How To Use A Computer Mouse

How to Hold the Mouse

1. First, don't *hold* the mouse, in the sense of picking it up and cradling it. It needs to be in contact with a flat smooth surface, preferably a mouse pad, a rubberised mat. They are cheap, and you can find them everywhere from supermarkets to office supply stores.

2. Reach for mouse with your **right** hand. Rest your palm on the mouse's top. Drape your thumb and little finger on either side of the mouse.
3. *Now you're in a position to push the mouse around*

Moving the Mouse

Look for the "CURSOR", , (arrow) on the screen. If you have trouble locating the cursor, jiggle the mouse to and fro for a moment. (You can change the size and colour of the cursor (arrow) if you continue to find it difficult to see).
Hold the mouse as described above, and while looking at the screen and at the cursor, move your hand from right to left. Notice how the cursor moves from right to left (if it changes shape as it moves)
Keep your eyes on the screen, and while resting your hand on the mouse, move your hand closer to your body and then further away. Notice how the cursor moves up and down the screen.

Clicking with the Mouse

The two buttons on the mouse are for "clickng".

1. The left mouse button will be doing most of the work. You'll want to keep your index finger "on the trigger," by resting it on the left mouse button. Don't suspend your finger above the button; it may come down on the wrong mouse button with unexpected results. Just rest your forefinger gently on the left button.
2. To click, hold the mouse steady and bear down momentarily with your index finger on the left mouse button. You should hear a "click" as you depress the mouse. The button should be depressed for only an instant.

What do the Buttons do?

Left click moves the cursor into the place in some text just where you want it.
It also can help highlight a letter, number or word. Once that area is highlighted, it is waiting for your next instruction. i.e. what do you want to do now?
Here's where the right click comes in. If you now right click, a number of options drop down in a menu., you can then choose one of those options by 'sliding' (moving) the cursor down the menu, and left click to say OK "I want that option".
You can also use the mouse to highlight a piece of text in preparation for changing that text in some way.

First you must left click at the beginning of the text you want to highlight
Then holding your left click down, you 'rub' across the text you want to highlight, then lift your finger off where you want to end the highlighting. If you make a mistake, simply left click anywhere on the page and the highlighting will disappear, and you can try again.
After you have highlighted the text, right click within the highlight, and choose an option from that drop-down menu by left clicking to say OK.

Scrolling with the Mouse

Most mice these days have a scroll wheel (in the middle between the two buttons)

The scroll wheel is useful to quickly move (scroll) up and down through information of all sorts on your computer.
It will work when browsing the Internet. When you visit a site, not all of the page you are visiting is shown on your screen, so you will need to scroll down to see more of that page.
It also works in Office programs such as Microsoft Word or Excel.

A Different Kind of Mouse

Some people find it easier to use one of the less common varieties of mouse. There are a range of non-standard mice designed for hands that shake, are stiff, or anyone who might benefit from a style that is easier to control. Examples are the track ball, or the joystick.

Joy-stick mouse

Track-ball mouse

Final Fitting

Since every hand is different, you'll have to find the right position for your hand. People with smaller hands might rest their hand on the mouse, lying their finger on the primary mouse button; others with larger hands might arch their hand slightly over mouse, gently "standing" their index finger on the mouse button and resting the heel of their hand on the mouse pad or work surface.
The important thing is to find what's comfortable so you can relax and stop worrying about the mouse and just let it assist you with your computing.

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