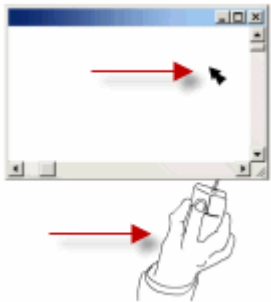


Using a computer can seem complicated the first time, but this guide and our website (see below) will help you with the basics. Let's look at how to use a computer 'mouse'.

Using a mouse

To use a website like 'Computer Skills for life' (www.hants.gov.uk/computer-skills) 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.

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.

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.

Hantsweb Hantsweb Home A-Z Services Contact us Help Search

You are here → hantsweb home → computer skills for life

Computer skills for life

Helping you to use computers

Computer skills for life

- First time user?
- Using Computers
- A to Z index
- Courses
- Libraries

Find out how to use the computers and the Internet, choose a topic below or try [the A to Z index](#).

First time user? Find out how to use a mouse and this website	Getting started What are computers, software and the Internet?	Internet for all Websites for people of all ages to use and share	Use the Internet How to find information and do things online
Keeping in touch Using e-mail, talking and connecting with others	Fit and well Find out about fitness, health and wellbeing	Going places What's on, how to get there, taking holidays	Hobbies and fun Hobbies and fun with computers and websites

Helping others
Why not use this site with your family or a friend to learn together and help each other, you can also ask for help at a Hampshire Library, or [try a course](#).



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.



Hampshire
County Council