

Basic Computer Skills – The Mouse

Before you start, this activity sheet can be done on your own, but we encourage you to seek out a Tech Coach at The Kansas City Public Library for more in-depth help. For more information go to: <https://www.kclibrary.org/services/techlearn>

You can interact with your computer's software by using the mouse. The mouse comes in two forms, the standard USB mouse or as a trackpad which is most commonly found on laptops. Look at the two images below, which one is the trackpad, and which one is the standard USB mouse? Write the correct name under each image.



While navigating around computer software, you might see the mouse pointer icon change. Below are scenarios in which your mouse pointer icon will change, circle the correct mouse pointer icon and name for each scenario.

On your desktop, you click to open a Word document. What does your mouse pointer look like? Circle the correct image and description below.



Hand Pointer (Clickable Links)



iBeam (Interacting with Text)



Spinning Wheel (Loading)



Pointer (Basic Clicking)

While the Word document opens, your mouse pointer icon changes and alerts you that the document is loading. Your mouse pointer looks like what?



Hand Pointer (Clickable Links)



iBeam (Interacting with Text)



Spinning Wheel (Loading)



Pointer (Basic Clicking)

Your Word document opens and when your mouse icon hovers over text within the document, the icon changes to alert you that you are dealing with text. Your mouse pointer looks like what?



Hand Pointer (Clickable Links)



iBeam (Interacting with Text)



Spinning Wheel (Loading)



Pointer (Basic Clicking)

You go on a website and see a hyperlink to click, you hover your mouse pointer over the hyperlink. Your mouse pointer looks like what?



Hand Pointer (Clickable Links)



iBeam (Interacting with Text)



Spinning Wheel (Loading)



Pointer (Basic Clicking)

Now we will practice how to properly hold the mouse in your hand and to also utilize the correct clicking functions, such as right-click, left-click and double-click. You will also learn to use the mouse to drag and drop.

Please go to: <https://kclibrary.digitallearn.org/>

Find the Basic Computer Skills section and click on **Getting Started on a Computer**.

Scroll down and click on the #2 section titled, **The Mouse**.

Please complete the interactive activities inside The Mouse video.