






USING THE MOUSE

There are specific operations that are associated with the Mouse. These are described in the table below:

Task	What to do
Pointing	Pointing is used to move the Mouse to position it over an item on the Desktop
Clicking	This is the process of pressing and releasing the Mouse button
Double-clicking	This is the process of pressing and releasing the Mouse button twice quickly.
Dragging or Drag and Drop	This is the process of pointing to an item, pressing and holding the left Mouse button, moving the Mouse to a new location, and then releasing the Mouse button.
Right-clicking	This is the process of pointing to an item and then pressing the right mouse button. When the right mouse button is clicked, a menu of commands will be displayed.

When using the Mouse, the pointer changes to different shapes depending on the operation being performed. The table below illustrates some of the different shapes the Mouse takes for different operations.

Pointer Shape	Used to
	Select items, choose commands, start programs, and work in programs.
	Position the mouse pointer for editing or inserting text, called the insertion points of cursor.
	Position mouse pointer on the border of a window for changing the size of a window.
	Select items while the pointer is in the left margin of the document.
	Position mouse pointer for selecting and opening Web-based content.