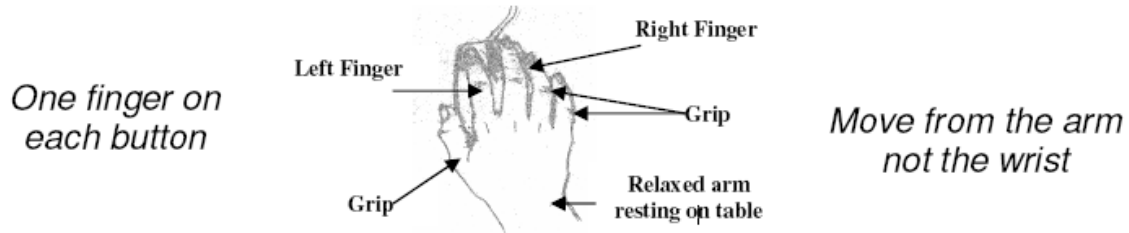


Welcome to the Web 1: Mouse and Keyboard

Holding the Mouse

Grip the mouse with your thumb and ring finger. Rest your index and middle finger on the two buttons like a peace symbol. Keep the palm comfortable and rest it on the table



Mouse Buttons

Used to **choose** or **select** items

Hover: Point to any button or symbol and wait for a couple of seconds. It will tell you its name

Click: to press lightly or tap a button

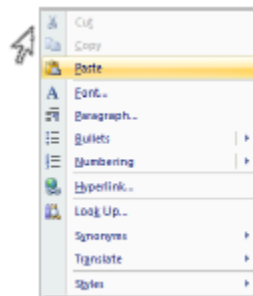
Hold: to press a button and keep it pressed

Double-Click: Quickly press the button twice to open programs or documents

Click & Hold: Press the button and hold it down-now you can move your selection anywhere

Right Button: Tap and release and it will show a list of shortcuts.

To make it go away left click anywhere else.



Cursor Shapes

The mouse will change shapes. Each shape means something different



Arrow: The mouse is the selector. Use to click or choose buttons, icons, text, pictures....



Hourglass or spinner: means the computer is working and it is unable to do much else.



I-Beam: Used to move text around or to select text.



Hand: used mainly on the internet, it shows links or doorways



Double Arrow: used to change the size of some items, pictures, windows, columns, ETC...



Four-Pointed Arrow: Click and hold to move objects around the screen