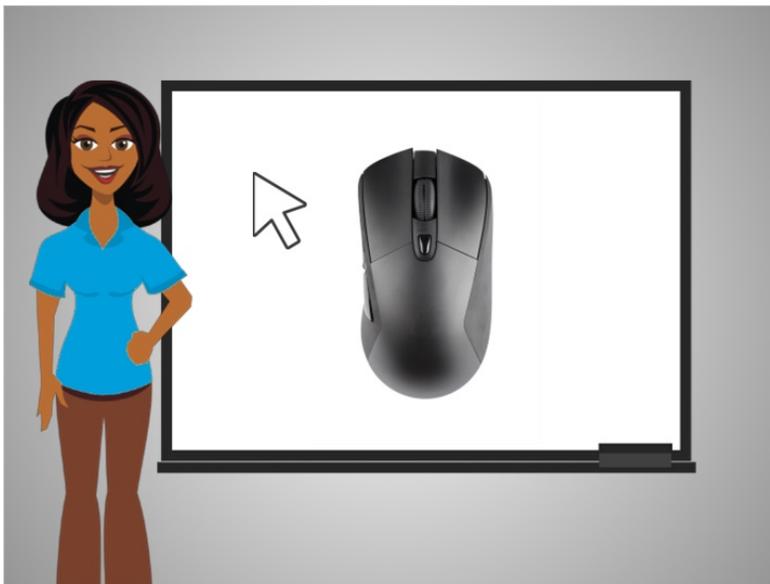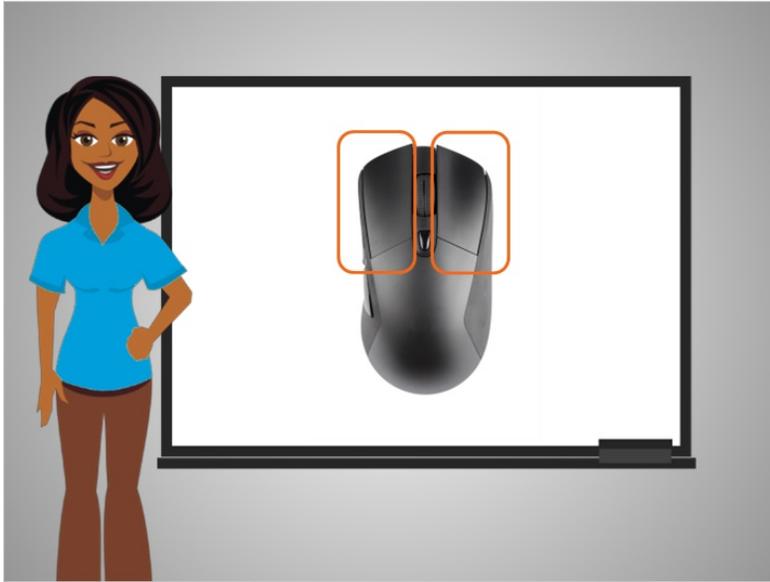# Getting Started with a Computer
The Mouse

Today, we're helping Kevin learn about the parts of a computer and how to use them.

Let's start with the mouse. The mouse is one way to communicate with your computer. The mouse is a tool to help you move around and interact with different parts of the computer screen.

As you move the mouse around, you will also move a corresponding pointer that appears on the computer screen. The pointer looks like an arrow.
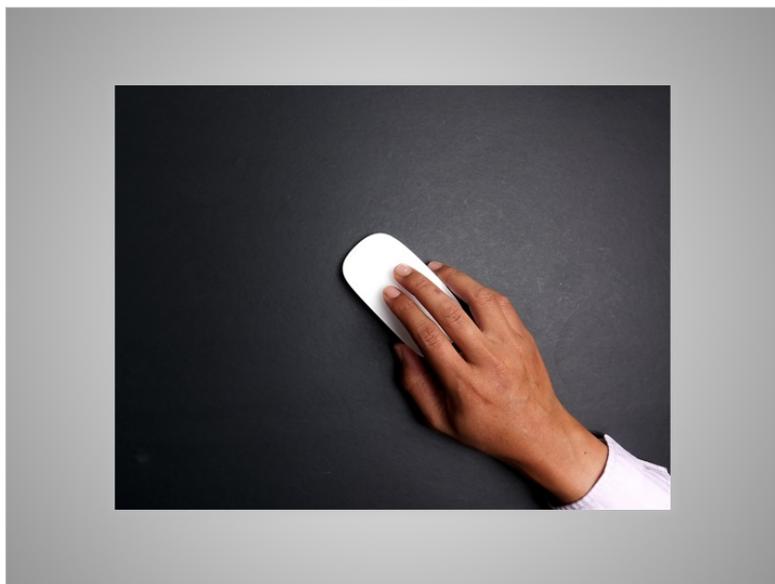
Once you have that pointer on something, you click a button on the mouse to tell the computer to do something.

A Trackpad or Touchpad is another way to move the pointer and interact with the computer. It is common on laptop computers and tracks the touch of your fingers to move the pointer. Some touchpads allow you to click on either side of them, rather than hitting a button like you do on a mouse.

Others have left and right buttons that are similar to the button you have on a mouse.
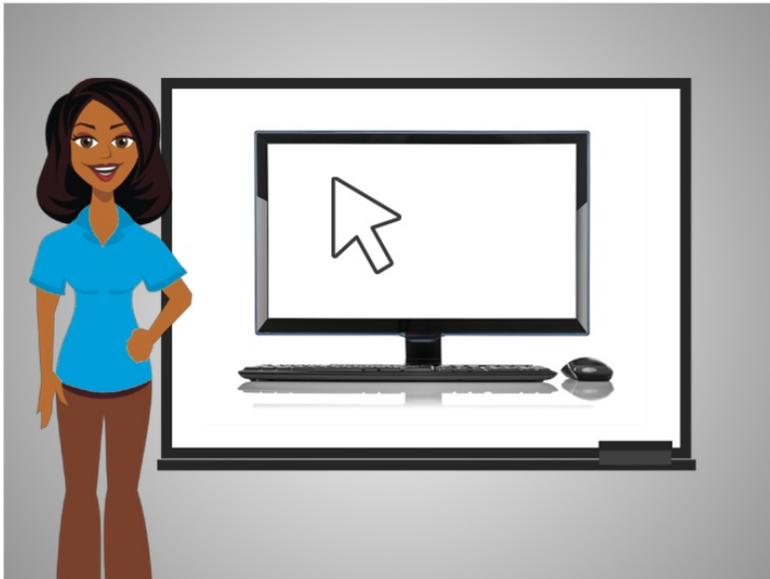
In order to use a mouse effectively, it is best to hold the mouse as seen in the picture. Kevin places his whole hand on the mouse and places his index finger on the left button and his middle finger on the right button. The rest of his hand rests on the side of the mouse to help him move the mouse. When you are moving the mouse, remember that you are just sliding the mouse, not turning it.
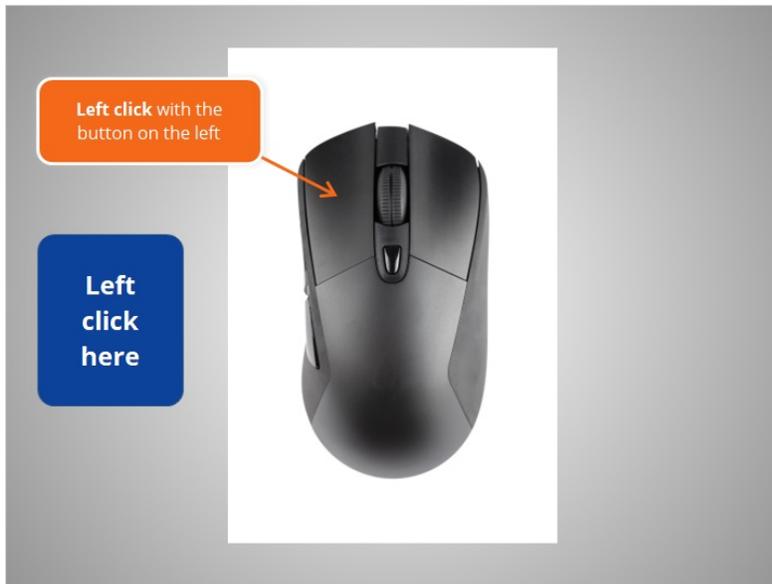
Using the mouse, move the pointer on the screen so its over the number 1. Then move it to the number 2. Then 3. And 4.

3

1

2

4

Click Next to continue

Can you help Kevin practice moving the mouse? Using your mouse, move the pointer on the screen so it's over the number 1. Then move it from the number 1 to the number 2. Then 3. And four. Try this for a few seconds, until you get comfortable moving the mouse and getting the pointer to a specific spot on the screen. Click the Next button when you are ready to move ahead.
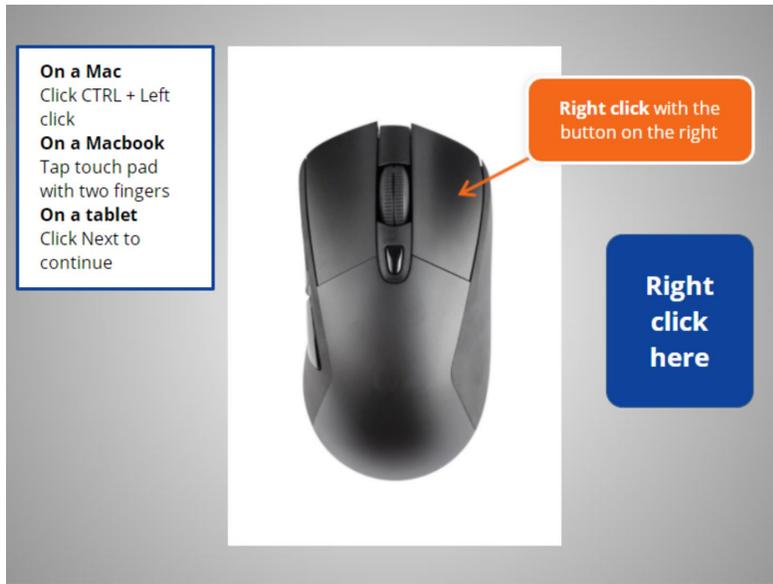
Don't worry, this takes some getting used to but with practice you will get it!

Most of the time, when you want to select something on a computer, you will move the mouse to get the pointer where you want it and then press down on the button on the left of the mouse. This is called left clicking.
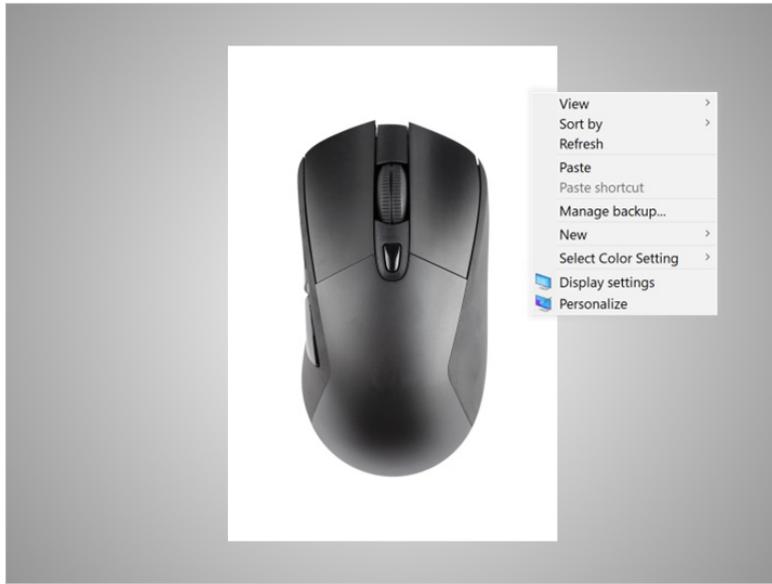
Using your mouse, move your cursor to the blue button, then left click on it.

On a Mac
Click CTRL + Left click
On a Macbook
Tap touch pad with two fingers
On a tablet
Click Next to continue

Right click with the button on the right
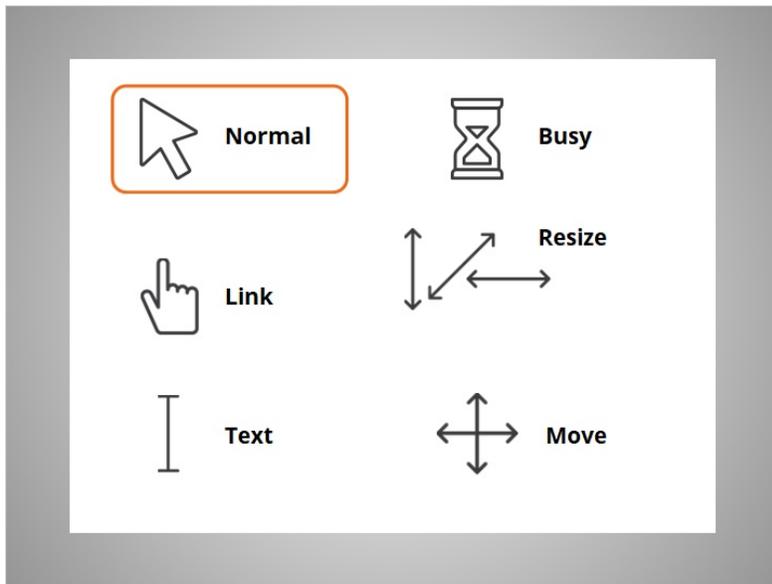
Right click here

Great job.

The Button on the right is often used to show a menu of options for other actions possible such as printing, saving within a document, or browsing the internet. Pressing down on the right button is called right clicking.

Kevin wants to see a sample right click menu. Would you give him a hand? Move your cursor to the blue button, and right click on it.
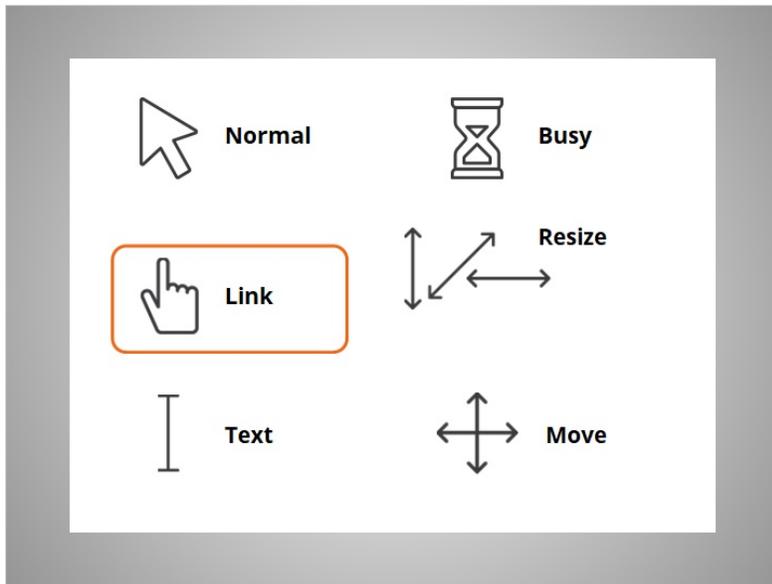
Great job! In this example, when you right click on a Windows 10 desktop, this menu displays.
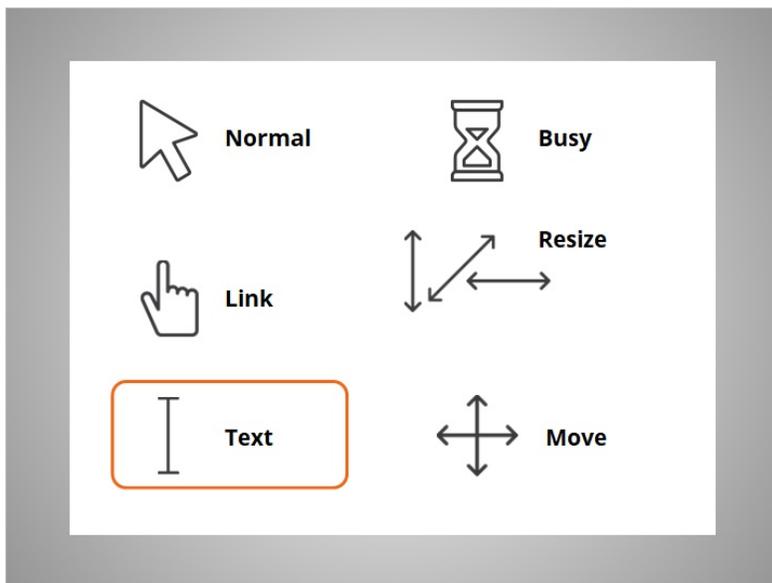

The pointer of the mouse that appears on the computer screen is different based on what the mouse does over certain parts of the screen.
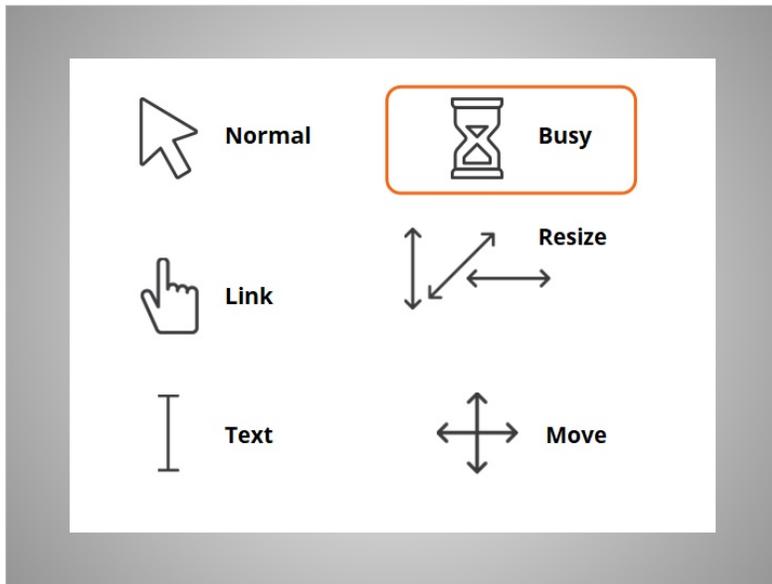
The pointer will look like the arrow labeled Normal when it is just moving around the screen. The normal pointer is also what you will see when you are on a desktop icon or other items you can click on to open.
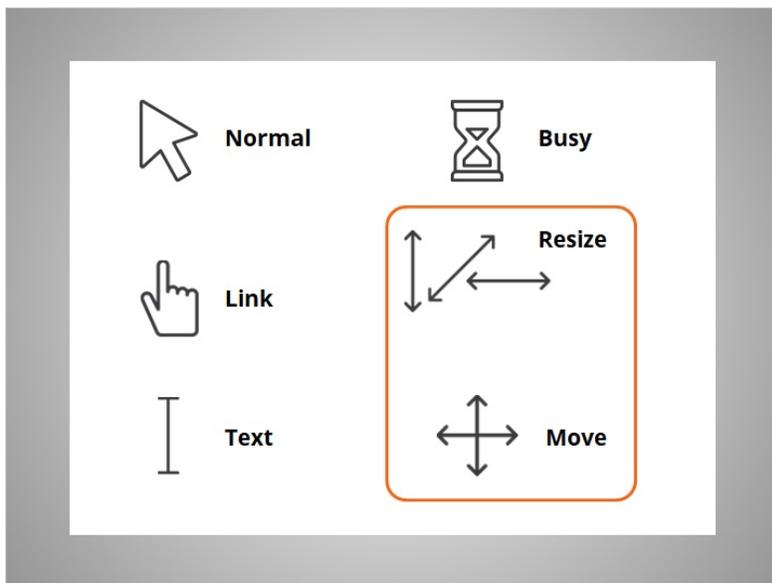
When the pointer is on a link to a website, a button, or other items you can click on, it will appear as a hand.
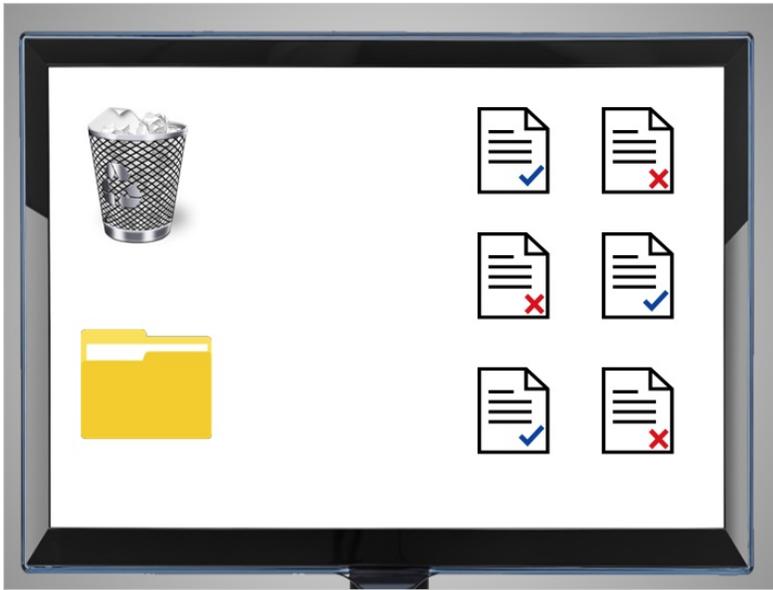

The pointer will look like a capital letter "I" when you can enter text, like in a document, an email or an online form. You can place and drag this pointer over existing text to edit.

When the computer is processing information, the hourglass will appear to tell you to wait.
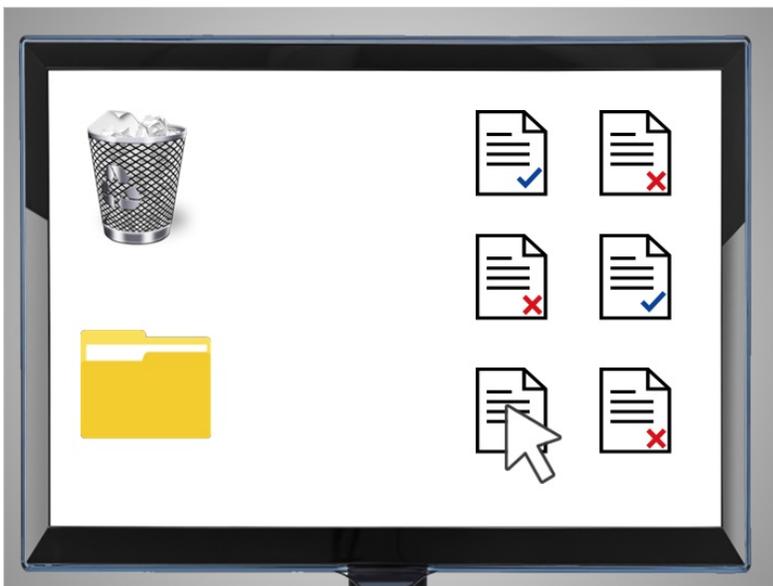

The pointer will appear as either a double or dual directional arrow or cross directional arrow when you are resizing or moving windows.
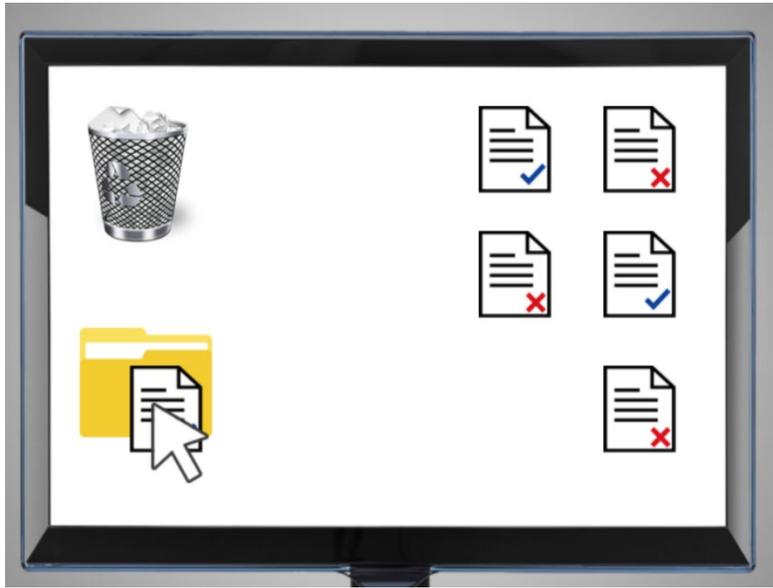
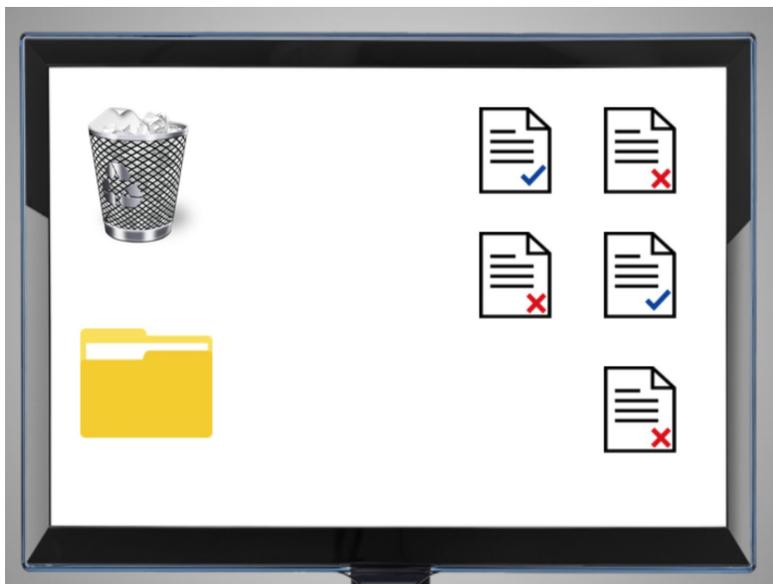Drag and Drop is another thing you can do with a mouse.

Here you see some documents on a desktop, with a recycle bin and a folder. Kevin wants to move one of the documents with the blue checkmark to the file folder.
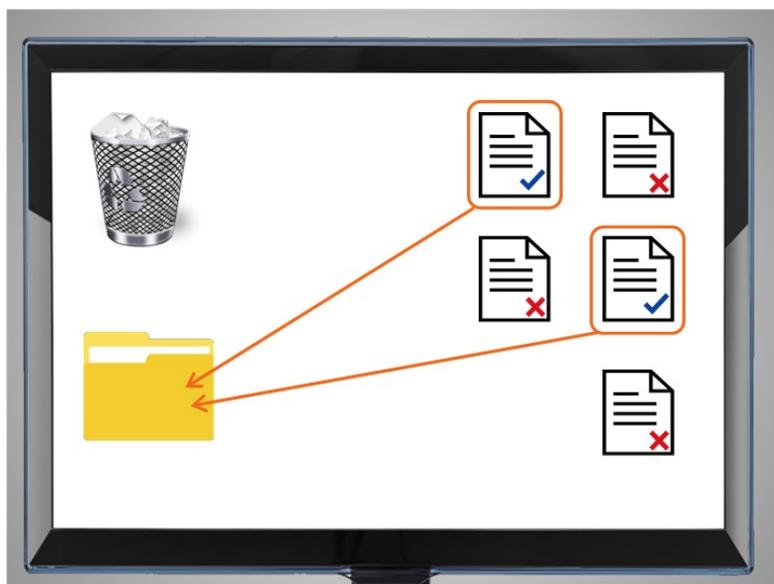

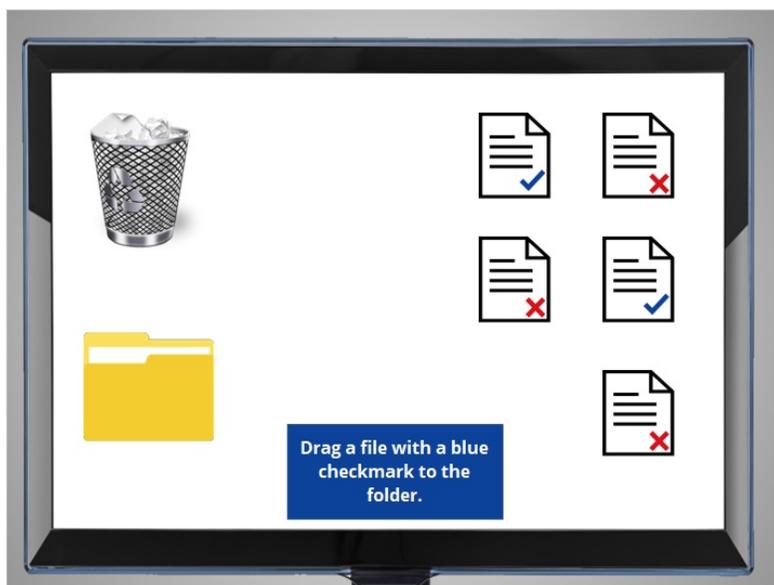To do this he moves the cursor to the item he wants to move.

Then he left clicks the mouse and drags the file over to the file folder. When the document is hovering over the file folder, he lifts his finger from the mouse to stop holding down the left button.
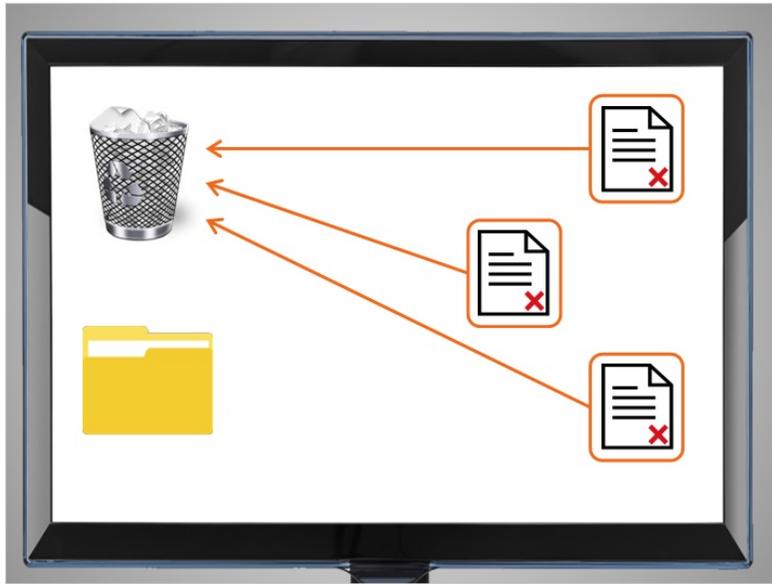

The file then drops into the file folder.

Kevin wants to Drag and Drop the remaining files on his desktop. Will you help him?
For each document that has a blue check mark, you'll drag it to put it into the folder.

Let's give it a try. Move your mouse pointer over one of the documents, press down
with the left mouse button and hold, then drag the file over the Folder icon, and let go
of the left button.

Nice work!

Can you help Kevin move the remaining documents to the recycle bin? For each document with a red X, you'll drag it over to the recycle bin. Move your mouse pointer over one of the documents with a red X, press down with the left mouse button and hold, then drag it over to the Recycle bin icon, and let go of the left button.

Great job! Practice is the best way to learn to use the mouse. You can practice by moving the mouse on your desktop, on the internet, or even playing a game like Solitaire which is installed on many computers.

In this lesson Kevin learned how to use a mouse. In the next lesson he will learn how to use the keyboard.