The Mouse

The mouse allows you to communicate with your computer because as you move the mouse, you are also moving the pointer arrow symbol seen on the monitor screen, and as you click the mouse buttons you are making choices, making something happen, telling your computer where you want to start typing, etc.

Using the Mouse

- Place the palm of your right / left hand over the bottom half of the mouse and your wrist on the desk.

- Put your index finger on the left mouse button and your middle finger on the right mouse button.

- Your thumb should rest on the left side of the mouse and your other fingers should rest on the right side.

- Light pressure should be applied when moving the mouse.

Practice moving the mouse on the mouse pad and watch the cursor on the screen. The cursor should follow your movements.

Cursor

A **cursor** is a moving placement or pointer that indicates a position. It allows you to locate the current position of the mouse pointer on the screen and indicates where information can be entered or deleted. The cursor moves as you move the mouse and may change appearance depending on its function.

Types of cursor displays

▶ Point	Standard cursor display
I Text	An "I" shaped icon that is displayed when selecting text
⧗ Busy	The cursor display icon to represent the computer "thinking" or "busy"
🖑 Link	A hand icon that you see when you hover (move) over a Internet link
↔ Resize	A double arrow will display when you move the cursormouse to the corner of a image or text box to resize the picture or area.
✥ Move	A four sided arrow will display when you move the cursor over the image or text box you want to move.

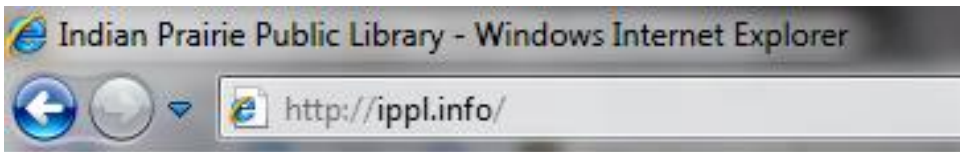## Basic Mouse Moves – Point, Click, Double Click

1. **Point:** Use your mouse to move the cursor on the desktop and point at an object such as an icon (a picture or graphic that represents a program or file).

2. **Left Click:** Point at an icon on the desktop and then click on, or quickly tap and release, the left mouse button. The icon you clicked on should be highlighted.

3. **Right Click:** Point at an icon on the screen and then click on the right mouse button. This time, a menu of options will appear.

4. **Double Click:** Point at an Internet Explorer icon and click on the left mouse button twice, or double click, very quickly without moving the mouse between clicks. If you did this correctly the program that you double-clicked on should open up.

5. **Link:** Allows you to move from one web page to another. It can be text which is usually underlined or a graphic. When you move your mouse over a hyperlink, the mouse cursor usually becomes a hand which indicates a hyperlink is present. Once you click on the link, you move to another web page or to another place on the same web page.

   www.ippl.info

6. **Address bar**: The area of the Web browser you type in an Address.

   Type in the Web site Address, and then press enter on the keyboard

Today's Lesson

1. Double click on the Internet Explorer Icon on the desk top.
2. Type in the address bar: **http://www.pbclibrary.org/mousing/** and then Enter on the keyboard.
3. You should be on the Palm Beach County Library Mouse Exercise Page.
4. Tap the space to start the first practice "Mousingaround"
5. After completing the tutorial, click the **Close** button (X) in the upper-right corner of the mouse tutorial window to end the program.