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PC Basics

Bronze Level

Mouse and Trackpad



Learning Guide



The mouse or trackpad is the key tool for controlling your computer. You will use your mouse or trackpad whenever you want to move around your screen or activate something. Using one at first can seem very strange and concerns with accuracy and 'shakiness' are common, so don't worry - just keep practicing!

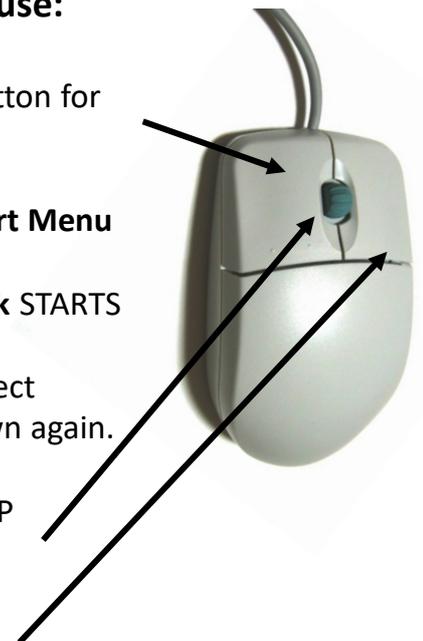
For the mouse, if you are right-handed, resting your hand lightly on the mouse should allow you to:

1. Use your **index finger** on the **left button**
2. Use your **middle finger** on the **right button**
3. **Hold** the mouse with your **thumb** and **ring finger**



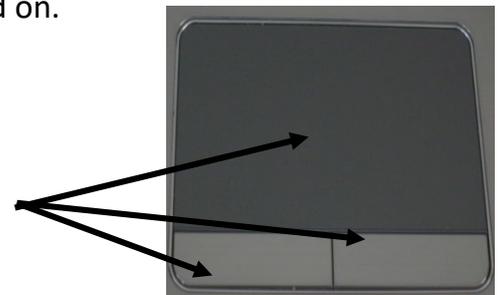
Using a Mouse: there are two buttons plus a 'wheel' on a mouse:

1. **The left button** is the most used and is your 'action' or 'doing' button for the vast majority of tasks. This button works in one of three ways:
 - a. **One-click** of the left button on the **Desktop Taskbar** and **Start Menu** or in a **Program STARTS**, OPENS or DOES something.
 - b. With the **Desktop Icons** or in **Files and Folders** a **Double-Click** STARTS or OPENS something.
 - c. **Holding-down** the left-button on an icon will MOVE that object around the screen. Simply let go of the button to drop it down again.
2. **The "Scroll Wheel"** in the middle of the mouse will move a page UP and DOWN, without the need to use the click buttons.
2. **The Right Button** is the secondary button and is used to bring up additional information that is relevant to what you have clicked on.



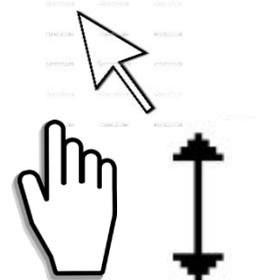
Using a Trackpad: using a mouse on a laptop is slightly different.

Laptops have a "touch-pad" system, where you lightly use your INDEX FINGER to MOVE AROUND the pad, and your THUMB or index finger on your free hand to click the BUTTONS.



The Cursor: the arrow symbol that you move around the screen with a mouse is called "the Cursor".

Tip: The cursor can also sometimes take other forms: it will sometimes change into a "hand" symbol (pictured), when hovered over something on the internet which is "clickable", and clicking on it will take you somewhere new. It will become an "I" symbol (pictured) when you hover over somewhere you can type.



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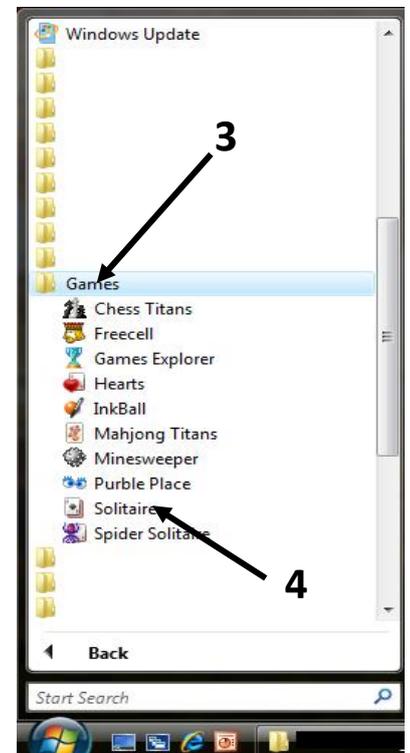


To get used to the functions of the mouse or trackpad you need to practice moving, selecting and clicking. You can do this by using the card game 'Solitaire':

Tip: Online Solitaire

If Solitaire does not come with your computer, just go to www.solitr.com

1. **CLICK** the 'Start Button'.
2. **CLICK** on 'All Programs'.
3. **SCROLL** down and **CLICK** on 'Games'.
4. **CLICK** on Solitaire to open the game.

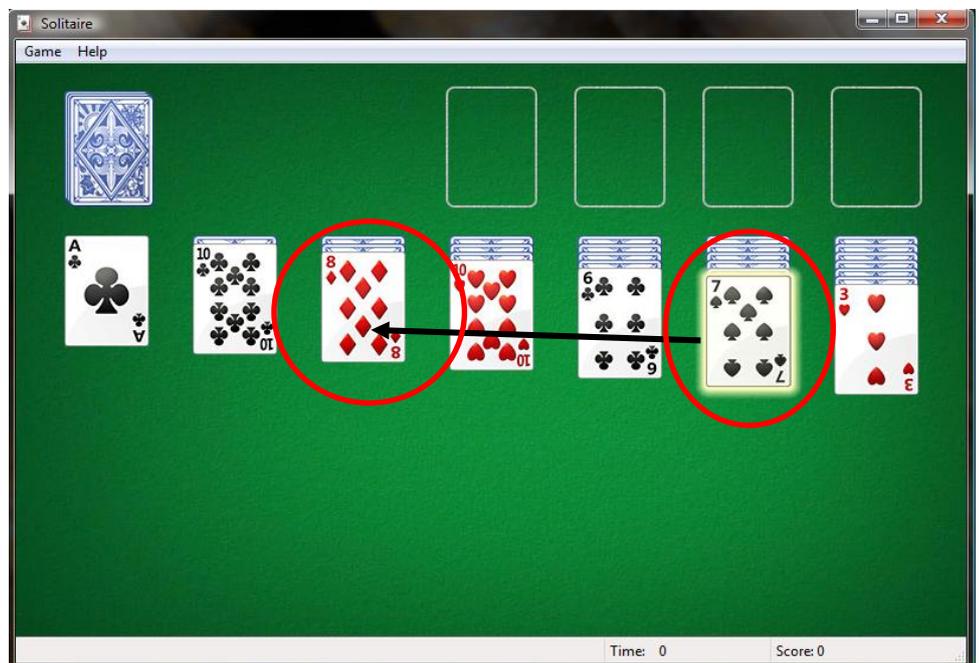


We want to practice **DOUBLE-CLICKING** and **MOVING** cards, as follows:

1. If there is a card which can be moved, **LEFT CLICK** on it and **HOLD** the mouse button down (this **GRABS** the card).
2. Whilst holding the left button down, drag the card into its correct position by moving the mouse, then **LET GO** of the button (this **DROPS** the card).

Tip: SOLITAIRE RULES

Get your cards in a descending sequence of alternate colours (i.e. red 8, black 7, red 6, black 5 etc) across the 7 main stacks, **AND** an ascending sequence on the four empty piles along the top-right (i.e. Ace first, then 2,3,4 etc). When you run out of options, turn over the next 3 cards from the stock.

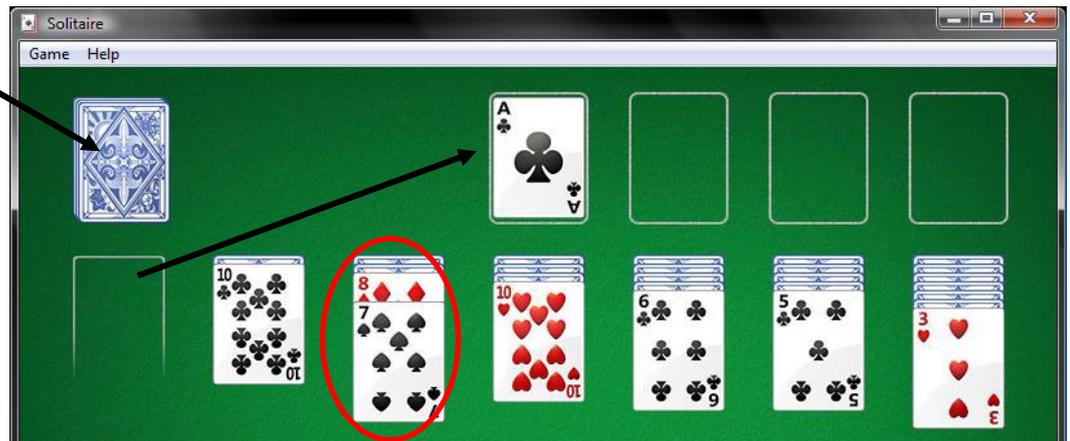


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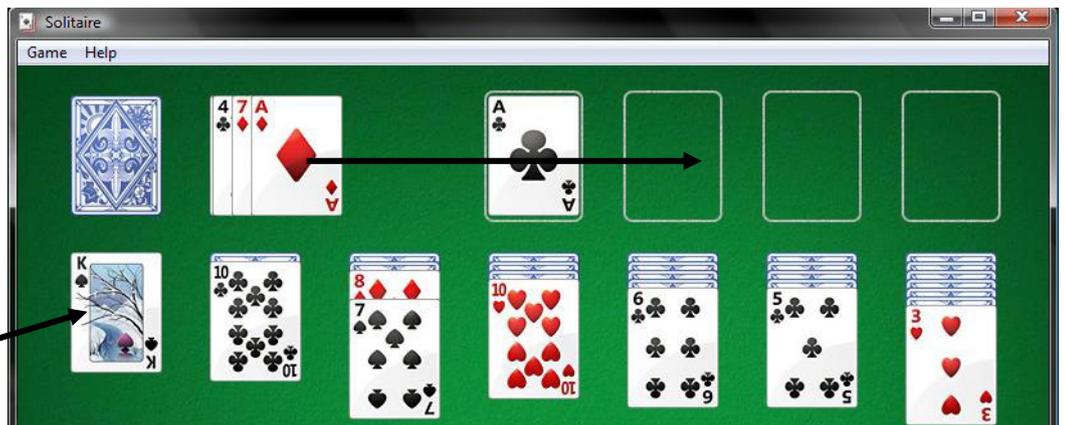


Lets continue..... You can see below that the black 7 is now on top of the red 8. We can also move any other numbered cards in the same way into order as required. The Ace cards can also be moved to one of the 4 spaces along the top, either by **DRAGGING** them or by **DOUBLE-CLICKING** the left-mouse button to 'jump' them straight into place. Practice the double-click here.

3. To deal more cards, click on the face down deck here. This will turn over 3 cards and show the top card. If you can't use a card click on the deck to turn over the next 3.



4. After cycling through the cards, if you have a King showing already or in the deck, you can fill the space the Ace left. We do this in the same way we moved the 7 onto the 8. Left click and hold it down on the King and drag it into the space – then let go of the button.



Continue the game and try to see it out to a conclusion, to practice both the left click, dragging and dropping, and the double-click. Try practicing the techniques by playing a few games of solitaire in your own time.

Tip: the RIGHT CLICK is easier to practice when making new folders on the computer, which will be dealt with in later sections of the course. For now you can simply practice the LEFT CLICK with Solitaire to see how the mouse works generally.