

QUICK & EASY
GUIDES TO COMPUTERS

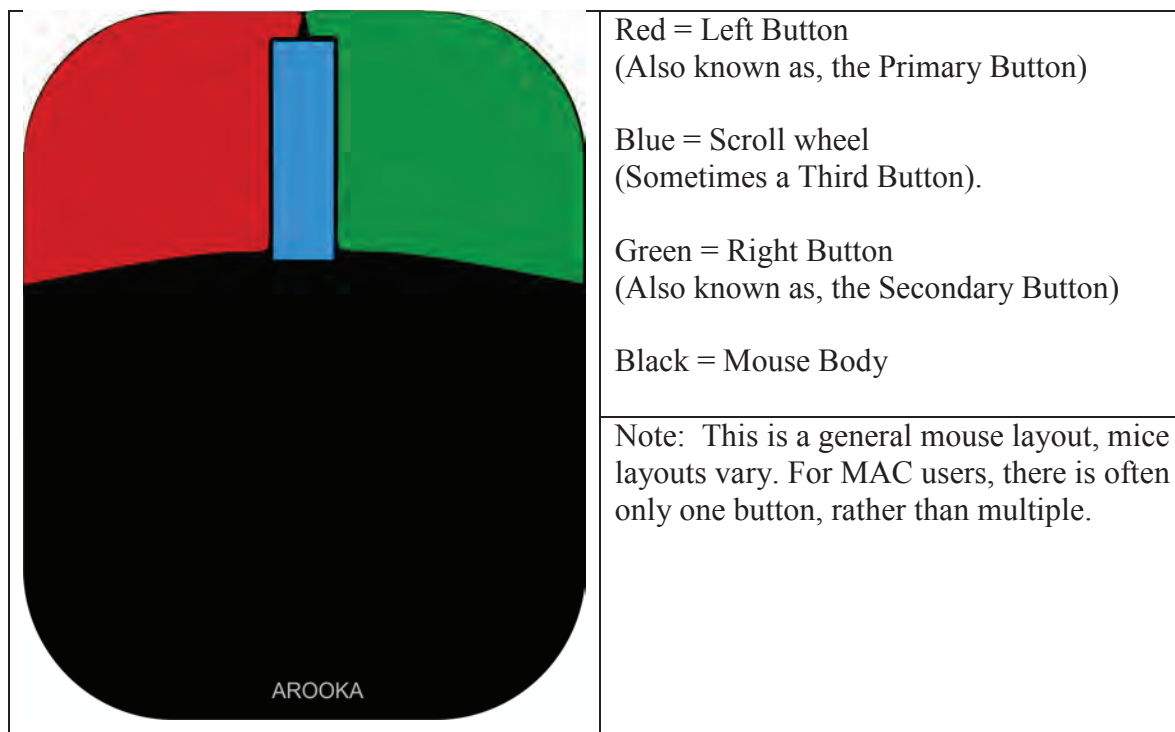
HOW TO USE A MOUSE

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How to use a Mouse

Proper use of the computer Mouse is essential for happy computing, but it is by no means an intuitive skill. Many experience a great deal of frustration during the process of learning this skill. The goal of this guide is to make learning to use the mouse as easy and effortless as possible. Even with this help guide, however, you will need to give yourself time to let your hand learn its way around the mouse.

The mouse helps you interact with items on your computer monitor. Using the mouse, you are able to move objects, change them, have the objects perform actions and other activities. All this is done by moving the mouse and either pushing down on the left button, right button or scroll wheel.

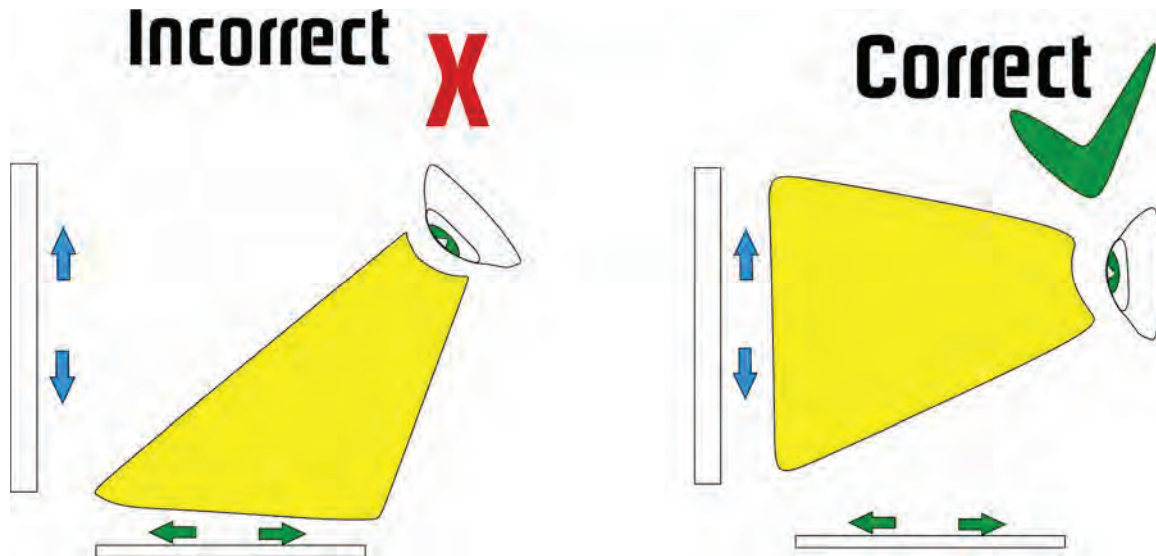


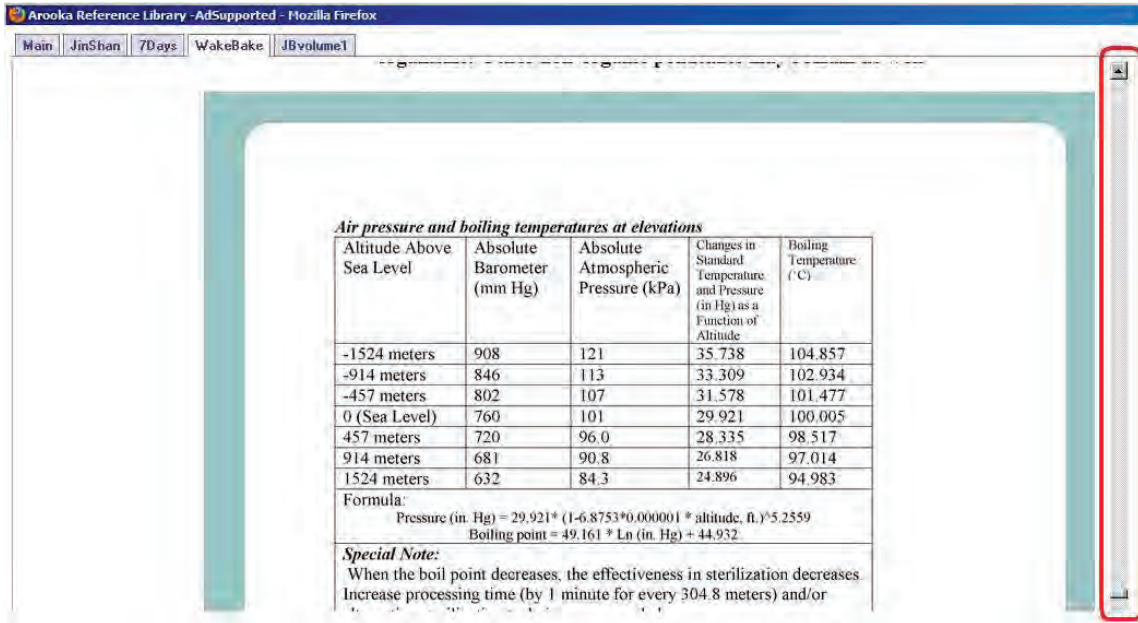
In order to use a mouse, you must connect it to the computer. To do so, you would take the connector at the end of the mouse tail and plug it into the appropriate port on the computer. There are different types of connectors depending on the computer type, age and the port types available. The easiest way to do this is try to either match colours (if colour coding is used on your computer), look at the connector and inspect the number of pins or the design of the connector and look for a receptacle port on the computer. It should be noted that connectors are normally considered as 'a male end' which is inserted into a 'female end'.

As you can see, the mouse input of:

- Forward will cause the cursor echo to move Up.
- Back will cause the cursor echo to move Down.
- Left will cause the cursor echo to move Left.
- Right will cause the cursor echo to move Right.

It seems straight forward, however you will need to watch the cursor on the screen, not watch the mouse. Paying attention to the mouse cursor is vital to successfully using the mouse.





Notice the scroll bar is towards the bottom of the page now, and the content has changed. While it is possible to push the down arrow (or the up arrow) on the scroll bar with the mouse and execute the scrolling option – this can take considerable amounts of time – in comparison, this book “Simple Chef: Wake & Bake” is 100 pages long – to scroll down without the wheel, would take maybe 2-3 minutes of holding the left button, but with the scroll wheel, it was maybe 15-20 seconds. A considerable savings in time and button pushing.

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The **Quick and Easy** Way to Learn how to use a Mouse!

- Easy to follow Illustrations
- Complex information provided in easy to Understand way
- Designed for New Users

If you want to learn to use a mouse, learn the **Quick & Easy** Way!



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