

Using Your Mouse

- **Pointing** > You can move your mouse to point to an item on your screen to activate a description box that provides the name/description of the button
- **Pointing and Holding** > Only click and hold down your left mouse button for a second to select some menu items from a list of choices
- **Clicking** > You can point to a item on your screen and left-click your mouse, which selects the item
- **Double-clicking** > Left-click twice in rapid succession to open a program or file, or to open a folder of files so you can view its contents
- **Right-clicking** > You can click the right side of your mouse to access shortcut menus that provide you with additional options that vary according to the item clicked
- **Dragging** > You can position your mouse, left-click and HOLD down the mouse button to drag an object
- **Inserting** > You can move your mouse to point to where you want to insert text or an object in your document. Your arrow changes to a cursor I.

You can customize your mouse by opening **My Computer**, then **Control Panel**, and next, **Mouse Properties**.