

A.1 USING A MOUSE

The mouse is a crucial part of the equipment you will need in order to work with windows. It has up to three buttons, but you will mostly use the left one if you are right-handed. If you are left-handed, you can reverse the button order of your mouse.

The term *click* means that you press and release the left mouse button. The sentence "Click the **Edit** button" means that you have to point the mouse pointer to the **Edit** button, and then press and release the left mouse button.

The term *drag* means that you point the mouse pointer to the selected item on the screen, press the left mouse button, drag the mouse to the next selected item and then release the button.



Example:

Drag over the text to select it.

A *double-click* is two clicks done very quickly without moving the mouse.



Example:

The quickest way to select a function is to double-click it.