

# Using the Mouse



The pointer on the screen moves as you move the mouse.

## Five main actions performed using the mouse:

1. **Single Click** – the act of pressing the left button once without moving the mouse.
2. **Double Click** – the act of pressing the left button twice very closely together without moving the mouse (e.g. opens desk top icons).
3. **Drag and Drop** – (1) press and hold down the left button on the mouse in order to *grab* the object, (2) *drag* the object with the pointing device to the desired location on the display screen while your finger is still held down and (3) *drop* the object by releasing the mouse button.
4. **Right Click** – the act of pressing the right button once without moving the mouse. Opens a contextual menu dependent on where you are on the computer screen and what program you are using.
5. **Scroll** – roll your finger across the scroll wheel (usually located in between the left and right buttons) to move through the vertical content on windows that have more content than what's currently displayed on the screen. There are other ways to scroll, including using a window's scroll bar.



**TIP:** To practice using the mouse, double click on the **Mousing Tutorial**, located on the desktop of our lab computers.



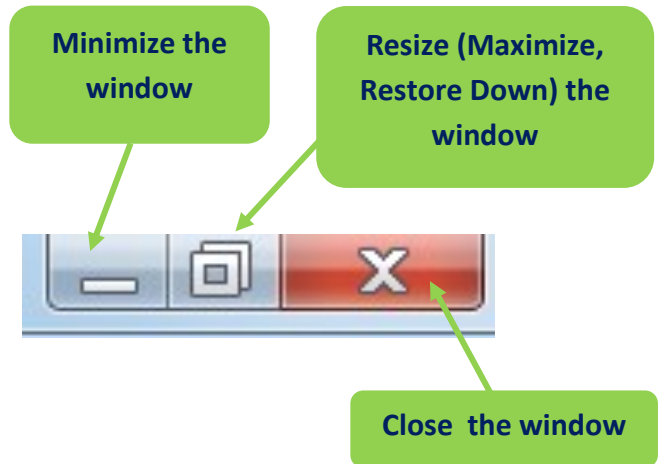
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# Using Windows

## Opening and Closing Windows

Look at the little boxes in the upper right corner of an open window. These are used to manipulate the size and location of the window as well as close it.



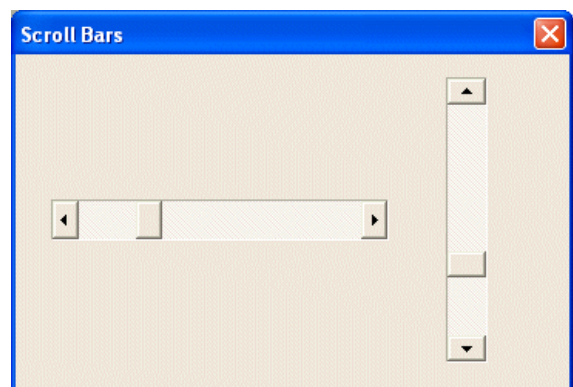
**Minimize** – removes the window from the desktop but still displays the taskbar icon.

**Maximize** – enlarges the window so that it takes up the entire desktop.

**Close** – shuts the program down.

## Scrolling

A scrollbar is a control that allows the user to navigate a window in two directions. When there is more content available than is currently displayed, a scroll bar will appear either on the right side or bottom of the window.



**Practice scrolling** up and down using the scroll wheel on the mouse, or by clicking the arrows at the top and bottom of the scroll bar.