

Or use the **scroll bar** at the right hand side of the screen. In this picture you can see some examples of a scroll bar.

To move down on a page, click on the bottom arrow. To move up, click on the top arrow. The bar will move as you click the arrow. This tells you what your position on a website is.