

Basics of Using the Mouse

1. How to hold a mouse:

- Rest the heel of your hand on the table
- Put your thumb on the left side of the mouse and your ring and pinky fingers on the right side
- Use your thumb and fingers to move the arrow



2. How to click: (press and release the left mouse button)

- Place your index finger on the top left side and your middle finger on right side
- When the arrow becomes a hand (when you're on the net) or the "I" becomes a blinking cursors (in a word document) hold the mouse still. Lightly click the mouse with your index finger. If the next page or the blinking insertion point doesn't appear, you're not holding the mouse still. Pressing lightly or gently is the secret.

3. When to click:

- A single left click to select an item on the screen
- Double click (quickly press and release the left mouse button twice) to choose a document or program and to open it.

You can also click on the right side button for more options. This button is for the more experienced users.

In addition to point and click, the mouse is used to move around the screen. The screen is actually the display or eyes of the computer. In some instances a webpage or document cannot be displayed entirely on the screen. So, you will have to scroll up and down or back and forth. Note the bars on the right side of the screen and at the bottom of the screen.

4. How to scroll:

- Place the mouse on top or bottom arrow and single click. Every time you click the screen will move up or down one line.
- Place the mouse on top or bottom arrow and hold down the mouse button. When you do this, the screen will move rapidly.
- Place the mouse on the bar (not on the arrow) and hold down mouse button and drag the mouse. The screen will move in a continuous manner.

Summary:

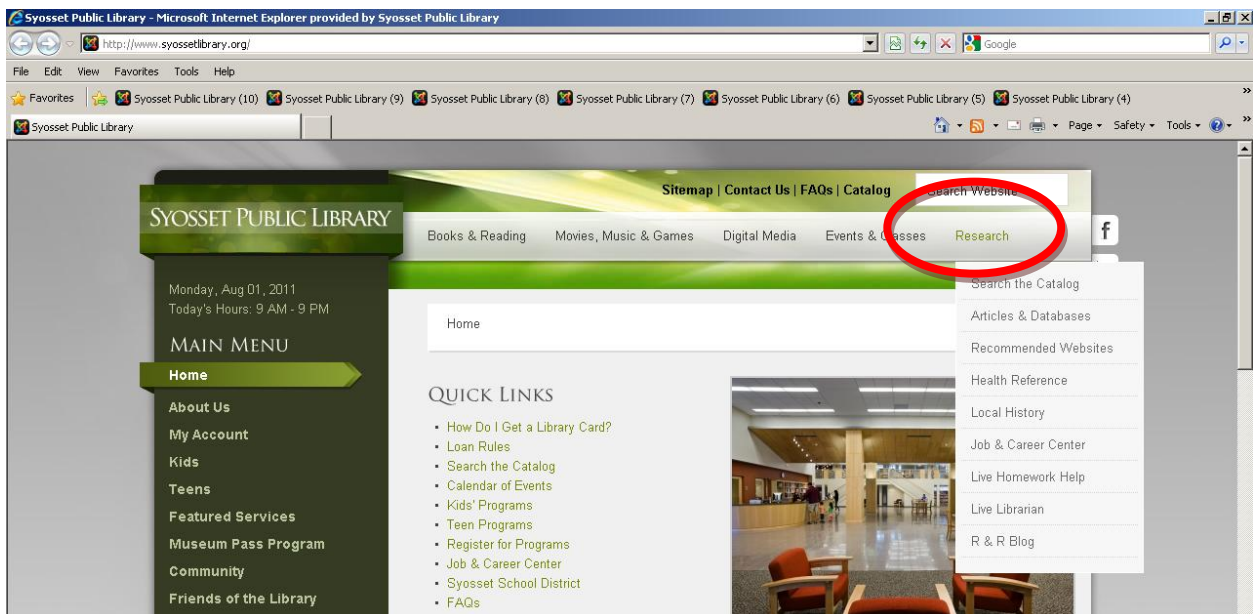
The mouse is a device which enables you to give commands to the computer and to move the computer screen. It requires manual dexterity which you can acquire thru practice. Two suggestions are playing solitaire or using mousercise practice programs.

Once You Are Comfortable with the Mouse, Start Mousericing

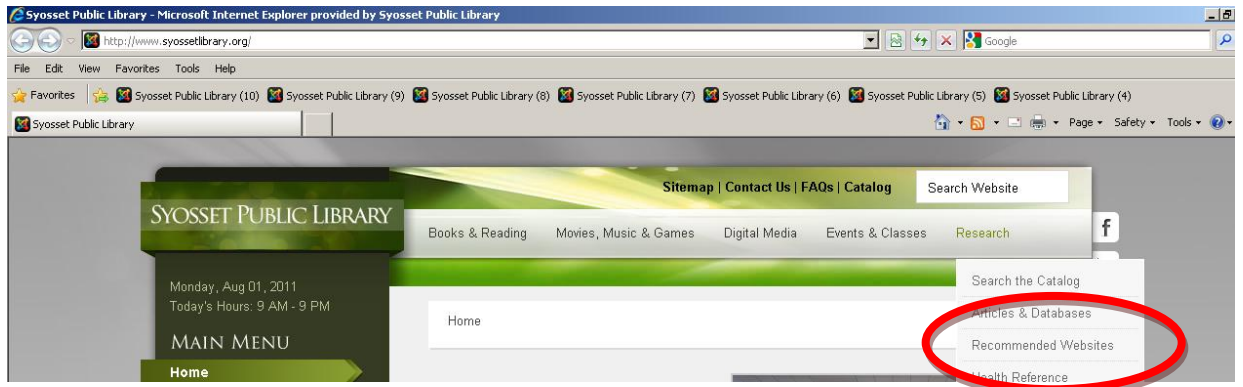
1. Go to the Syosset Public Library homepage <http://www.syossetlibrary.org>.



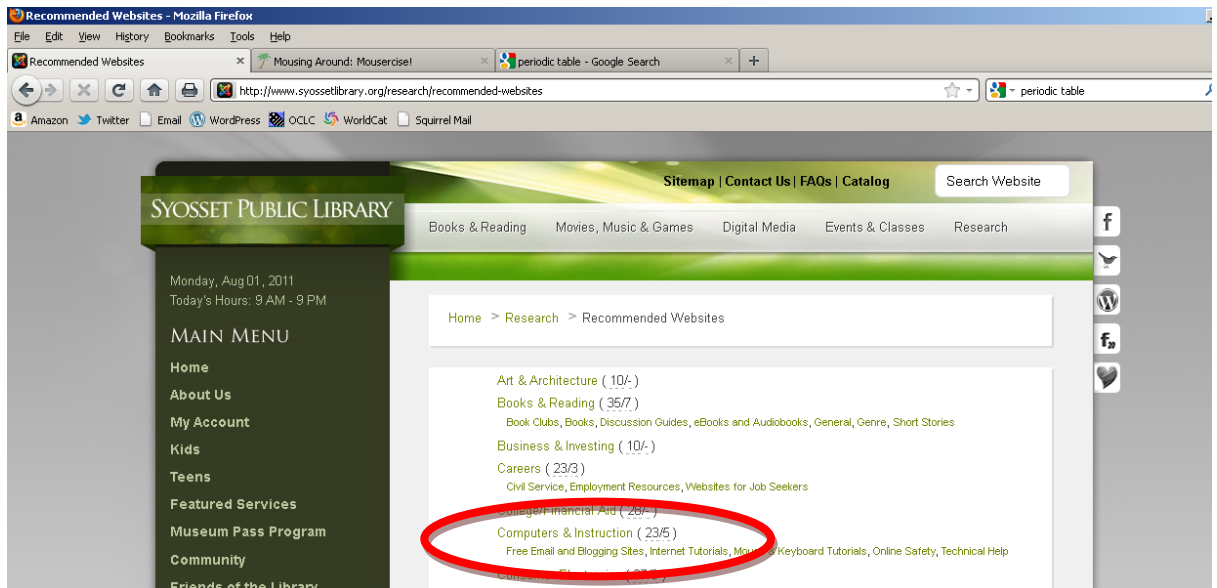
2. Click on *Research* on the top navigation bar on the library's homepage



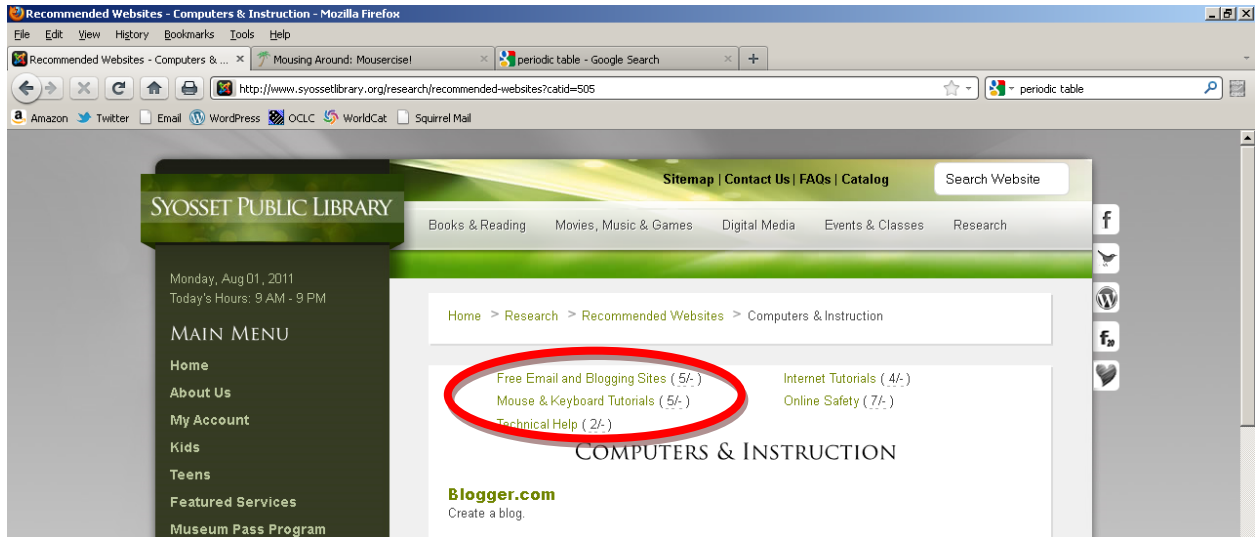
3. Click on *Recommended Websites* in the drop-down menu.



4. Click on *Computers & Instruction*



5. Click on *Mouse & Keyboard Tutorials*



6. Select which exercise you would like to use for practicing using the mouse.

