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.

Left Mouse Button

Used to choose or select items.

Click: To press lightly or tap the button.

Hold: To press the button and keep it pressed.

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

Right Mouse Button

Displays the context menu, which shows a list of shortcuts.

To make it go away, left click anywhere else in a clear space.

Cursor Shapes

The mouse pointer will change shapes as you move it over different items. Each shape means something different.

Arrow: The most common shape. Use it to click on things like buttons, icons, and text.

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

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

Hand: Used mainly on the Internet, it shows a link that can be clicked.

Double Arrow: Used to change the size of an object, such as a picture or window.

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