

# Using the Mouse

## 1. Basic Mouse Skills

### 1.1 Introduction



#### Notes:

Welcome to Using the Mouse. This activity will walk you through the basic functions of the mouse and the skills needed to use it.

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## 1.2 Learning Objectives

**Learning Objectives**

Glossary 1.2

Demonstrate mouse related tasks including:

- left-click
- right-click
- double-click
- drag-and-drop
- drop-down menu
- scroll
- checkbox
- radio button



### Notes:

After completing this learning activity you will be able to demonstrate mouse related tasks including:

- left-click
  - right-click
  - double-click
  - drag-and-drop
  - drop-down menu
  - scroll
  - checkbox
  - radio button
-

## 1.3 Mouse



### Notes:

The mouse is one way to communicate with your computer.

It is a tool to help you move around different parts of the computer screen. As you move the mouse, you will also move a corresponding mouse pointer on the computer screen. Once you have that pointer on something you want to do or select, you click a button on the mouse.

Not all computer mice look the same. There are various types of mice, but they all serve the same purpose. Some mice have a wheel or sensor between the buttons for scrolling up and down through the information on the screen.

## 1.4 Touchpad



### Notes:

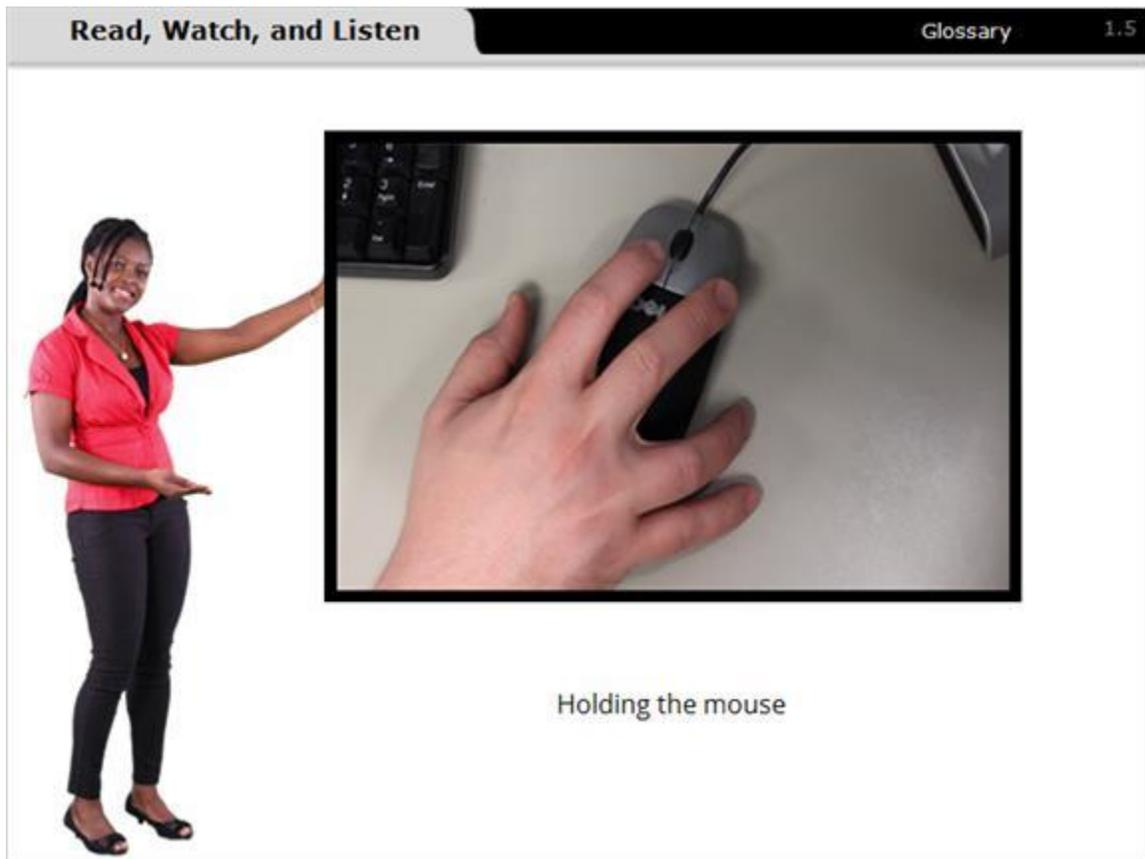
A trackpad, or touchpad, is another type of mouse.

It is common on laptop computers and tracks the touch of your fingers to move the pointer.

To click on a touchpad, you just press down on it, rather than hitting a button like you do on a mouse.

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## 1.5 Holding a Mouse



### Notes:

In order to use the mouse effectively, hold it as shown in the picture.

Put your whole hand on the mouse. Place your index finger on the left button and your middle finger on the right button. Your other fingers rest on the side of the mouse to help move it.

When you are moving the mouse, remember that you are just sliding the mouse around, not turning it.

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## 1.6 Basic Mouse Motions

Read, Watch, and Listen Glossary 1.6

There are five basic mouse motions.

- point
- left-click
- right-click
- double-click
- drag-and-drop

A woman with dark hair in braids, wearing a bright red blazer over a black top, is shown from the waist up. She has her right hand resting on her chin and is looking thoughtfully to the left. The background is plain white.

### Notes:

There are five basic mouse motions.

- point
- left-click
- right-click
- double-click
- drag-and-drop

Let's look at each one.

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## 1.7 Pointing

Read, Watch, and Listen Glossary 1.7

Using the pointer



### Notes:

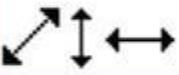
To point a mouse, hold the tip of the mouse pointer over an object on the screen. Notice that you only point using the tip of the mouse pointer.

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## 1.8 Mouse Pointers

Read, Watch, and Listen Glossary 1.8

Using different mouse pointers

 Normal	 Busy
 Link	 Resize
 Text	 Move



### Notes:

The mouse pointer appears as different shapes based on what the mouse does over certain parts of the screen.

The mouse pointer's normal shape looks like an arrow. The arrow image appears when the mouse is moved around the screen or when it is held over items, such as an icon on the desktop, that are opened by clicking.

The pointer will appear as a hand when the mouse is positioned over a link. The link could be text or an image, such as a button, that takes you to another website.

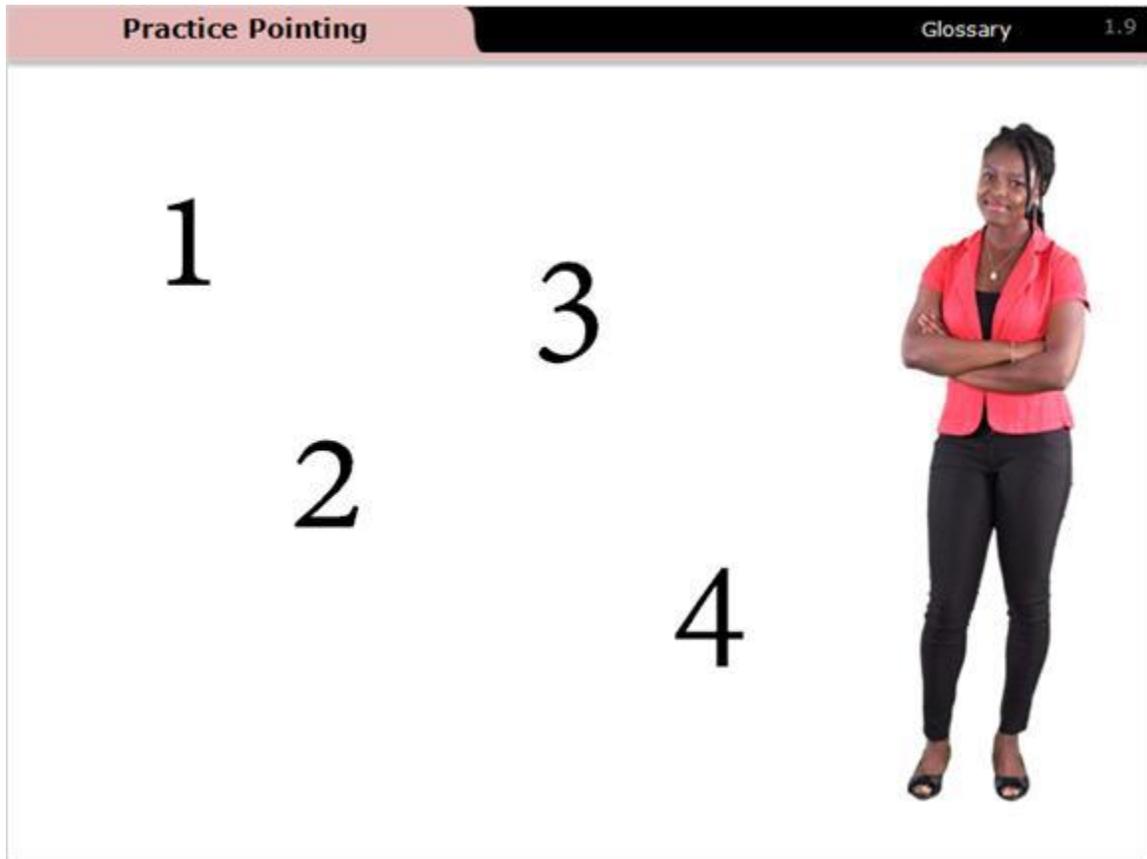
When positioned over text, the pointer looks like a capital I. It indicates that text can be selected for purposes such as copying or editing.

When the computer is processing, the hourglass or blue spinning circle will appear to tell you to wait.

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The pointer will appear as double arrows when you resize or move windows.

### ***1.9 Practice Pointing***



**Notes:**

Let's practice moving the mouse.

Move the mouse pointer around on your computer screen.

Place your mouse pointer over the 1, 2, 3, and 4. You don't need to click on anything, just practice moving the mouse.

Don't worry, I know this takes some getting used to, but with practice you will get it!

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## 1.10 Left-Click

Read, Watch, and Listen Glossary 1.10

Left-clicking Left Button



The image shows a woman on the left wearing a red short-sleeved shirt and black pants, pointing her right hand towards the right. On the right is a black and grey computer mouse. A red circle highlights the left button on the mouse.

### Notes:

When you want to select something on a computer, move the mouse to move the pointer over the object you want to select. Then press the left button on the mouse.

This is called left clicking. It is important that you hold the mouse still and click gently. If you move the mouse, you may move the object.

We'll practice left-clicking on the next screen.

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## 1.11 Practice Left-Click

Practice Left-Clicking Glossary 1.11



On Off

Left-click the *on* button to turn the light on.

The image shows a woman in a red shirt on the left, looking thoughtful with her hand to her chin. In the center is a light switch with two buttons labeled 'On' and 'Off'. To the right is a glowing yellow lightbulb. The background is white.

### Notes:

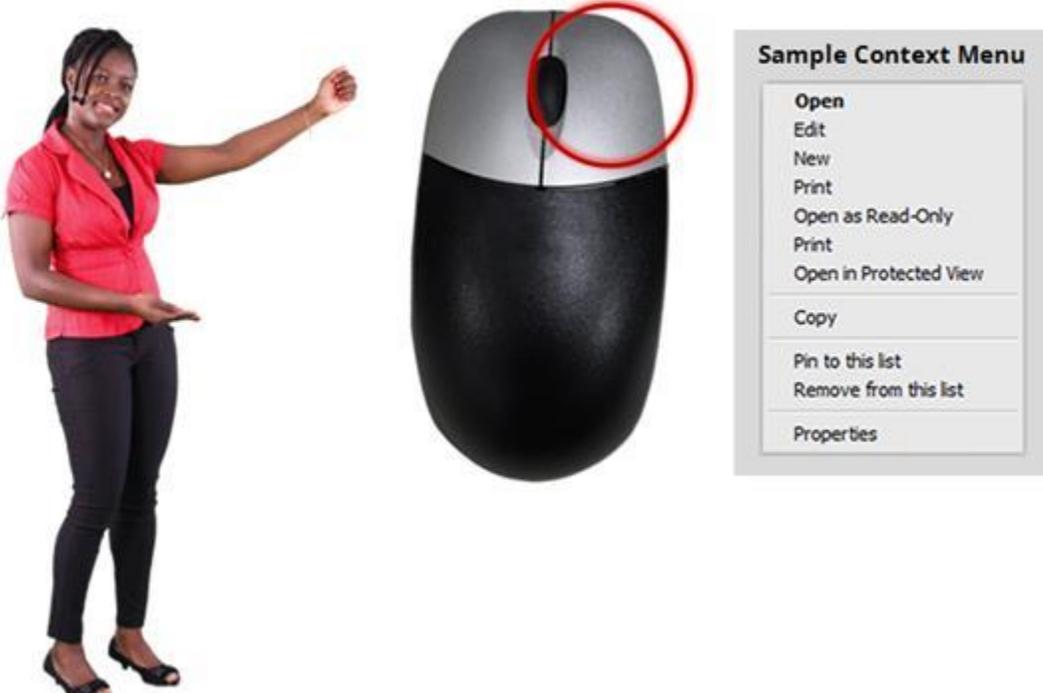
Now let's try a left-click. Move the mouse pointer over the on button. Left-click the on button to turn the light on. Now move the mouse pointer over the off button. Left click the off button to turn the light off. Practice turning the light on and off.

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## 1.12 Right-Click

Read, Watch, and Listen Glossary 1.12

Right-clicking Right Button



**Sample Context Menu**

- Open
- Edit
- New
- Print
- Open as Read-Only
- Print
- Open in Protected View

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- Copy

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- Pin to this list
- Remove from this list

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- Properties

### Notes:

Pressing the button on the right side of the mouse is called right clicking. This button is often used to show a menu of options called a context menu. Menu options change depending on the objects you right click and the software installed on your computer. A sample menu of what you might see when you right-click is shown on the screen. We'll practice right-clicking on the next screen.

## 1.13 Practice Right-Click

Practice Right-Clicking Glossary 1.13



The image shows a woman with her hand to her chin, looking thoughtful. To her right is a Microsoft Word document icon. A context menu is open over the icon, listing the following options: Open, Edit, New, Print, Open as Read-Only, Print, Open in Protected View, Copy, Pin to this list, Remove from this list, and Properties.

Great work!  
Now try closing the context menu by left-clicking anywhere off the context menu box.

### Notes:

Position the mouse pointer over the Microsoft Word document icon and then right-click. Notice that the context menu allows you to perform common operations that are also available from the menu bar at the top of the screen.

If you accidentally open a context menu, you can close it again by moving the mouse cursor off of the context menu box and then clicking the left mouse button.

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## 1.14 Double-Click



### Notes:

Sometimes you will double-click a desktop item with the left mouse button. This is usually used when you are starting a program or opening a file or folder.

Be sure to hold the mouse still. You will need to click the mouse button quickly twice. If you move the mouse between clicks you might move the item instead of opening it.

We'll practice double-clicking on the next screen.

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## 1.15 Double-Clicking Practice

Practice Double-Clicking

Glossary 1.15



The image shows a practice interface for double-clicking. On the left, there are three application icons: Microsoft Word (blue 'W'), Internet Explorer (blue 'e' with yellow ring), and Microsoft PowerPoint (red 'P' with pie chart). On the right, there is a woman in a pink blazer and black pants, standing with her hand to her chin in a thoughtful pose.

### Notes:

Now let's practice double-clicking. Double-click on each icon.

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## 1.16 Drag-and-Drop

Read, Watch, and Listen Glossary 1.16

### Drag-and-drop



The image shows a woman in a red shirt pointing to a computer screen. The screen displays a 'Practice Drag-and-Drop' interface. On the left side of the screen, there are two icons: a blue 'Recycle Bin' and a yellow 'My Documents' folder. On the right side, there is a grid of document icons. The grid consists of three rows and five columns. The first row contains five icons: a document with a green checkmark, a document with a red X, a document with a green checkmark, a document with a red X, and a document with a green checkmark. The second row contains two icons: a document with a red X and a document with a green checkmark. The third row contains two icons: a document with a green checkmark and a document with a red X. A smaller image of the woman in a red shirt is also visible on the right side of the screen, looking thoughtful.

### Notes:

Drag-and-drop is another mouse motion. Watch while I demonstrate drag-and-drop.

To move something from one area of a computer to another, you place your pointer above the item you want to move. Then press down on the left button and don't let go.

Keep holding that button down while you move the pointer where you want the item to go. Once you have the pointer and the item where you want them, lift your finger to stop holding down the left button.

## 1.17 Practice Drag-and-Drop

*(Drag and Drop, 0 points, 1 attempt permitted)*

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Recycle Bin

My Documents

Low Vision Alternative

**Feedback when correct:**

That's right! You used drop-and-drag correctly.

**Feedback when incorrect:**

Nice try! Please keep practicing.

**Notes:**

Now let's practice dragging-and-dropping.

On the screen you see some documents on the desktop along with a recycle bin and a folder. Drag each document that has a green check mark and drop it into the folder. Move the mouse pointer over the document, press down with the left mouse button and hold, then drag over to the folder icon and let go of the left button.

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## 1.18 Practice Drag-and-Drop: Low Vision Alternative

(Drag and Drop, 0 points, 1 attempt permitted)



### Feedback when incorrect:

Nice try! Please keep practicing.

### Notes:

Now let's practice dragging-and-dropping. Drag the document located at 3 o'clock on the right to the recycle bin at 9 o'clock on the left.

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## 2. Additional Mouse Skills

### 2.1 Drop-Down

Read, Watch, and Listen Glossary 2.1

### Using drop-down menus



The image shows a woman in a red shirt pointing to a computer screen. The screen displays the 'INTERFACE Developer Central' website. The website has a navigation menu with the following items: NEWS, DEVELOPMENT REQUIREMENTS, CREATIVE COMMONS, OER, and SUBMISSION. Below the menu is a promotional banner for a free facilitated course titled 'How to Use Open Educational Resources - Limited seats available for this free facilitated course'. The banner includes the date 10/6/2014 and a '5 Comments' link. The text of the banner reads: 'It is highly recommended that those involved in the curriculum development, instructional design, and review process for TAACCT grants take this online facilitated course on OPEN Washington. The training is limited to 100 participants. How to Use Open Educational Resources - Offered free by OPEN Washington This two week course is fully online and asynchronous, providing participants with information and experience in adopting and integrating open educational resources (OER) into their pedagogy. In addition to discussing the concept of OER and open licenses, participants will also practice locating and sharing open educational resources. As this is a fully facilitated training that will produce an official certificate to the participants upon successful completion, participants are expected to spend 10 hours to complete the course. The next available training session runs from October 6 - October 23, 2014.'

#### Notes:

Often, you will use your mouse to navigate through a website or through menu options in a computer application such as a word processor.

For example, on a Web page you often see a list of menu choices. When you hold your mouse pointer over the title of a menu option, a drop-down menu with new options appears.

Watch while I demonstrate using drop-down menus.

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## 2.2 Practice Drop-Down

The screenshot shows the top navigation bar of the INTERFACE Developer Center website. The page title is "INTERFACE Developer Center". The navigation menu includes "NEWS", "Q & A", "Courses by College", "Basic IT/Computer Readiness Course", and "About the Grant". The "NEWS" tab is highlighted with a red circle, and its drop-down menu is open, showing the same items. A woman in a pink blazer stands to the right of the screen. The page header includes "Practice Drop-Downs", "Glossary", and "2.2".

### Notes:

Now let's practice using a drop-down.

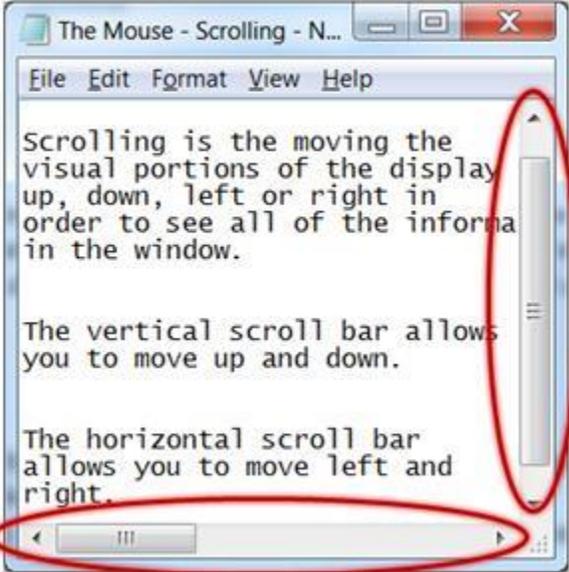
Position the mouse pointer over the News tab and left-click. Notice that the drop-down menu allows you to select other pages available on the website.

Once a menu item is highlighted, left-click to navigate to the selected page. You can return to the main News page by clicking on the News tab. You can always close the News menu at any time by left-clicking outside of the drop-down menu.

## 2.3 Scrolling

Read, Watch, and Listen Glossary 2.3

### Using scroll bars



Vertical Scroll Bar

Horizontal Scroll Bar

The screenshot shows a window with a menu bar (File, Edit, Format, View, Help) and text explaining scrolling. The vertical scroll bar is on the right side of the text area, and the horizontal scroll bar is at the bottom. A woman in a red shirt and black pants stands to the right of the window, pointing towards the vertical scroll bar.

### Notes:

Scrolling is moving the visual portions of the display up, down, left, or right, in order to see all of the information in the window.

In the example on the screen, you can use the vertical scroll bar to scroll up and down and the horizontal scroll bar to scroll left and right.

## 2.4 Scroll Wheel

Read, Watch, and Listen Glossary 2.4

Using the scroll wheel



### Notes:

If your mouse is equipped with a scroll wheel, you can move up and down the page by rolling the wheel with your finger. Using your index finger, gently roll the wheel towards you to scroll down, or away from you to scroll up.

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## 2.5 Practice Scrolling

Practice ScrollingGlossary2.5



Web Object

Address:  
\\appdata7.fvtc.edu\userdata\$\powell\My  
Documents\INTERFACE\BITS\html\index.  
html

Use the horizontal and vertical scroll bars to view the picture of the mouse.



### Notes:

Now you can try scrolling.

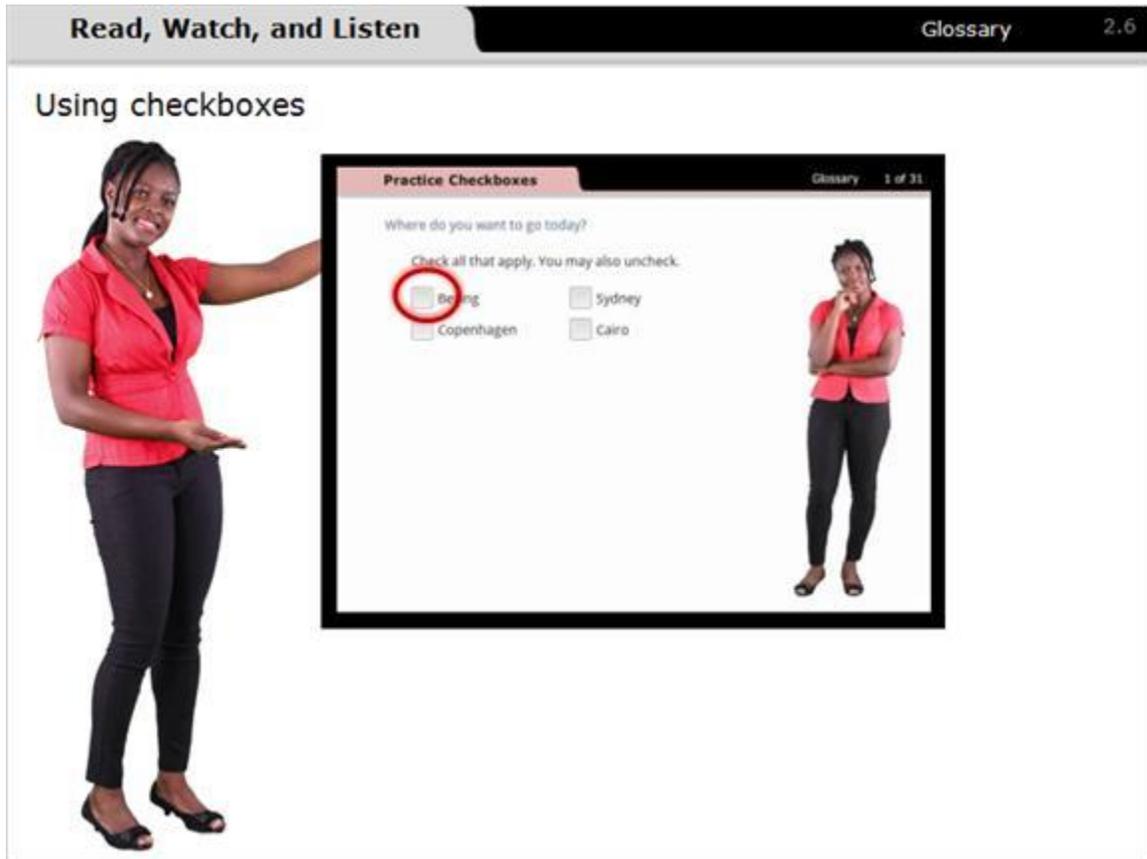
Use the horizontal and vertical scroll bars to view the picture. You need to position the cursor over the scroll box, hold down the left mouse button and drag the scroll box up or down. Release the mouse button when you have reached the desired location.

---

## 2.6 Check Boxes

Read, Watch, and Listen Glossary 2.6

### Using checkboxes



The screen displays the following content:

Practice Checkboxes Glossary 1 of 31

Where do you want to go today?

Check all that apply. You may also uncheck.

<input type="checkbox"/> Beijing	<input type="checkbox"/> Sydney
<input type="checkbox"/> Copenhagen	<input type="checkbox"/> Cairo

### Notes:

Watch while I demonstrate using checkboxes. A checkbox is used to select an on-screen option.

Checkboxes are commonly used when multiple options are provided and may need to be selected. Checking the box selects that option, and unchecking it, deselects that option.

---

## 2.7 Practice Check Boxes

Practice Checkboxes Glossary 2.7

Where do you want to go today?

Check all that apply. You may also uncheck.

<input type="checkbox"/> Beijing	<input type="checkbox"/> Sydney
<input type="checkbox"/> Copenhagen	<input type="checkbox"/> Cairo



### Notes:

Practice using checkboxes to select a trip. You can select one or more destinations by clicking the checkbox next to it. Click the checkbox a second time to remove and deselect the item.

---

## 2.8 Radio Buttons

Read, Watch, and Listen Glossary 2.8

### Using radio buttons



The screenshot shows a practice interface titled "Practice Radio Buttons" with a "Glossary 1 of 31" label. The main question is "Where do you want to go today?" followed by the instruction "Select one choice." There are four radio button options: "Beijing", "The Forbidden City", "The Great Wall", and "The Ming Tombs". The "The Forbidden City" option is selected, indicated by a red circle around its radio button. Below the options is a small image of a traditional Chinese building reflected in water. A smaller version of the woman is visible on the right side of the screen.

### Notes:

Watch while I demonstrate using radio buttons. A radio button is a button that allows you to select one option from a list of options. Notice if you select one option it automatically unselects the previous option.

## 2.9 Practice Radio Buttons

Practice Radio Buttons Glossary 2.9

Where do you want to go today?

Select one choice.

\_\_\_\_\_ Beijing \_\_\_\_\_

The Forbidden City

The Great Wall

The Ming Tombs



 by [Saad Akhtar](#)



### Notes:

Practice using radio buttons to select your destination. Remember, if you select another option with the radio button, it automatically deselects the previous option.

## 3. Review & Wrap-Up

### 3.1 Review Basic Mouse

Review Glossary 3.1

Let's look at a few additional mouse skills you'll need to be familiar with:

- drop-down menus
- checkboxes
- scrolling
- double-click
- drag-and-drop



#### Notes:

Now you've learned the five basic mouse motions:

- point
- left-click
- right-click
- double-click
- drag-and-drop

Let's look at a few additional mouse skills you'll need to be familiar with:

- drop-down menus
  - checkboxes
  - scrolling
-

### 3.2 Review Additional Mouse

**Review & Wrap-Up** Glossary 3.2

Let's review the mouse.

The mouse is a device that allows you to communicate with your computer and move around different parts of your computer screen.

We learned about:

- left-click
- right-click
- double-click
- drag-and-drop
- drop-down menu
- scroll
- check box
- radio button



**Notes:**

Let's review the mouse.

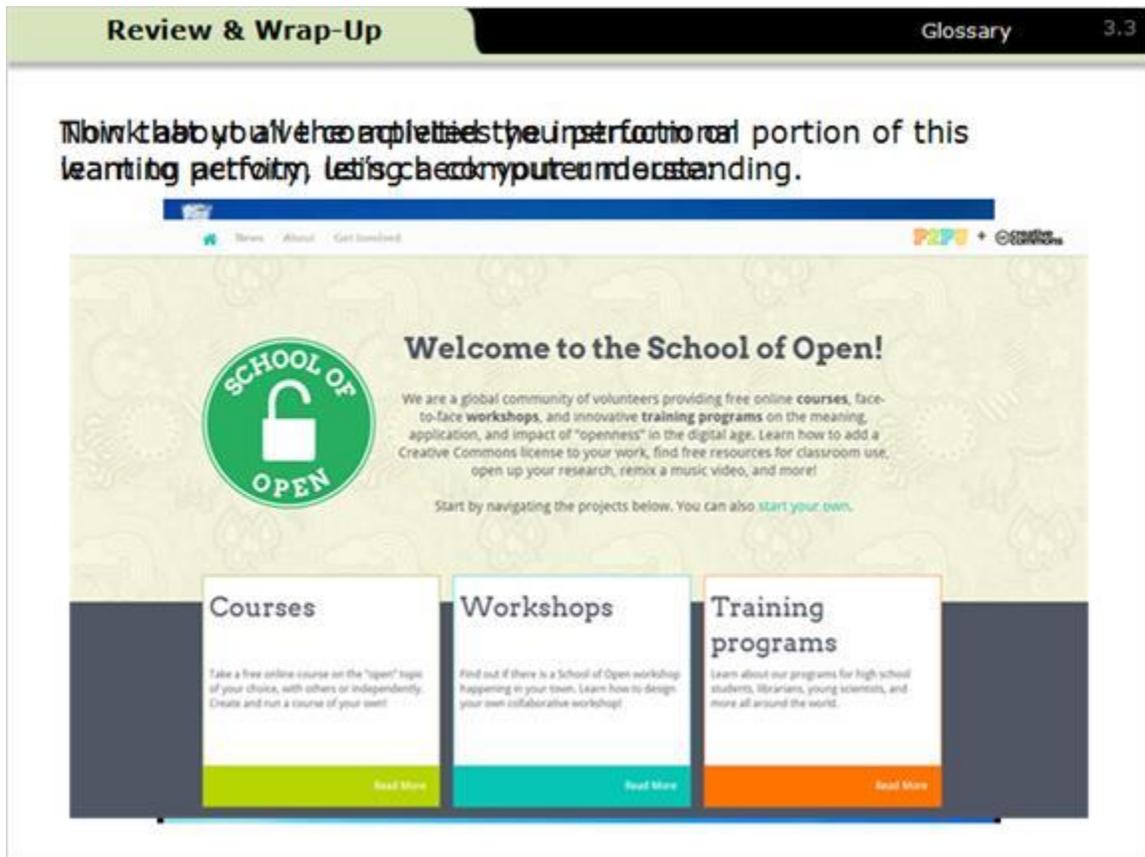
The mouse is a device that allows you to communicate with your computer and move around different parts of your computer screen.

We learned about:

- left-click
  - right-click
  - double-click
  - drag-and-drop
  - drop-down menu
-

- scroll
- checkbox
- radio button

### 3.3 Review & Wrap-Up



#### Notes:

Think about all of the activities you perform, or want to perform, using a computer mouse:

- Selecting checkboxes or radio buttons on an online form or application
- Scrolling up and down, or left and right, to see all of the information on a webpage
- Double-clicking on an icon to start a program
- Interacting with the computer screen to complete activities in a college course

Now that you have completed the instructional portion of this learning activity, let's check your understanding.

## 4. Check Your Knowledge

### 4.1 Radio Button

**Check Your Knowledge** Glossary 4.1

**True or False:**  
The mouse is a tool to help you move the mouse pointer around different parts of the computer screen.

True

False



**Notes:**

Click with the left mouse button to select either true or false.

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## 4.2 Drop-Down

Check Your Knowledge Glossary 4.2

A **choose one** menu is used to navigate through the  
of site or word processing application.

- touchpad
- checkbox
- drop-down
- radio button



### Notes:

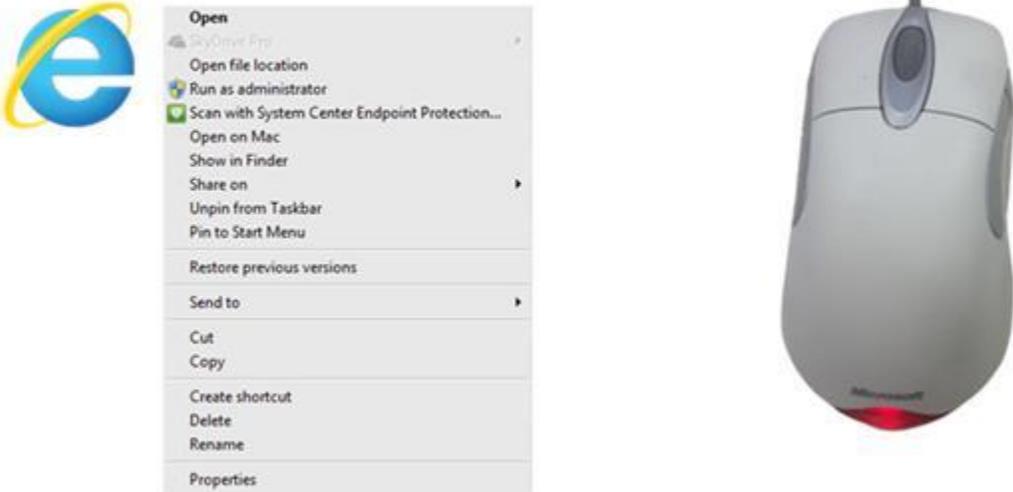
Left-click the drop-down to open the menu. Hold the mouse button down and navigate to the correct answer. Hover over the correct answer and release the mouse button to select the correct answer.

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## 4.3 Right-Click

**Check Your Knowledge** Glossary 4.3

Right-click on the Internet Explorer icon to reveal the context menu.



The image shows a screenshot of a Windows desktop. On the left, the Internet Explorer icon is visible. A context menu is open over the icon, listing various actions such as 'Open', 'Open file location', 'Run as administrator', 'Scan with System Center Endpoint Protection...', 'Open on Mac', 'Show in Finder', 'Share on', 'Unpin from Taskbar', 'Pin to Start Menu', 'Restore previous versions', 'Send to', 'Cut', 'Copy', 'Create shortcut', 'Delete', 'Rename', and 'Properties'. To the right of the screenshot is a 3D rendering of a grey computer mouse with a red light at the bottom.

### Notes:

Click the right mouse button while your mouse pointer is located over the icon to open the content menu.

---

## 4.4 Double-Click

Check Your Knowledge Glossary 4.4

Double-click on the icon below.



### Notes:

Quickly click the left mouse button twice to double click the icon on the screen.

## 4.5 Drag-and-Drop

*(Drag and Drop, 0 points, 1 attempt permitted)*

---

Drag-and-drop each term below to the left of the correct definition.

mouse pointer

double-click

touchpad

mouse

scroll



to quickly click twice with the left mouse button



a hand held electronic device that controls the pointer on the computer screen



an arrow or other cursor shape that corresponds to the location and the movement of the mouse



to horizontally or vertically navigate content using a scroll bar or scroll wheel on the mouse



A type of mouse common on laptop computers. It tracks the touch of your fingers to move the pointer.

Low Vision  
Alternative

**Notes:**

Drag-and-drop each term to the left of the correct definition.

Place your pointer above the item you want to move. Then press down on the left button and don't let go.

Keep holding that button down while you move the pointer where you want the item to go. Once you have the pointer and the item where you want them, lift your finger to stop holding down the left button.

## 4.6 Low Vision Drag-and-Drop

(Drag and Drop, 0 points, 1 attempt permitted)

**Check Your Knowledge** Glossary 4.6

Drag and drop each term below to the correct definition.

mouse pointer	double-click	scroll
to quickly click twice with the left mouse button	to horizontally or vertically navigate content using a scroll bar or scroll wheel on the mouse	an arrow or other cursor shape that corresponds to the location and the movement of the mouse

### Notes:

Drag-and-drop each term on the correct definition.

Drag each term located at the top left, top middle, and top right to the correct definition located at the middle-left, middle, and middle-right.

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## 5. Conclusion

### 5.1 Conclusion

**Conclusion** Glossary 5.1

Congratulations.  
You have completed the check your knowledge activity.

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**Restart**

#### Notes:

Congratulations. You have completed the check your knowledge activity.

Use your mouse to click on the restart button if you would like to repeat this module.