

Castro Valley Adult and Career Education
Intro to Computers
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Objective: Learn effective use of the Mouse

The mouse pointer is usually an arrow on your screen. Sometimes it looks like a capital I — called the I-beam. Sometimes it looks like a hand with a pointing finger when it points to a link. When you are told to point to something on your computer screen, use the mouse to move the pointer, but **do not hit** either of the buttons.

If you randomly click your mouse buttons, you will be frustrated!

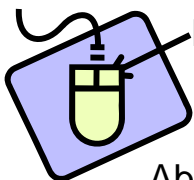
Click means hit the **left** mouse button once quickly. Do not hold it down. Keep the mouse steady, do not move it while you click.

Hold means to hold the mouse button down (you usually do this while dragging the mouse to move items or to resize windows).

Double-click means to hit the **left** mouse button twice quickly. If you do this too slowly it may give you a different result, and if you move the mouse while you are clicking you probably will get a different result, like moving an object.



- **Double-click** usually to open a folder or program from an icon on the desktop, or to open a folder or file in a window.
- **Click** once if the icon is on the quick launch area of the taskbar or on a menu. Click once to select a file or folder.



Right-click means to hit the right mouse button once quickly. This usually gives you a pop-up menu – with shortcut commands depending on where your mouse is pointing.

About **85%** of the time you will click using the **left mouse button**.

See if this guideline helps you:

If you are not sure whether to double or single click,
try single click first (it is safer to single click than to double-click).

If single-click does not give you the result you want, wait 60 seconds,
then try double-clicking.

If you are in the habit of double-clicking, I encourage you to break the habit!

If you randomly click, I encourage you to break the habit!

Keep your fingers off the mouse button unless you really need it.