

USING THE MOUSE

The mouse glides on a flat surface. It allows the user to move the insertion point or the mouse pointer to perform functions on the screen.



Mouse Action

The hand should rest lightly on the mouse with the first finger of the hand* on the left mouse button, with the remainder of the fingers on the middle and right mouse button. **Do not grip the mouse.**

For comfort, it is useful to use a mouse pad with a wrist rest – this will help with the gliding motion of the mouse and ease any discomfort from repeated mouse use.

*Right or Left hand mouse operations can be set up on the PC or lap top.

PERFORM THE FOLLOWING ACTIONS WITH THE MOUSE

Left mouse button	Function
Point	Point the tip of the mouse pointer on what you want to do
Click	Lightly press and release the left mouse button. This will carry out the action.
Double click	Quickly click the mouse button twice. This is used to start program applications, or open folders and files. It is also used to select text.
Click and drag	Click and hold the left mouse button and drag the mouse. This is used to move an object to a new position
Turn on/choose	Point to an option button, box or menu and click the left button.
Right mouse button	Explanation
Click	Used to display the shortcut menu drop-down window
Wheel	Explanation
Roll the wheel	Used to scroll the window up and down the screen Can be used with the Ctrl key to apply Zoom