Windows: Mouse Basics
Lesson Notes
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Peripheral Devices – devices attached to the CPU (computer)

Input Devices

allows information to be sent to the computer

Mouse

Keyboard

Pointing Devices

Mouse

Most mice have two buttons.

The left button is used for almost all commands.
Click once to select
Click twice (double click) to open
(Hint: clicking once on an icon and pressing enter is the same as double clicking.)

Click and hold to drag an item.

The right mouse button is used to bring up shortcut menus.

Mechanical Mouse
controlled by the ball on the bottom. This ball must be touching a surface in order for the ball to roll inside the mouse body.

Optical Mouse
controlled by a light on the bottom. The mouse must be touching a surface in order for the optical sensor to recognize movement.
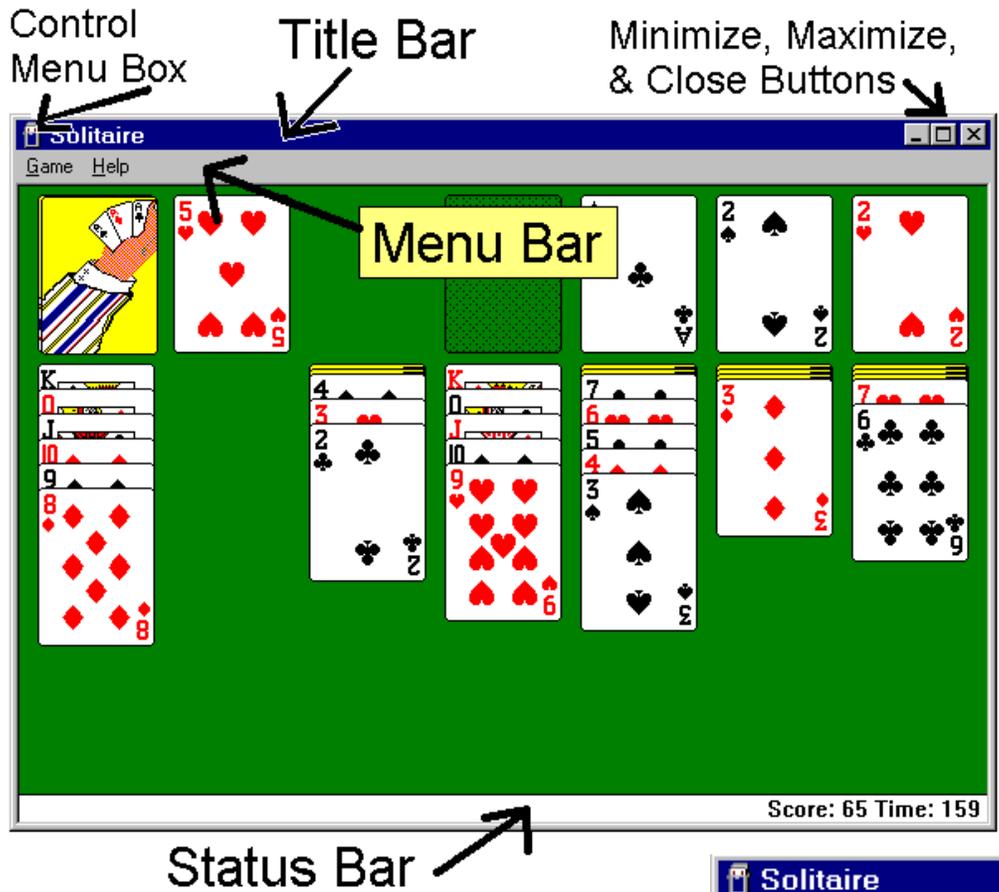
Track Ball
A mouse on its back

Works the same way as the mechanical mouse except that the track ball stays steady and you use your hand to move the ball.

Proicere, Inc.

Parts of Windows

When a program is launched (opened) it opens up into a window.

Title Bar

Control Menu Box

clicking once on the control menu box will bring up the control menu box menu.

Short Cut Keystrokes

menus will often display a keyboard shortcut. i.e. Alt+F4 will close a window. The shortcuts to not work when a menu is open.

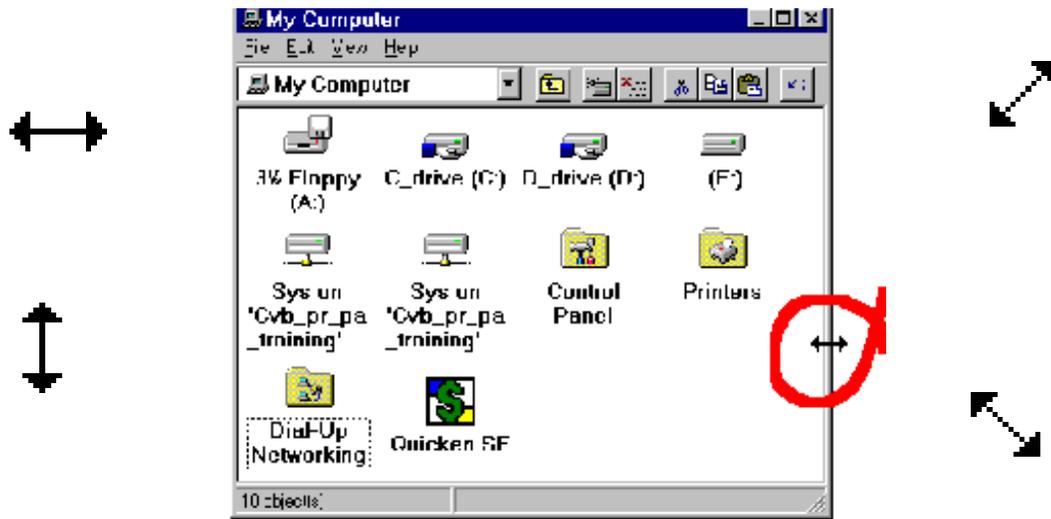|	Minimize button – shrinks window down onto the task bar.		Maximize button – Enlarges the window to fill the screen. The Maximize button will then change into the restore button.
	Close button – closes the window.		Restore button– returns the window to the previous size.

Moving a Window

Place the white selection arrow on the title bar, click and hold the
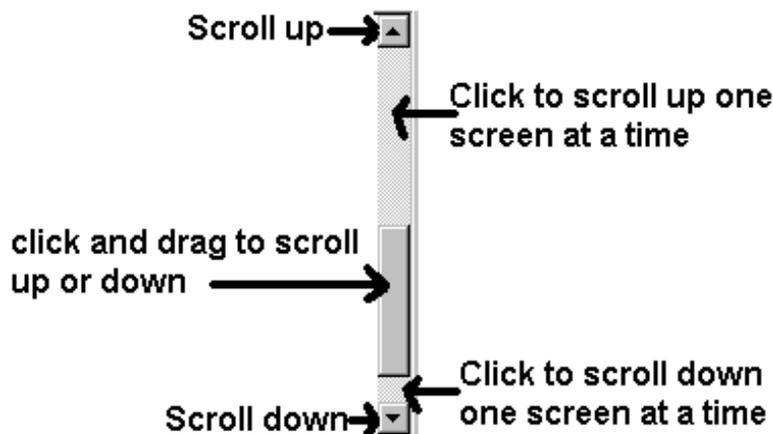left mouse button to drag the window.

Resizing a Window

Take the mouse over a side of the window until the two sided arrow appears. Click and hold
the left mouse button to drag the side of the window in or out. This will resize the window.

Scroll Bars

If a window is too small for the computer to display the whole document or list on the screen
at one time, scroll bars will appear. The scroll bars may appear on the bottom, on the right,
or both.

Scroll up → Click to scroll up one screen at a time

click and drag to scroll up or down →

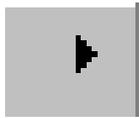Click to scroll down one screen at a time

Scroll down →

Menus

A Menu Bar is often seen at the top of a window, under the Title Bar. This menu can be accessed using either the mouse or the keyboard.

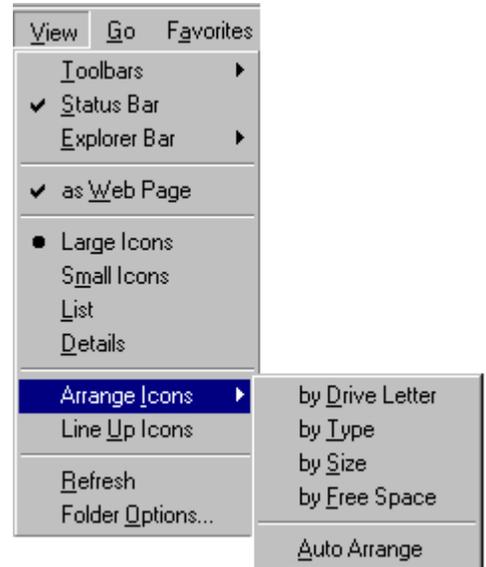To use the mouse, click on the desired word with the left mouse button.

To use the keyboard, look at the words on the menu and note the underlined letter of the one you wish to access.. Hit the Alt key, then the underlined letter. Once up in the menu, the Alt key no longer works. To make a selection from the drop down menus, use either the arrow keys on the keyboard, or hit just the underlined letter of the word.

An arrow after an item on the menu indicates that the selection will bring up a sub menu.

An ellipse after an item on the menu indicates that the selection will bring up a dialog box.
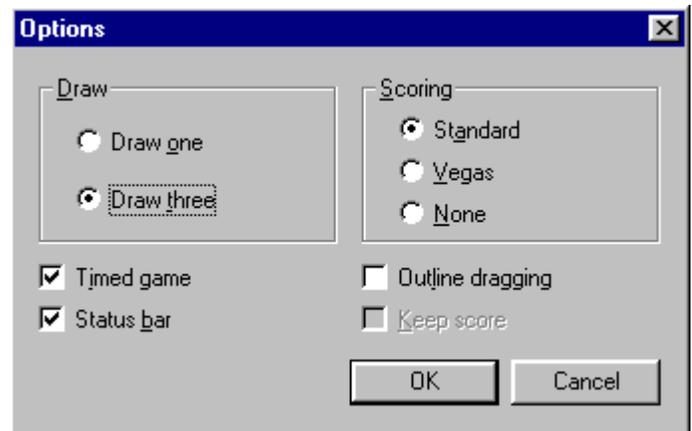
Dialog Box

Radio Buttons – the round buttons. Only one can be selected.

Check Boxes – the square boxes. A check mark means it is on. Any combination can be selected.

Grayed selections mean the option is not available at this time.

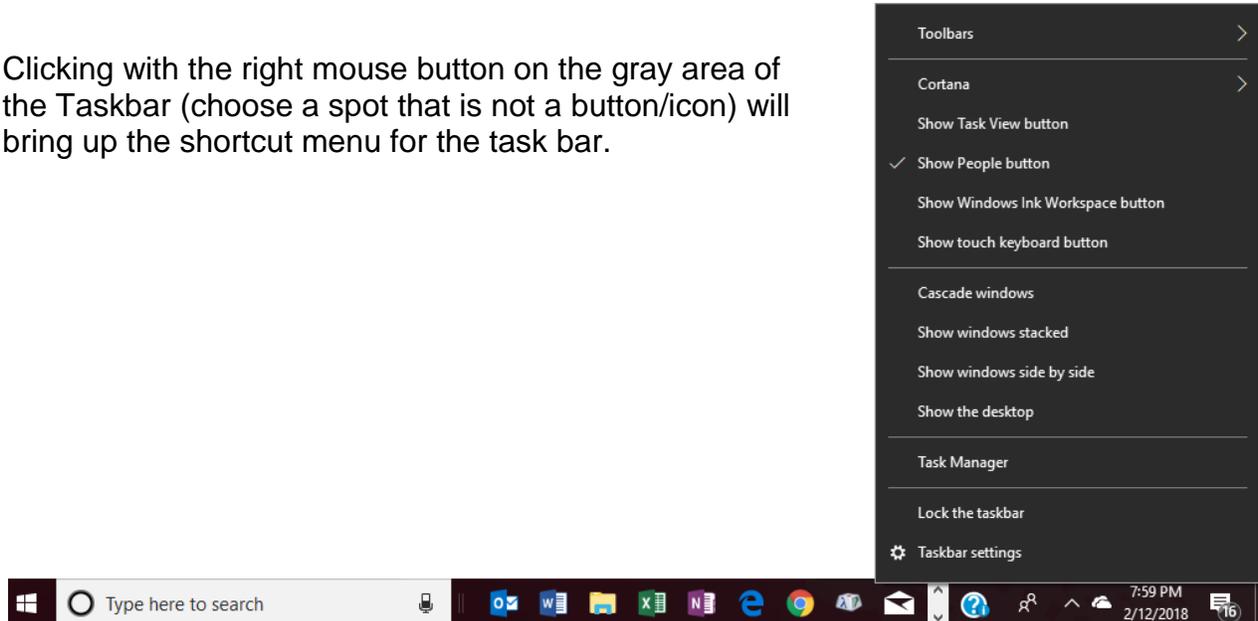Tab moves forward through a dialog box, shift tab moves in reverse.

Any button with a dark shadow will be selected when the enter key on the keyboard is struck.

Taskbar

The Taskbar displays the Start Button, any programs that are running, and usually the speakers and the clock.

Clicking with the right mouse button on the gray area of the Taskbar (choose a spot that is not a button/icon) will bring up the shortcut menu for the task bar.

Keyboard Shortcuts

With more than one window open, the keyboard can be used to move through the windows.

Alt Tab displays a picture menu. With the Alt key held down, hitting the Tab key will move through the picture menu until the desired selection is reached. Letting go of the Alt key will choose that selection.

Alt Esc will toggle through any open windows.

(Windows Logo) key bring up the Start Menu

+E brings up the My Computer Windows

Esc will usually back out of a dialog box with a cancel

F1   Usually brings up Help