The mouse is a hand-held device that you can move around on a flat pad called a mouse mat. There are two push buttons on the mouse referred to as the left and right mouse buttons.

• The Pointer
As you move the mouse around the mouse mat you will see an arrow pointer moving around on the desktop in the same way.

• Click
Click is used to select an object on the screen. It could be used to press a button, choose an option or pick an item from a list. To click an object, first move the pointer to the object, then press
down the left-hand mouse button and release it again.

• Right-click
To right-click means to click using the right-hand mouse button. Right-clicking on any object (including the desktop space itself)
will display a Shortcut menu. These menus contain common commands and sometimes information relating to the item that you clicked on.

• Double-click
To double-click means to press and release the left mouse button twice in quick succession. This is commonly used to
open a document, a folder or an application.

• Drag and Drop
To drag means to hold down the left mouse button while sliding
the mouse to a new position on the screen. For example you can select a word or paragraph in a document and then drag the selected text to a new position. The drop occurs when you let go of the mouse button.