

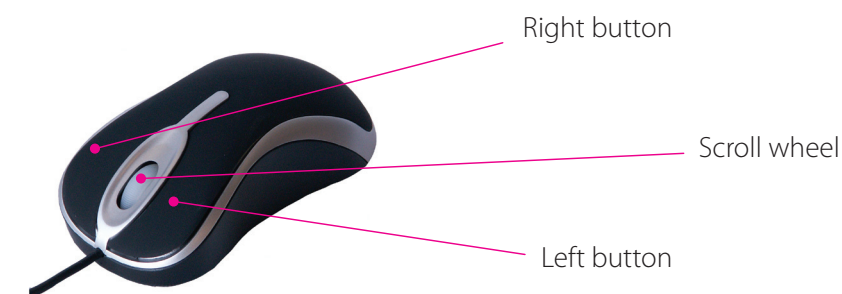
4.

USING THE MOUSE.

4.1 WHAT IS A MOUSE?

A computer mouse is not a rodent, but it can be pesky!

It is called a mouse because the two buttons at the top are said to be similar to a mouse's head and the cable connecting it to the computer is like a tail.

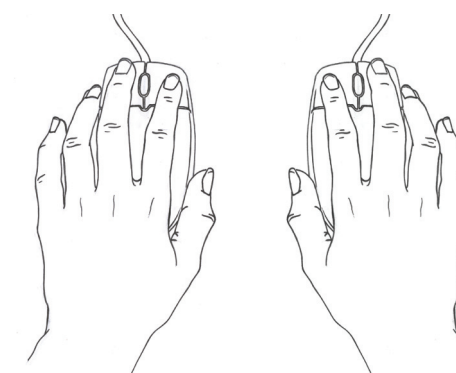


4.2 HOW DO I USE THE MOUSE?

The Mouse helps you move around the screen. Using the mouse takes a little practice.

How to hold the mouse:

- Wrist on surface, hand on mouse
- Fingers resting on button – not in the air
- The mouse works by moving across a flat surface like a mouse mat. If the mouse moves off the edge of the mat you can place it back on the mat
- If you are left-handed we can change the mouse to suit you (See 4.10)



HOW TO MOVE THE MOUSE

Rest your hand lightly on the mouse. Gently move it in circles, up and down and left to right.

Have a look at the computer screen. What happens when you move the mouse? Is it:

- An I beam – shaped like a large letter I
- Blinking
- Pointed finger
- An Arrow

These are also called cursors or pointers. Think of this as the 'where am I on the screen/page' tool.

4.3 WHAT IS A CURSOR?

A cursor is the mouse pointer that indicates where the mouse is on the screen. It can look like any of the pictures below.



Click to enter text



Computer busy



Pointer here



Hyperlink here

4.4 HOW TO SCROLL

Scrolling lets you move up and down the page. There are a couple of ways you can scroll.

- You can use the scroll button or wheel on the mouse
- You can click on the down or up arrows on the scroll bar

Have a look at the right side of the screen.

Can you see a bar like this?



Page up arrow

Page down arrow

4.5 HOW TO CLICK

You tell the computer what to do by clicking the mouse .

Press the left button gently and then release the mouse button

HOW TO DOUBLE CLICK

Quickly press the left button twice in a row. Keep your finger resting on the button – do not take your finger off while double clicking

4.6 MOUSE PRACTICE

Mouse exercises (for teacher to set up):

<http://www.seniornet.org/how to/mouseexercises/mousepractice.html>

<http://www.pbclibrary.org/mousing>

<http://www.jigzone.com>

BBC's absolute beginners guide to using a computer is excellent:

<http://www.bbc.co.uk/webwise/abbeg/abbeg.shtml> (mouse section)

4.7 BASIC MOUSE SKILLS

Practice these exercises to build up your skills. If you have forgotten how to any of these exercises ask your teacher for help.

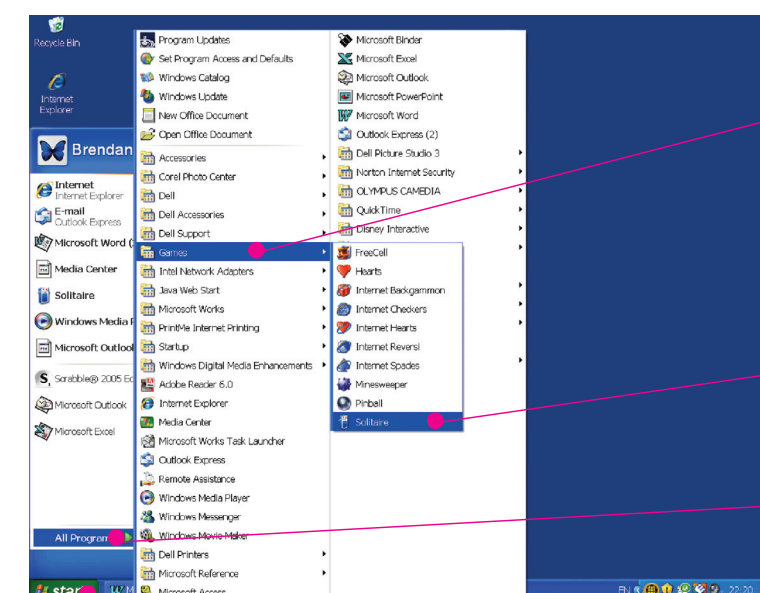
- Holding the mouse
- Moving the mouse
- Single click
- Double click
- Lifting the mouse
- Pointing the arrow

Try also:

- Moving the cursor
- Finding the cursor
- Move page up and down
- Deleting text

4.8 PLAYING SOLITAIRE

Most computers have a game called **Solitaire**, based on the card game Patience. This is good fun and is useful for practicing your mouse skills.



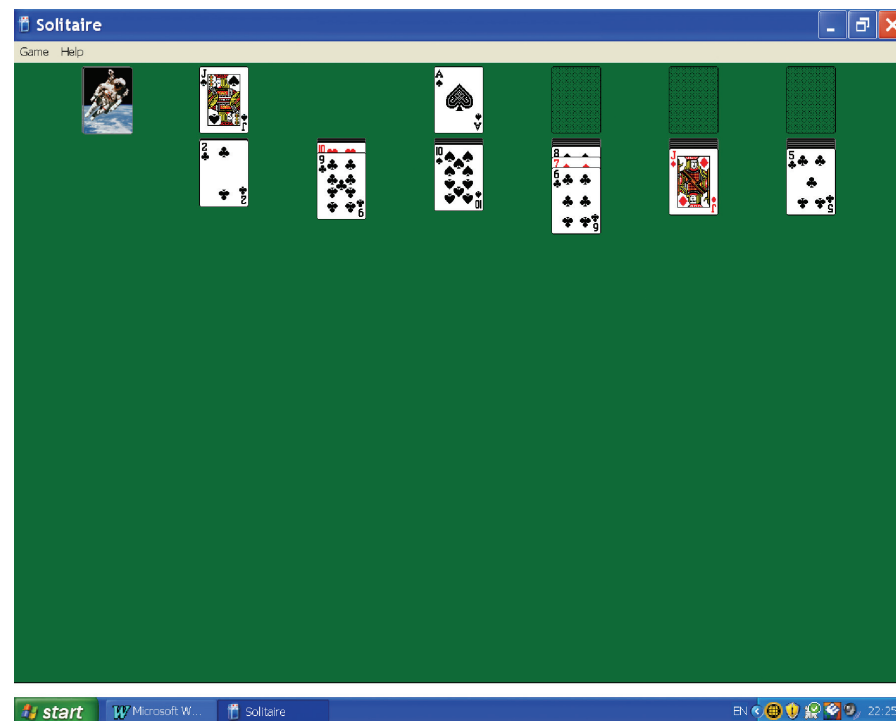
1. Click Start Button

3. Click games

4. Click Solitaire

2. Click all programmes

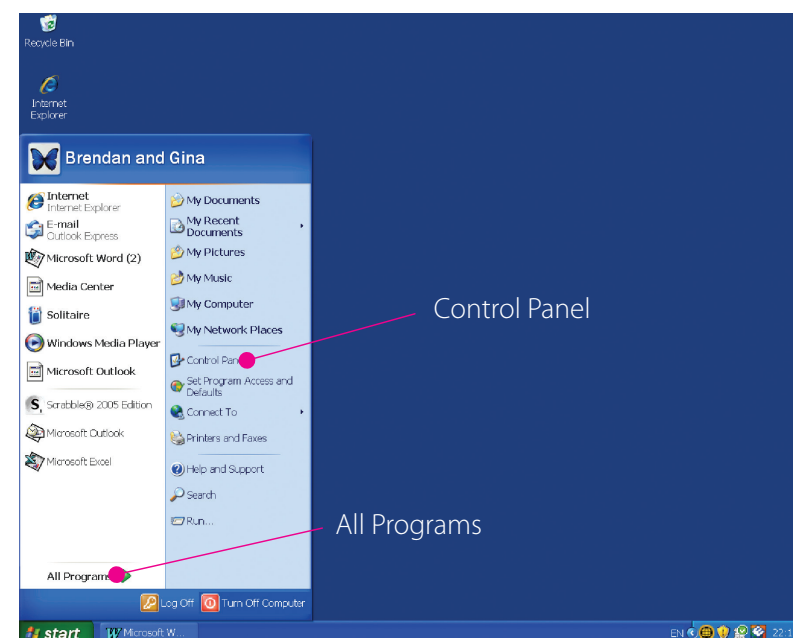
The Solitaire screen looks like this:



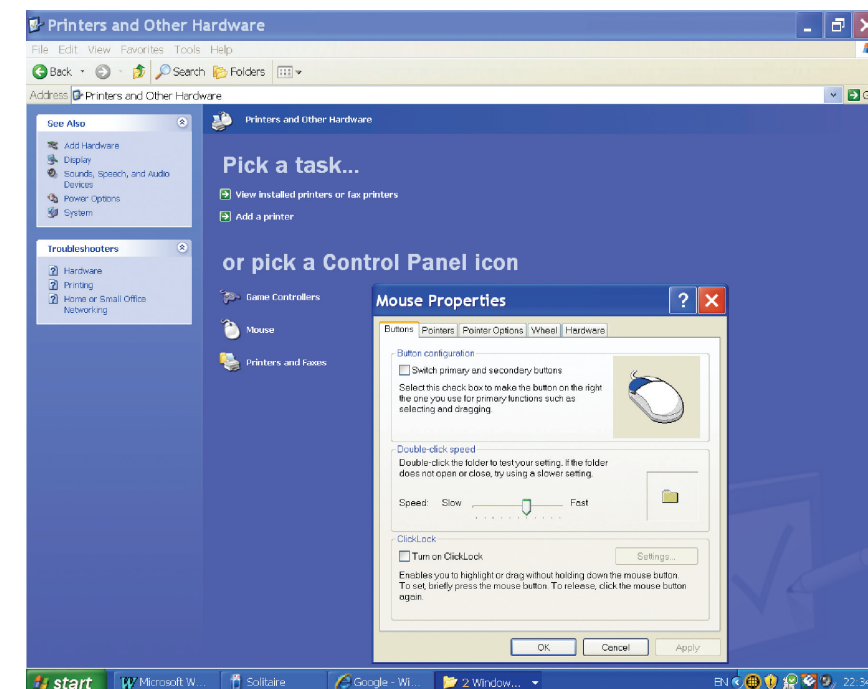
4.9 HOW TO SLOW DOWN THE CLICK SPEED:

The Mouse icon is in the **Control Panel**.

Click **All Programs** and then click on the Control Panel button



Double click on the Mouse icon.



Click and slide the **Slow** ----- **Fast** bar to change the speed.

4.10 ADJUSTING THE MOUSE TO LEFT HAND

If you need to change the Mouse to your left hand go to **START** and up to **CONTROL PANEL** and click on the Mouse icon.

A box called **Mouse Properties** appears.

Tick the first box 'Switch primary and secondary buttons'.

Alternatively, it may offer the option of clicking a right-handed or left-handed button.

4.11 HAVING TROUBLE WITH THE MOUSE?

Lots of people find it hard to use the mouse.

Some are easier to use than others.

People with arthritis find it easier to use a tracker ball – a large mouse with a ball instead of a scroll wheel.

You can now buy these in most computer shops.

Alternatively you can use the Arrow Keys on the keyboard

