

## Introduction to PC Tutorial - 2

### MOUSE



You're most likely very familiar with how to hold a mouse. Please take the following short tutorial: <http://tech.tln.lib.mi.us/tutor/holding.htm> Complete the first three pages, or until you see '**Great job!**' then use the '**back**' button at the top of your Internet Explorer browser window to return to this tutorial.

You may be unfamiliar with correct terminology associated with a mouse. For example, sometimes your mouse is an arrow, sometimes a hand, and at times the arrow changes to an 'I' beam or a '**tech selector**' – this is the flashing vertical line that you sometimes see. Sometimes the cursor is a double black arrow as in the tutorial from last week when you manually resized your window in the restore down position.

Dragging and dropping refers to moving and repositioning items using the mouse. Left click refers to clicking the left mouse button and double left click refers to clicking two times with the left mouse button. Click here and practice dropping, dragging, left, and double left clicking the mouse button. Be sure to click the back button at the top of your Internet Explorer browser page to return to this tutorial.

<http://www.lawrencegoetz.com/programs/mousepractice/>

At the bottom of this web page there is an exercise on right clicking the mouse button but it does not always work. When you click with your right mouse button, options appear.

**Remember in Tutorial 1 when we mentioned that sometimes the menu and tool bars disappear in Word or in other programs?** A way to make them reappear is to use your right mouse button.



The document you are currently viewing is not a Word document, but position your mouse anywhere on one of the menu or tool bars at the top of this page and hold your right mouse button down. Note the check marks next to certain items? All the items with check marks appear on the menu bar above.

To make the check mark disappear, click once with your left mouse button – this is called '**deselecting.**'

**Right click**, and then **left click** on one of the items without a check mark. The one you selected will appear in the toolbar area.

Ever open a document to discover that your menu bar or a tool bar has disappeared? Right clicking will bring it back.

Practice selecting and deselecting tool bars.

Another right click option using your mouse is a shortcut method of copying and pasting. We'll discuss this when we get into the Word tutorial.

## SCROLLING

Scrolling is a term that you're probably familiar with, but let's discuss the three methods of scrolling.

1. You can move one line at a time by clicking on the arrows at the bottom or top of the scroll bar .
2. To move one screen at a time, look for the double black arrow buttons (one points up and one points down). These buttons are below the  button.
3. To move to a different position within a web page or a document, look for the long bar in the scroll area – this is called the '**elevator scroll bar.**' Click with your mouse on the elevator bar, hold your left mouse button down, and move the bar. Release the mouse button when you get to where you'd like to be.

**Note:** When you are in the restore down position, the scroll bar area will most likely appear at the bottom of the document or web page.

## MOUSE AND SCROLL BARS WORKING TOGETHER

A mouse and scroll bars work together to help you move through documents – a mouse helps you select items by clicking on radio buttons, check boxes, and drop down menus.

Sometimes you are asked to select an item in a drop down menu and then select '**go**' before continuing.

Click here for the **Mouserobics!** exercise, a mouse click and scroll bar exercise.

<http://www.ckls.org/~crippel/computerlab/tutorials/mouse/page1.html> Click on the number '2' and continue scrolling and clicking on each page until you reach '20.'

From number '21' through '29,' you will be asked to click on radio buttons and drop down menus until you reach the number '29.'

Do not fill out the form after you click on '29' - and there is no need to return to this tutorial because this is the end of tutorial #2.

*Thank you! Mary*