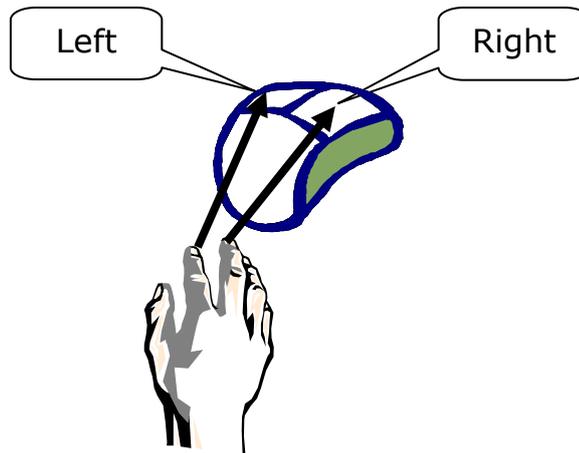


The mouse is the main tool that you use to control your computer. When you move the mouse on a flat surface, it moves a pointer on the computer screen. You give instructions to the computer by placing the pointer on words or pictures on the screen and **clicking** a button on the mouse.



When you put your right* hand on the mouse, your **index** finger goes on the **left** button, and your **middle** finger goes on the **right** button.

You hold the mouse with your **thumb** and **ring finger**.

To **click**, press a mouse button lightly and release it immediately.

- Click the left mouse button once to select a task from a menu or to use a tool on the toolbar. This is called a 'left click' or simply a 'click'.
- Click the left mouse button twice on an icon to start a task from the desktop or to open a file in a folder. This is called a 'double-click'.
- If you click the right mouse button once a menu will be displayed with options that are relevant to what you are doing. This is called a 'right click'.
- Click and hold the left mouse button to move something on the screen. This is called 'click and drag'.

A mouse will often have a small wheel between the buttons. When you roll this wheel, the page will move up or down.

You can find some fun exercises to practise using the mouse at www.seniornet.org/howto/mouseexercises/mousepractice.html

If you have speakers, switch them on for the sound effects!

***Note:** You can use the mouse with your left hand. You use your middle finger for left clicks and index finger for right clicks. Alternatively, the function of the buttons can be swapped by using controls on the computer.