What is a Mouse?

A Mouse is the primary tool for interacting with and using a computer. It is a handheld device that is used to “click” on objects on the computer screen with a pointer. You can select, move, open and change items on the screen with the mouse.

Different Types of Mice

The two most common types of mice are Optical Mice and Ball Mice. Ball Mice can collect dust on the rollers while optical mice have no moving parts.

- Optical Mice use an LED to detect movement of the mouse and have no moving parts.
- Ball Mice use a ball that turns rollers within the mouse to detect movement.

Mice are connected to a computer in two ways: Wired and Wireless. Wireless mice are used frequently with laptops or if wires are inconvenient.

- Wired mice have a cord that plugs into the computer with a USB or PS/2 connection.
- Wireless mice come with a radio receptor that plugs into the computer and receives a signal from the mouse.
Holding the Mouse

Your index finger should rest on the Left Mouse Button and your middle finger should rest on the Right Mouse Button. To use the scroll wheel move your index finger to the wheel. Remember the mouse can be very sensitive to small movements.

- Rest the heel of your hand on the surface behind the mouse and keep it on the surface when moving.
- Press gently and quickly on the mouse buttons when clicking.
- Do not twist or rotate the mouse and make sure that the ends of the mouse point forward and back on the mousepad.
- Grip the mouse gently with your thumb on one side and your ring & little finger on the other side.
The Mouse Buttons

A standard mouse has two buttons; the left and the right. The left button is the main button and used most often to open files/folders and select things on the screen. The right mouse button is used to open a menu that will tell you more about an object and give you a choice of commands to use on the object.

Types of Mouse Clicks

- **Left Click**, or simply **Click**, selects objects the pointer is on.
- **Right Click** opens a context sensitive menu (changes depending on object) containing commands.
- **Double-Click** means pressing the left button twice in quick succession and will open files, folders & programs.
- **Click and Drag** means pressing the left button and holding it down, then moving the mouse. This is used to select multiple objects and sections of text.
- **Drag and Drop** begins with a click & drag on an object to move it to another location/folder.
The Mouse Pointers

The mouse pointer will change depending on what it is on. There are several very common pointers that are seen when using a computer and the Internet.

- **Arrow** – The normal appearance of a pointer. The pointer will look like this if it over most objects or nothing at all.

- **Busy Symbol** – Means that computer is thinking or file is opening. Circle is used by default for Windows Vista/7

- **Hand** – Means that pointer is over a link on the Internet.

- **I-Beam** – Means that the pointer is over text that can be selected or a place on a website where you can type.

- **Move** – Means that the pointer is over something that can be moved in any direction.

- **Resize** – Means that the pointer is on a spot where an object can be resized (could be horizontal, vertical or diagonal).
Practice Using the Mouse

There are two programs already on most computers that are good for practicing mouse skills and learning control: Microsoft Paint and Solitaire.

- Paint is in the Accessories folder on the Start Menu
- Solitaire is in the Games folder on the Start Menu.
Links for Mouse Skills

http://www.pbclibrary.org/mousing/mousercise.htm
http://www.pbclibrary.org/mousing/games.htm
http://www.mouseprogram.com/
http://www.coloring.com/
http://www.mesalibrary.org/research/mouse/page01.htm

The links above are a selection of websites that have mouse training and practice. This handout is also available online at the Grafton-Midview Public Library website in the Computer Classes section.