

Computer Basics:

Beginning Computer Navigation

2/19 SS



Hold the Mouse Correctly

- Rest the heel of your hand on the mouse pad.
- Place your index finger over the left mouse button, and middle finger on the right mouse button.
- Place your palm over the back of the mouse.
- Your thumb and little finger should touch the mouse on both sides and be in contact with the mouse pad.
- Your ring and little fingers should rest on the right side of the mouse.



Click

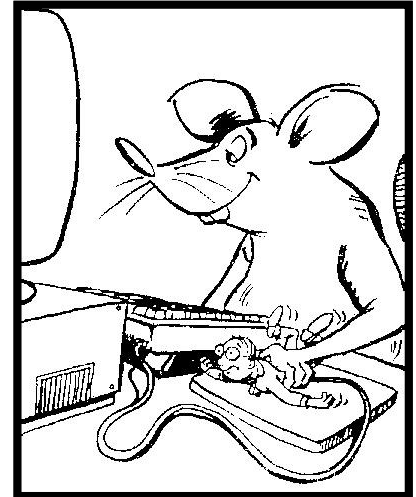
Press and release the **left** button with the index finger. A click is used to **select** an item on the screen.

Right-Click

Press and release the **right** button.

A right-click is used to **display** a list of choices within a context sensitive menu.

If you inadvertently hit the right button, you can make the pop up menu disappear by **left** clicking on any blank area on the desktop or by pressing the **[Esc]** key on the keyboard.



Double-Click

Quickly press the **left** button **twice** while holding the mouse perfectly still.

Even a tiny motion will cause the computer to see the intended double-click as two separate single clicks. A double-click is used to open a document or start a program. Another way to accomplish a double click is to click on an icon or file name **one** time, when it turns dark, press the **[Enter]** key on the keyboard.

Drag and Drop

Position the mouse pointer over an object on the screen and then press and **hold down** the **left** button. While holding down the left button, move the mouse to where you want to place the item and let up on the button. Dragging and dropping makes it easy to move an item to a new location.

Practice, Practice, Practice

If you have Internet access at home or use the Library computers, practice the mouse exercises we use in class. Go to the Library's web page at www.tscpl.org. At the top of the page, click on **Services**. Click on **Computer & Technology Classes**. Scroll down to **Taming Your Mouse**. Click on the links to **Mouserobics** or **Mousing Around**. Want to practice typing? Try www.typingclub.com which does not require a login or downloading.

Computer & Gadget Help: Check our current class schedule for days and times. Practice new computer skills or get a little additional help with computer problems. Registration is not required.