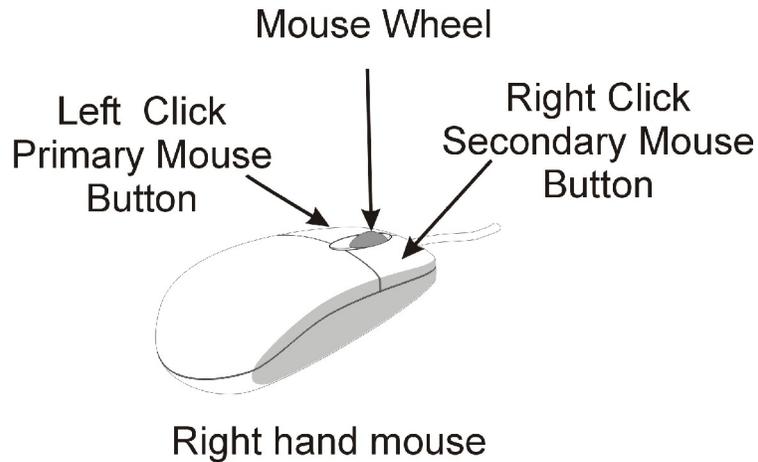


The Mouse



A mouse is a hardware device which allows the user to control a cursor to change data without complicated commands.	
There are 2 buttons and one wheel	
Most people use a mouse with the right hand the picture above shows a right hand mouse	
Left Click	This the button that is used 90% of the time
Right Click	opens pop-up menus in some places
Single Click	Used to select an item
Double Click	to start some action
The Wheel	moves rapidly up and down in some programs and web pages
Click and drag	This is used to make a large selection the action is click the mouse button hold it down and drag the pointer. As it si drag across the screen items will be selected. This can be done to text, files most anything

<http://www.mesalibrary.org/research/mouse/page01.htm>

1. Pointing

Sliding the mouse on the mouse pad moves the pointer on the screen. Rest your hand on the mouse, move it slowly around the mouse pad, and see what happens to the arrow on the screen.

2. Clicking

Gently pressing the left mouse button, is one way to give the computer a command to do something. This is called clicking.

Move the mouse arrow over the picture up top, and notice that the arrow changes to a pointing hand. This means the picture is a link to another place. Click the left mouse button to follow this link.

Words or text can also be links to other pages. Move the pointer this underlined word and notice that the arrow changes to a pointing hand. This means the text is also a link to another destination. Click the left mouse button to follow this link.

Now follow this link to practice more.

3. Scrolling

Scrolling means moving up and down within a web page or other computer window. This is done by using the mouse to move the bar up and down within the scroll bar at the right the window.

You can do this in three ways:

- * To move one line at a time, click on the Up Arrow at the top of the scroll bar or the Down Arrow at the bottom.

- * To move one screen at a time, click on the empty space within the scroll bar,

- * To move anywhere within the document, point to the elevator itself. Press and hold down the left mouse button. Now you can slide the elevator up or down by sliding the mouse on the mouse pad. Release the button when you are in the desired location.

For more practice scrolling, you may try the Scrolling tutorial.

<http://www.unc.edu/depts/recreate/spot/activity/computer/mouse/mouse.html>

1. Place mouse at the side of the keyboard and at the same level. Do not reach for it.
2. Use the armrest on the chair or rest your arm on another available support while using the mouse.
3. Reduce pressure on the wrist from the work surface; a mouse pad or rest may help.
4. Rest your finger on the button, do not hold it hovering above the mouse.
5. Keep the wrist straight; wrist angle should not exceed 20 extended, nor be bent to either side.
6. Do not grip the mouse tightly.
7. Choose a mouse that fits your hand; many different sizes and shapes are available.
8. Set your mouse speed at about the middle range.
9. Reduce the time spent using the click and drag feature of the mouse as this puts strain on the forearm and hand. Software is available which will convert an extra mouse button to one which performs the click and drag function, or the double click function.