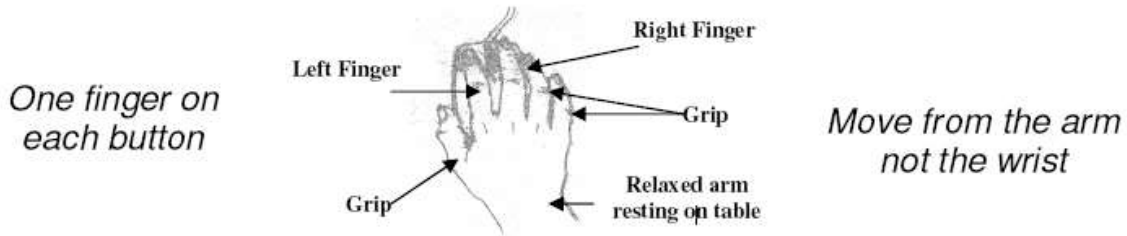


Holding the Mouse

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.

Click & Hold: Press the button and hold it down in order to move your selection anywhere.

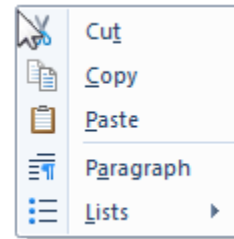
Hover: Point to a button or symbol on the screen and wait for a few seconds. It will show you more information about the item, such as its name.



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**.

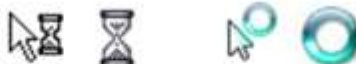


Cursor Shapes

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.