
Mouse Skills for Beginners

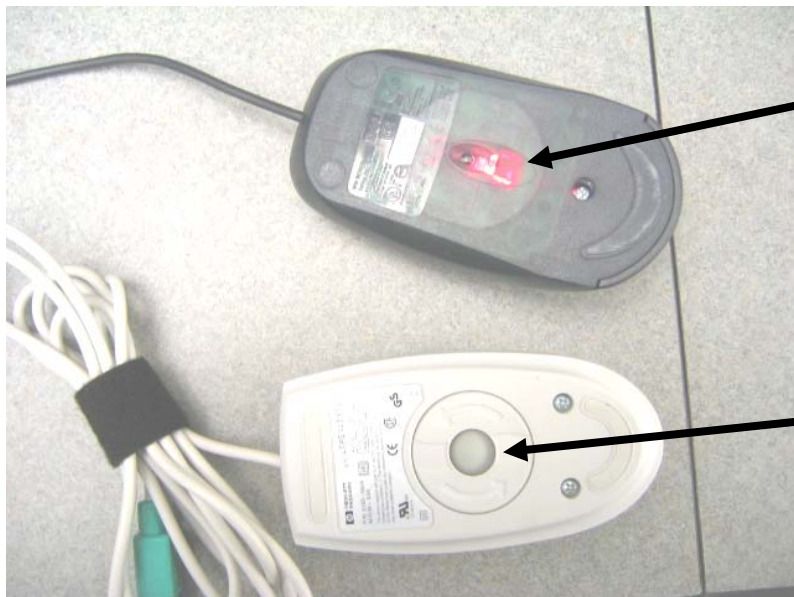
What is the Mouse?

A mouse is a hand-held computer hardware device that lets you select, open, move, and change items on the computer. You use a mouse to “point and click” on the computer screen.

Mouse Types

Rolling Ball Mouse and Optical Mouse

These are the two most common types of mouse.



The optical mouse uses a laser.

The rolling ball mouse uses a ball.

Wireless Mouse

This mouse does not have a cord attached. It uses radio signal to communicate with the computer.



This piece plugs into the computer to communicate with the mouse.

Holding the Mouse

The index finger rests on the left mouse button and the middle finger rests on the right mouse button.



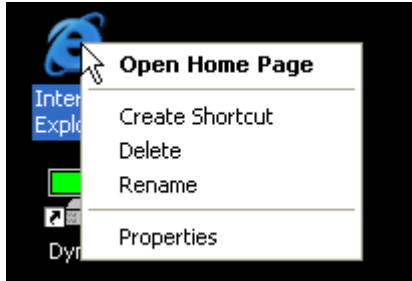
To use the scroll wheel, move your index finger over and roll the wheel.



Mouse Buttons

The mouse has two buttons: the left and the right. The left is the main button used to single click and double click most items. The right mouse button will open up a menu to tell you more about an item.







Put the mouse pointer on the blue E for Internet Explorer and right click once. You will see a small list (or menu) of things you can do with this item.



Mouse Pointers

When you move the mouse on your desk you can see a corresponding movement on the screen. You see the mouse pointer moving on screen as you move your hand.

Mouse pointers change shape depending on what you are doing.

Pointer	Name	Action
	Arrow	Points to an object on the screen that you want to use.
	Hourglass	Tells you the computer is working. Usually wait until the hourglass stops before you continue working.
	Hand	Shows you where a link on the internet is. Click when you see the hand to follow that link.
	I-beam	Shows you where text will appear when typing.
	Move Arrow	Allows you to move an object, like a picture or window, on the screen.
	Double Arrow	Lets you click and drag to resize windows.

Single Clicking

If you click the left mouse button once this is called “single clicking.” Single clicking is usually used to select an item on the computer screen. Single clicks are also used to click on buttons and links in web pages.

Double clicking

Two quick clicks with the index finger on the left mouse button makes a “double click.” The move is used to open programs and files. Double click to open folders and icons. Be sure to hold the mouse firmly and just move your index finger to perform this action.

Click and Drag

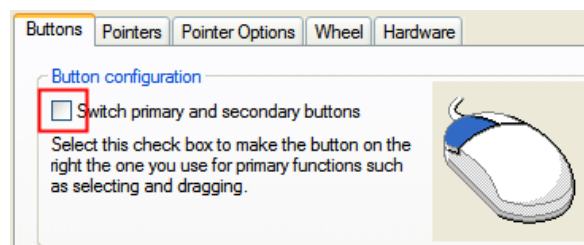
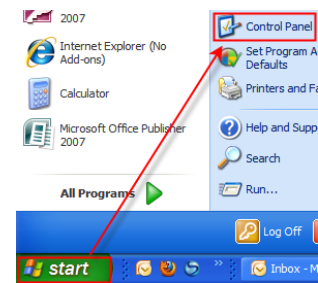
If you put the mouse pointer on an object, click and hold the mouse button, and then move the mouse the object will come with you as you move. This is called “click and drag.” You can also put the mouse pointer in the corner of a window and click and drag to make the window bigger. Click and drag is used to move objects or resize windows.

Switching the Buttons

Left-handed people may like to use the mouse with their left hand. The mouse buttons can be switched so that they can use their index finger to as the “left” button and their middle finger for the “right” button (thus switching which button is the left one and which button is the right one).

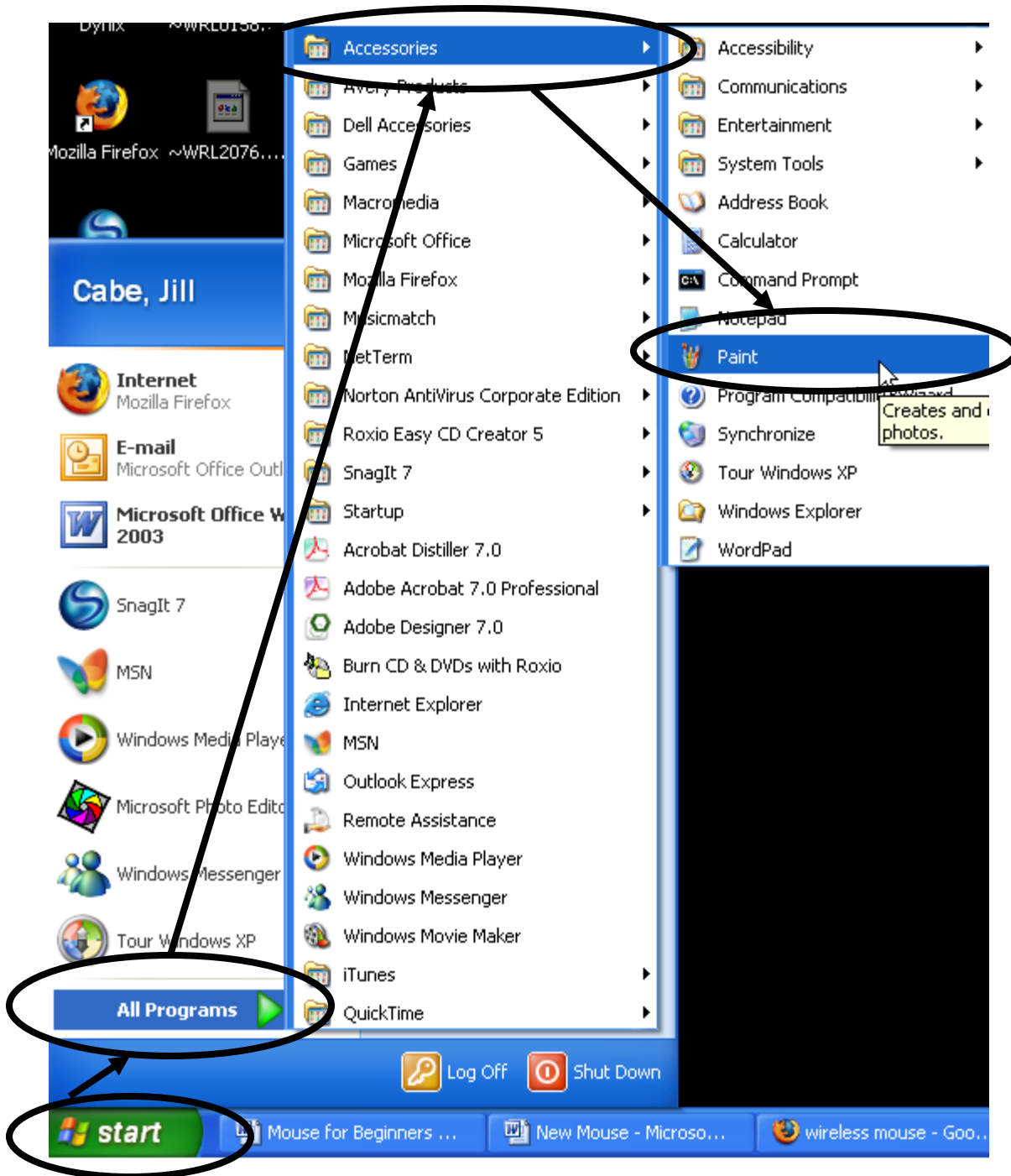
To do this:

- Single click with the left button on the **Start Menu**.
- Single click with the left button on the **Control Panel**.
- Depending upon your screen view, *either*: double click with the left button on the **Mouse** icon **OR** single click on **Printers and Other Hardware**, then single click on **Mouse**.
- On the **Buttons** tab, single click in the check box next to **Switch primary and secondary buttons**.
- Single click with the *right* mouse button (as this is now the button used to single click) on the **OK** button at the bottom of that window.

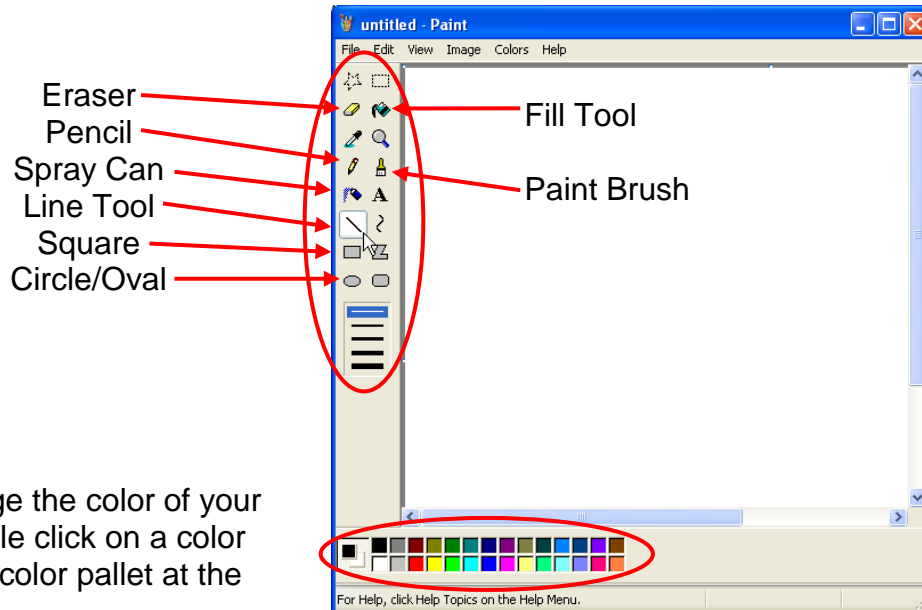


Practice Mouse Skills – Paint

Click the green **Start** button at the bottom left corner of the screen. Glide the mouse up to **All Programs**, then slide the mouse up and over to **Accessories**, and over and down to **Paint**.



The buttons along the side of the window are your tools. Single click on a tool to select it. Then move your mouse cursor to the canvas area. Click and drag to use that tool.



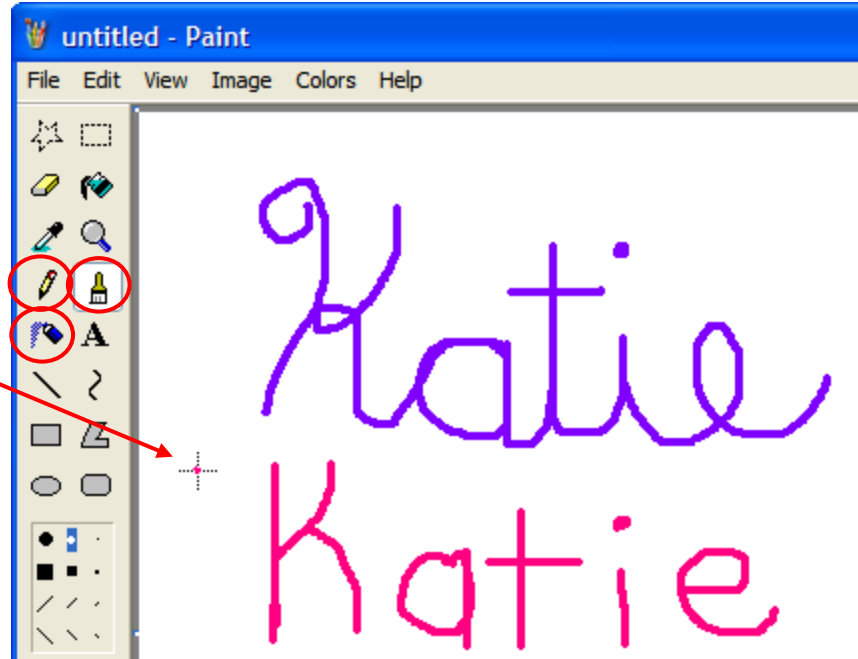
To change the color of your tool, single click on a color from the color pallet at the bottom.

Writing Your Name

Click on the Paint Brush, Pencil, or Spray can tool.

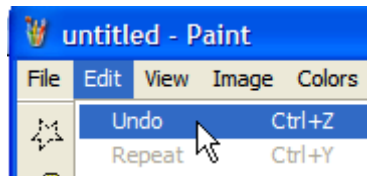
Your cursor will change shape. (This is the mouse cursor for the paint brush tool.)

Click and drag the mouse on the canvas to draw something. Writing your name is good practice.



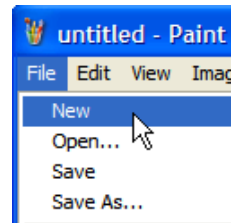
To Undo

Click on the **Edit** menu and click on **Undo**.

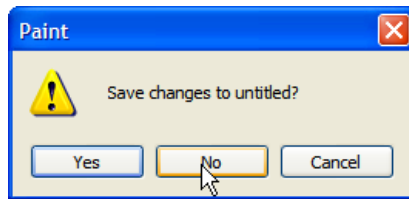


Clearing the Canvas

To start over, click on the **File** menu and click on **New**.



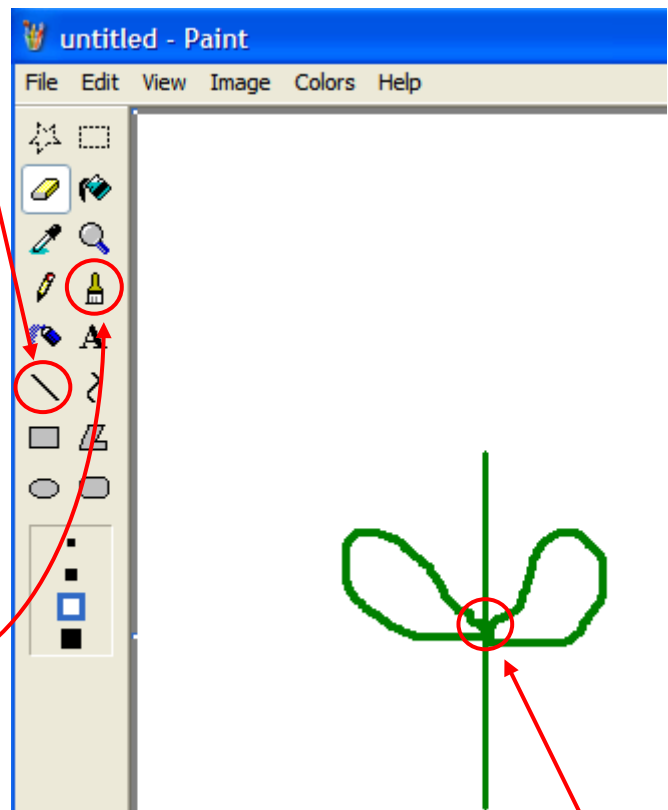
When asked if you want to save your changes, click on the **No** button.



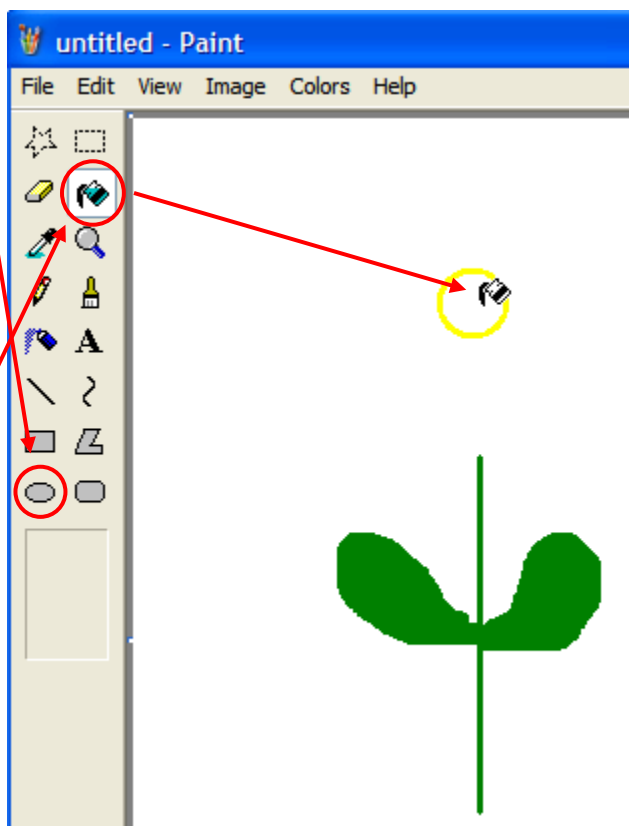
Drawing Objects (Flower)

1. Click on the Line Tool to draw the stem.
2. Choose a green color from the color pallet at the bottom by clicking on it once.
3. Position your mouse where you would like the bottom of the flower to be. Click and hold down the mouse button as you drag the cursor up. Let go of the button when you get the stem to be the correct length.

1. Click on the paint brush tool to select it for drawing the leaves.
2. Place the mouse cursor where you would like to start drawing. Click and drag the mouse in a leaf shape. Let go of the button when you are done. Make sure the starting and ending position of your leaf outline meet (no spaces). Otherwise the fill tool won't fill it properly.

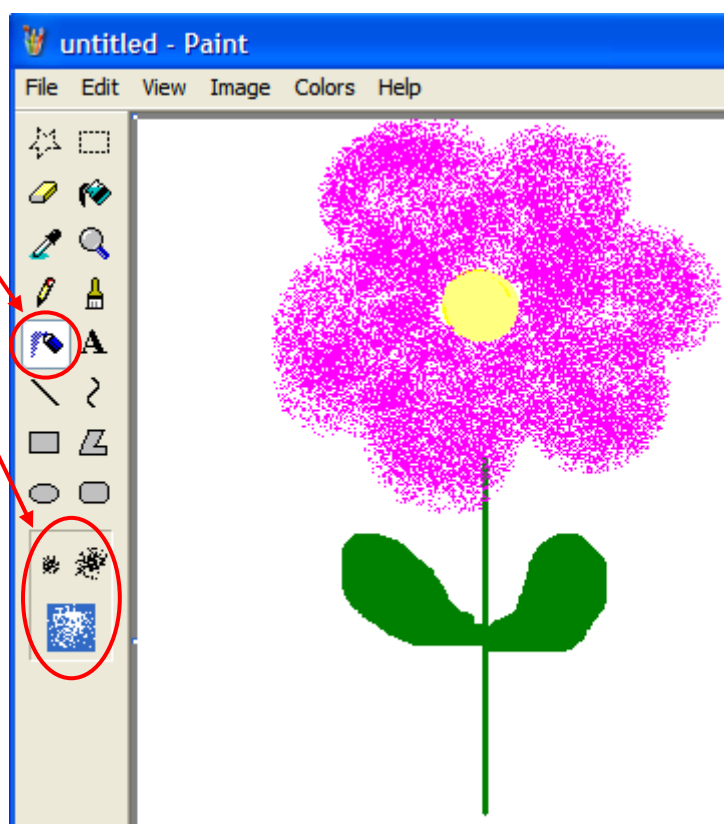


1. Click on the circle tool to draw the middle of your flower.
2. Click on a color from the color pallet below.
3. Click and drag the mouse in a *diagonal* direction in the area you would like your circle drawn. (Top left to bottom right.) Let go when the circle is the size you desire.



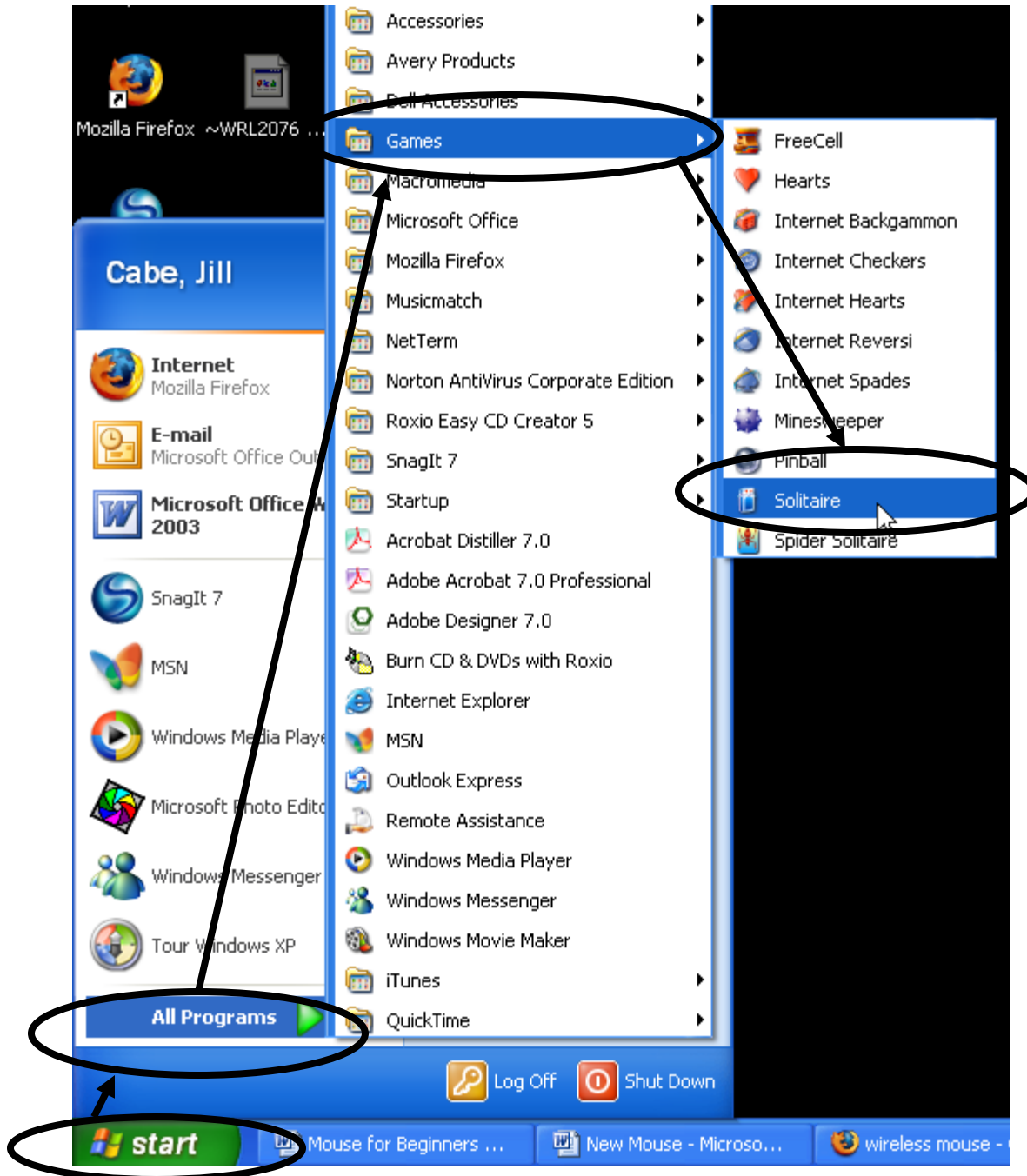
1. Click on the fill tool to fill in the empty areas. Your cursor will change to look like the button.
2. Move your cursor over top of the area you would like to fill with a solid color. Click one time.
3. Change the color from the color pallet below and repeat the above step to fill in the leaves with the appropriate color.

1. Click on the spray can tool to select it.
2. Choose a size and density for your spray.
3. Choose a color from the color pallet below.
4. Click and drag where you would like color to appear. Let go when finished.
5. Have fun and make some more objects!

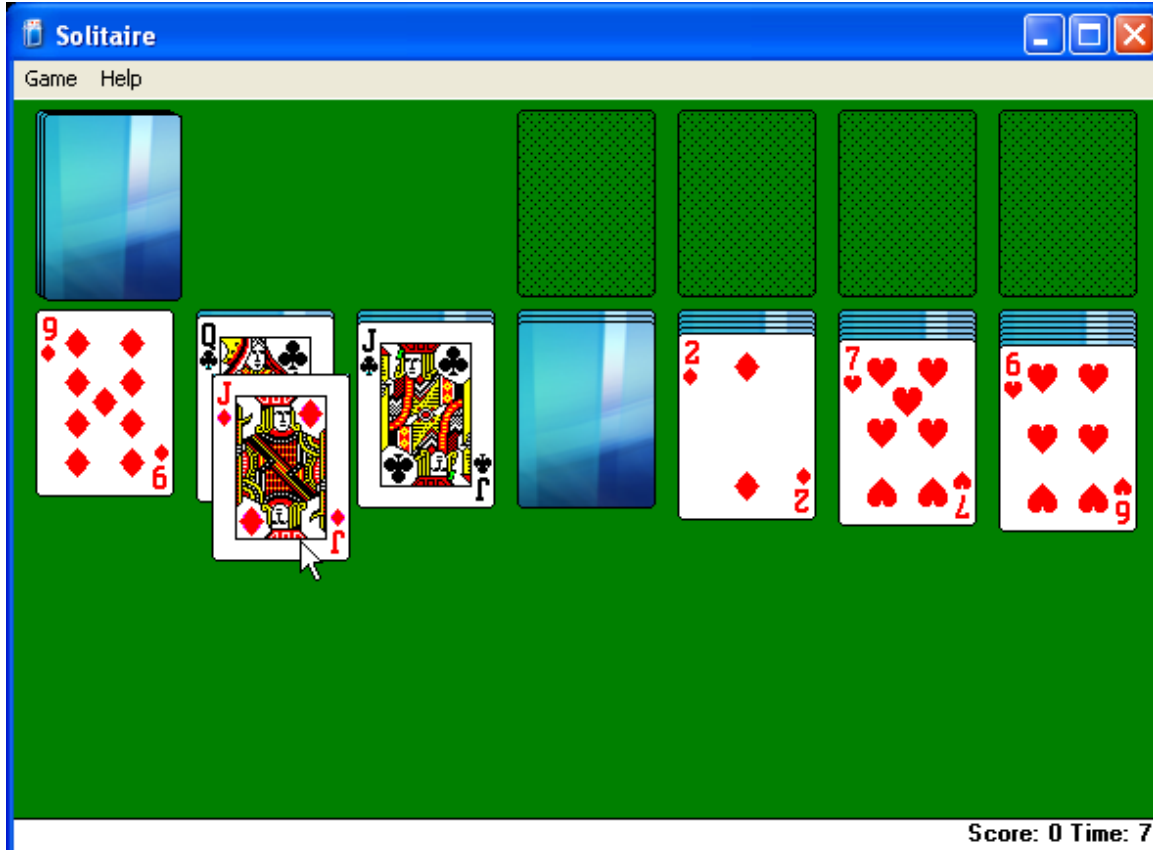


Practice Mouse Skills – Solitaire

Click the green **Start** button at the bottom left corner of the screen. Glide the mouse up to **All Programs**, then slide the mouse up and over to **Games**, and over and down to **Solitaire**.

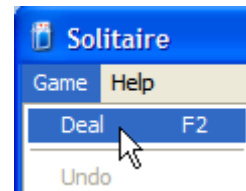


Click and drag the cards to play.



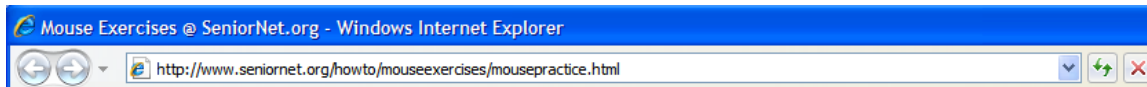
To start a new game, single click on **Game** and then on **Deal**.

When you are finished click the  in the upper right corner to close the program.



Practice Mouse Skills – Websites

Type these website addresses into the address bar of Internet Explorer. The content on these sites will help to refine your skills.



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

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

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

<http://www.mouseprogram.com>