

Focusing on the Mouse

Before continuing with the hardware devices found inside of the computer case, let us take a closer look at the mouse.

In technical terms, the mouse is an input device just like a keyboard. It is nothing more than a way to get information into the computer. However, you can also think of the mouse like an electronic finger that will very simply let you point to or select objects on the screen.

The mouse is a hand-held device that very slightly resembles a real mouse. When you move it around on a surface, the rubber-coated ball at the bottom moves as well. This ball also is in contact with two rollers inside the mouse, which send a message to the computer to move the pointer on the screen. However, before we do any moving of the mouse, it is very important we know how to hold the mouse.

How to Hold a Mouse

Many beginning computer users have difficulty using a mouse. It is not an intuitive device. Here are a few simple things to remember.



The heel of your hand should remain on the desk.



Make a peace sign or a V sign with your fingers, and place them across the mouse buttons.



Grasp the mouse with the thumb on one side and the two remaining fingers on the other side.



Movement of the mouse should be made with the fingers and the wrist not the arm.



If you need to reposition your hand, you can pick the mouse up and move it. The pointer on the screen will remain in the same position until you put the mouse back down and move it.

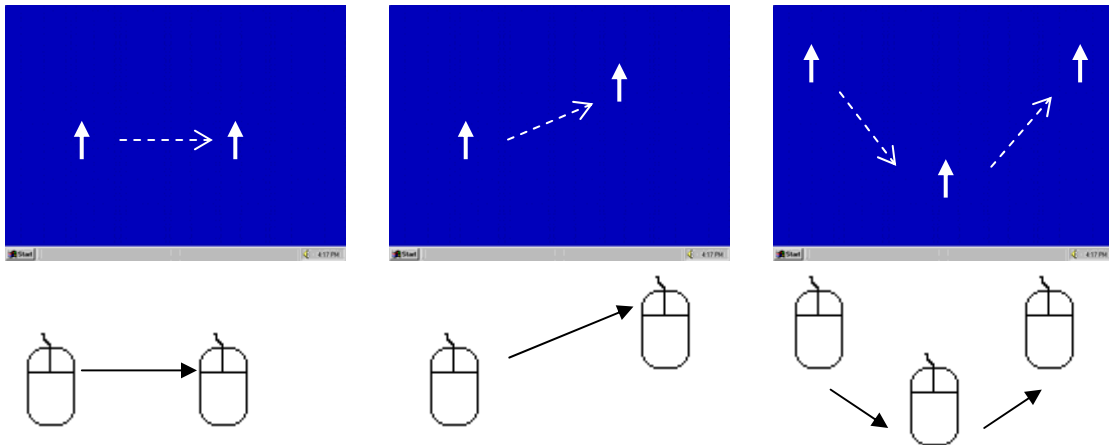
Moving the Pointer on the Screen

The direction the mouse pointer moves on the screen is the same direction you move the mouse in your hand. You can move the mouse in straight lines, diagonals or even in circles.

Activity:

Moving the Mouse

Hold the mouse in your hand the way that has been described in the *How to Hold a Mouse* section. Move the mouse as shown in the diagram. Watch the pointer on the screen move with the movements you make with the mouse.



Then continue to practice moving the mouse around on the computer screen. Finally, pick up the mouse, move it to another location on the mouse pad, and see what happens to the pointer on the screen. Notice how the mouse pointer on the screen does not move. That is because there is no movement of the mouse ball on the underside of the mouse.

In Windows 95/98 there are five basic ways to use the mouse:

One important thing to remember about the pointer is that the *hot spot* or the part of the pointer that actually makes the selection is the very *tip* of the pointer.

1. Move your mouse around and **POINT** to an item on the screen.
2. Hold the mouse still and **SINGLE CLICK** or **LEFT CLICK** the button on the left side of your mouse. The left mouse button is called the primary mouse button, because it is the button most frequently used. This is used for selecting, highlighting, or opening a menu or window.
3. Hold the mouse still and **DOUBLE CLICK** (twice in quick succession without moving the hot spot of the pointer) the button on the left of the mouse. This is frequently used to start an application program or open a file.
4. Position the mouse on an object. Hold down on the left button and **DRAG** the object, and then release the mouse button to drop the object. This is used for selecting areas or moving things around. You can also drag with the right mouse button. This is used for certain file functions.
5. Hold the mouse still, and **RIGHT CLICK** or click the right mouse button. This is used to access short cut menus that provide you with easy access to frequently used choices. This is also called a content sensitive menu, because the content or options in the shortcut menu will vary depending on what object you choose to right click on.

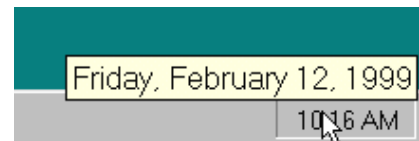
When Do I Right Click and When do I Left Click the Mouse Button?

The left mouse button is considered the primary mouse button so most of the time, you will single click the left mouse button. If instructions tell you to click the mouse, they will usually be referring to the left mouse. For example: if instructions tell you to click the OK button, they mean to single click with the left mouse button. Clicking the right mouse button was a new feature added with Windows 95. It allows quick access to frequently used menu options. If instructions want you to click the right mouse button, they will always tell you to click the right mouse button.

Activity

POINT

Move the mouse until the pointer on the screen points to the time in the tray area of the taskbar. Make sure you use the hot spot or the very point of the pointer. After the mouse pointer has remained in this position for a few seconds, you will notice a yellow rectangular box appears. This is called a ToolTip. A ToolTip tells what the object is, what it does, or gives additional information as in the screen print. Now move your mouse until the pointer points to the Start Button on the taskbar. You will see a ToolTip that tells you *Click here to begin*.



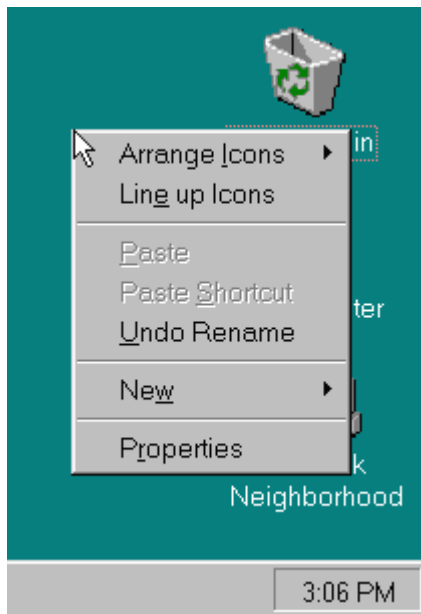
Activity

SINGLE CLICK

Move the mouse until the pointer on the screen points to My Computer icon on the desktop. Click the left mouse button once while the pointer is on the icon. Notice how the icon is now highlighted in blue. This icon is now selected. To deselect the icon, click the left mouse button anywhere on the blank desktop. Move the mouse pointer to other objects on the desktop such as the Recycle Bin or Start Button and click once to select. Remember to deselect click anywhere on the desktop.



Activity

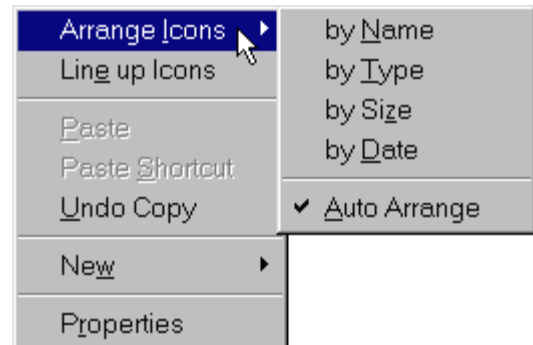


RIGHT CLICK

Move the mouse to a blank spot on the desktop and now click the right mouse button. This will cause a short cut menu to appear. You can right-click on any object and a different menu will appear. Practice right clicking on other objects on the desktop such as the Recycle Bin, My Computer, Network Neighborhood, Taskbar or Start Button. Notice the different menus for each object. This is sometimes called context sensitive. Remember to deselect click anywhere on the desktop.

Checking Auto Arrange Feature

For the next activity, we will want to make sure the Auto Arrange feature for icons is turned off. This feature automatically arranges the icons on the desktop. Move the mouse to a blank spot on the desktop and now click the right mouse button. Move the mouse to the Arrange Icons selection and notice the menu selections that appear.



Check Marks

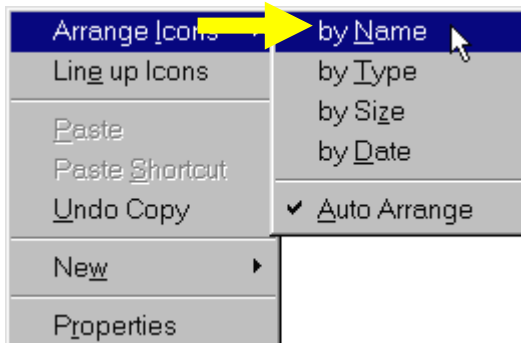
Notice in the screen-print the check mark by the Auto Arrange feature at the bottom of the list. This means that the Auto Arrange feature has been turned on. Check marks are like a switch. If it is checked then the option is turned on and if it is not checked then the option is turned off.

We do not want this feature turned on for the next activity. If you do not have a check mark next to this feature on your computer, you do not have to do anything. If you do have a check mark, the following will tell you how to remove it.

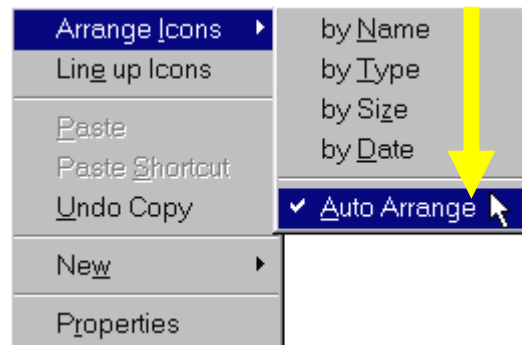
Activity

Arrange Feature

Right-click the desktop and move the mouse pointer to the *Arrange Icons* selection. Then move the mouse so the pointer moves straight over to the right to the *by Name* selection.



Then move the mouse pointer straight down to the Auto Arrange selection and single click the Auto Arrange selection with the left mouse button once. Remember single click with the left mouse button is used to select.



To see if the check mark has been removed, move the mouse to a blank spot on the desktop and click the right mouse button. Move the mouse to the Arrange Icons selection and look to see that the check mark has been removed by the Auto Arrange selection.

Activity

DRAG

Dragging the icons allows you to move them anywhere on the Desktop that is convenient for you. Move the mouse so the pointer is on the My Computer icon. Click the left mouse button once while the pointer is on the icon and continue holding the left mouse button. (Remember how the icon is highlighted in blue, because it is selected.) While still holding down on the left mouse button move the icon up and to the right. You will see a ghost image of what you are dragging under the mouse pointer. When you release the mouse button, the real icon will move to where you moved the pointer.



Practice dragging other icons around on the screen.

DOUBLE CLICK

The double click is frequently used to start an application program or open a file. This is probably one of the most difficult skills for new users to learn so do not get frustrated. The activity, consisting of four techniques that must be done correctly, are:

- > position the tip of the pointer on the icon
- > double click the left mouse button twice
- > very quickly
- > without moving the mouse

If you move the mouse while double clicking, nothing will happen, and you will have to try again. You also must make sure the tip of the mouse is pointing on the icon and not the name under the icon. If your mouse is pointing on the name and you do not double click quickly enough or if in

the process of double clicking the pointer moves to the name, the name of the icon will go into rename mode.

This is shown in the screen print. The White text box that holds the name is visible and the name is highlighted in blue, and the arrow mouse pointer has changed to select text or I-beam pointer. To start over click anywhere on the desktop to remove the rename mode, and try double clicking again.



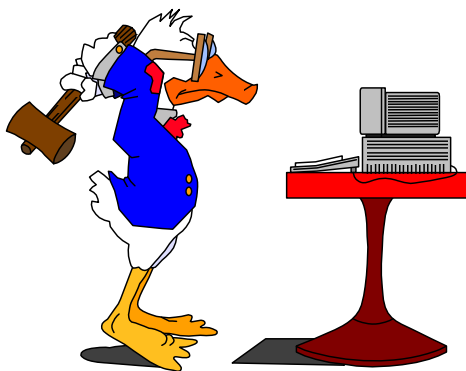
Activity

DOUBLE CLICK

We are going to open My Computer. If you just cannot get the double-click, see the side bar information titled *What To Do If You Cannot Double-click*. Later we will also show you how to change the speed of the double click action to make it easier.

Move the mouse so the pointer on the screen is on the My Computer icon. Hold the mouse still and double click the left mouse button (twice in quick succession without moving the hot spot of the pointer). When you have done this successfully, the pointer will change to include an hourglass. This is telling you that the computer is doing something and to wait for it to complete the task. You may have to try this a few times, before you get the hang of it.

After a few seconds the My Computer should open. This window is discussed in the Windows 95 book. For now, click the **X** button in the upper left corner of the My Computer window to close it.



What To Do if You Cannot Double-click.

If you just cannot seem to get the double click, do not get too frustrated like our friend here. There are other ways to start or open most applications. First single click the icon. It will now be highlighted in blue, which shows it is selected. Then press the Enter key on the keyboard.