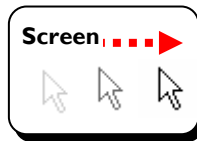


Find out how to use a mouse to move around the computer screen and click on actions. This guide shows you the basics, useful shortcuts and tips. To learn more, go to <http://learnit.hants.gov.uk/>.

## The mouse

### How it works

When you move the mouse across a horizontal surface (eg the desk or mouse mat), a pointer moves in the same direction on the screen.



The pointer selects where you type, moves objects, draw shapes and more. The mouse pointer and buttons let you click on screen menus, actions etc.



Under your mouse, an optical sensor or a ball knows the way it moves.

### Buttons and scroll wheel

The main controls are the left and right mouse buttons and a scroll wheel (scroll mouse only).



**Left**  
button



**Right**  
button



**Scroll**  
wheel

## Holding your mouse

1. Place your mouse on a flat surface, ideally a mouse mat
2. Rest your hand on the mouse and grip it lightly
3. Position your fingers on the buttons (see picture)
4. Rest your wrist comfortably on the desk.



**Tip:** If your wrist aches, try using a wrist rest.

### Use Learn.IT

(Mouse skills) to have fun and improve your speed and accuracy. Try using the "Mouserobics" page for practice.

### "Mouserobics"



## Click or scroll

'**Left click**' press down gently on the left mouse button until you hear a 'click', then release it.

'**Right click**' do the same with the right button.

'**Scroll**' (for scroll mice) rotate scroll wheel (see overleaf).



### 'Left click' (many useful actions)

Most actions require a left click, here are the main options and how they work.



Note: "Clicking" normally refers to the 'left click'.

#### Single left click:

- inserts the text cursor in part of your screen
- opens a menu or 'presses' a button on a toolbar
- selects an item from a menu or list
- lets you surf the Web, 'clicks' on a link.

#### Double left click:

- opens a program from your desktop
- selects a full word in a block of text.

#### Left click and drag:

- moves an object (click and drag to new location)
- moves text, paragraphs, images and other objects

#### Ctrl + left click and drag:

- drags a 'copy' of the selected item to a new place.

#### Treble left click:

- selects a complete paragraph in many programs

#### Left click + hold down Shift, left click again:

- selects the text between two points in a document.



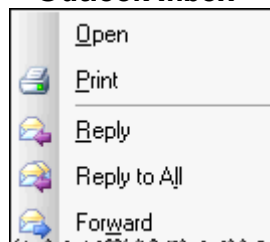
### 'Right click' (powerful shortcut menu)

A single '**right**' click in most applications will display a shortcut menu.

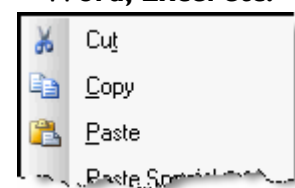


Quickly access useful actions for the screen you are on, see examples (there are many more!).

#### Outlook Inbox



#### Word, Excel etc.





## Mouse pointers

The mouse pointer changes shape as you move around the screen, this lets you know the actions you can use.

	<b>Select</b> - the standard pointer, this lets you select files, click buttons, menus, lists etc.
	<b>Egg timer</b> - tells you that a program is carrying out a task and you have to wait for it to finish.
	<b>I Bar (Cursor)</b> - shows you where you are as you type; helps you select, move, copy, paste or delete text.
	<b>Hand</b> - the pointer changes to a hand to show you a link on a Web page.
	<b>Move</b> - the four pointed arrow shows that you can move an object.
	<b>Resize arrows</b> - the double arrow shows you can resize an object or window, from the side or corner.
	<b>Unavailable</b> - shows you cannot move an object to that location.



## Common problems and solutions

### Sticky movement?

Is your mouse hard to move smoothly and hard to get it to line up on the screen?

There is probably dirt on the sensor or the roller-ball:

- Clean your mouse's bottom!
- Get a mouse mat, or just clean the one you have
- Remove the ball and clean the ball and roller bars.

### Double-click trouble?

Having trouble with the double clicking - it has to be fairly fast to work properly.

If you can't get it to work, alter the double click speed:

1. Click the **Start** button (bottom left of your screen)
2. Go to **Programs > Settings > Mouse**
3. Follow the instructions on screen.

### Pointer speed erratic?

If the pointer seems to move too fast or slow on the screen, try moving your mouse more evenly.

If that does not work, you can adjust the speed of the mouse pointer:

1. Take the steps above and select **Pointer Options**
2. Then, follow the instructions on screen.



## Scroll mouse (scroll and zoom power)

A scroll mouse is a real advantage:

- scroll and zoom quickly around the screen
- do more with less effort.

**Scroll** - move up/down the screen fast, simply rotate the scroll wheel (no need to use the scroll bar).

**Auto Scroll** - move up/down and from side to side in large screens, click down on the scroll wheel.



and



for even more 'power'!

You can also use the Control key with your mouse

**Ctrl + 'left' click** - to make multiple selections

**Ctrl + 'scroll'** - to zoom (only with a scroll mouse)



## Left-handed mice

Your mouse will be set up for right-handed users.

If you prefer to use the mouse in your left hand, you may wish to swap the mouse buttons so that the right button can be used with your index finger to 'left click'.

1. Click the **Start** button on the taskbar
2. Go to **Programs > Settings > Mouse**
3. Click **Switch primary and secondary buttons**
4. Click **OK**



## Tips

- Click the buttons gently to avoid jerking the mouse
- Relax your fingers, rest on the button as you release it
- Take regular breaks, try the mouse in your other hand.

## Tidy your desk!

Working in a mess? It's time to:

- Clear space, sit comfortably
- Arms flat, rest your wrists
- Use a mouse mat, try a wrist rest



## Special devices

If you have a problem using a mouse and your wrist or arm is in pain, ask your manager for a Display Screen Equipment (DSE) Assessment.

This may recommend a special mouse . . . .



Trackball



Joystick