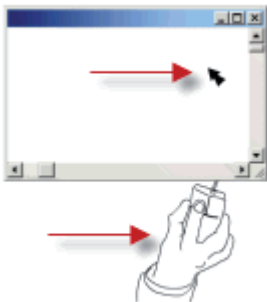


Using a computer can seem complicated the first time, but this guide and our website (see below) will help you with the basics. Let's look at how to use a computer 'mouse'.

## Using a mouse

To use a website like 'Computer Skills for life' ([www.hants.gov.uk/computer-skills](http://www.hants.gov.uk/computer-skills)) you need to know how to use a 'mouse'. There are 3 basic steps on how the mouse works. Look at each picture below in turn and try out the instructions.



### 1. Moving the mouse

To move the pointer on the screen, simply:

- hold the mouse gently
- slide it flat on the desk or a 'mouse mat'
- see the pointer move the same way on the screen.



### 2. Finding a web 'link'

To find a link to a new webpage:

- look for an underlined word, eg [BBC Web Wise pages](#)
- move the mouse over the underlined word
- watch the pointer change to a picture of a hand.



### 3. 'Clicking' on a link

To action a link and go to a new webpage:

- hold the mouse still (while the pointer shows as a hand)
- press gently on the left button once
- wait a few seconds to see the new page appear.

Learn more at: [www.hants.gov.uk/computer-skills/first-time-user](http://www.hants.gov.uk/computer-skills/first-time-user).

This site includes a link to the BBC Webwise Absolute Beginners guide.



# Move around a website

## Using the Computer Skills for life website

Go to **Computer Skills for life** at the web address [www.hants.gov.uk/computer-skills](http://www.hants.gov.uk/computer-skills).

The site has a number of main areas of interest (see screenshot); click on:

- **First time user**
- **Getting started**
- **Internet for all**
- **Use the internet**
- **Keeping in touch**
- **Fit and well**
- **Going places**
- **Hobbies and fun**

Or click on the menu link called **A to Z index** to see the full list of topics.



## Use the mouse to move around

This screenshot shows the ways to use your mouse to move around Computer Skills for life.

'Left click' on:

- the **menu** to go to topics on the site (the site highlights the page you are on)
- the **tabs** to go to a new topic on that page
- any **link** (ie underlined words) to go to a new page or external website
- the **back** button to take you back to the previous screen
- the **scroll bar** (it shows when a page is longer than your screen). Hold the left button down and drag to move up or down
- the **address bar** (white box) to type a new web address (it shows the page you are on).

Try it out now at Computer Skills for life [www.hants.gov.uk/computer-skills](http://www.hants.gov.uk/computer-skills).