

Taming the mouse...

The mouse is used to put information into the computer by moving the cursor on the screen. A ball underneath rolls as the mouse moves across the mouse mat. The cursor on the screen follows the movement of the mouse on the mat. Buttons on the mouse can be clicked to perform different tasks.

- The **left mouse button** is the most commonly used button. With it you can:
 - Click once to place a cursor (pointer) in a document
 - Select (highlight) a program or document by a single click (pressing the left mouse button once). When an item is selected it usually changes colour.
 - Open a program or document by a double click (pressing the left mouse twice in quick succession) - as an alternative, you can use a single click to select and then press enter/return on the keyboard.
- The **right mouse button** is used to open up a menu of choices. The choices you are offered allow you to do various tasks, such as copying & pasting text, or changing the style/colour of the text. The choices you get depend on where you right click.
- **Hot Tip!!** - If you right click by mistake, simply move your mouse pointer away from the menu that has opened up, left click once, and the box/menu will disappear.



In between the left & right mouse button is the **scroll wheel** which you can roll backwards & forwards to scroll up & down the page.