

## Functions of a Mouse

### **Cursor**

- indicator to show position on screen that will respond to input

### **Left-Click**

- primary single-click on top left of mouse to send command

### **Double-Click**

- clicking the button two times in quick succession
- single left-click to highlight and then press "enter" key

### **Right-Click**

- on personal computers single-click usually brings up menus

### **Left-Click Drag & Drop**

- grabbing, dragging, and releasing to place an object in a different location

## Components of a Window

**Open & Close Window** - using mouse allows to start and end window or program

**Minimize & Maximize** - using mouse allows to increase or decrease size of window or program

**Resize Window** - using mouse allows to lengthen/widen/shrink/relocate window or program

**Find and Open Link** - using mouse-over allows to locate file or destination, left-click and go to next destination

**Vertical & Horizontal Scrolling** - using mouse and scroll bar allows to travel up and down a page and left and right across

**Highlight** - left-click and dragging allows words or pictures to become shaded and selected for command

**Copy (Ctrl + C OR right click menu)** - after highlighting, allows the entire shaded selection to be invisibly captured and stored

**Paste (Ctrl + V OR right click menu)** - after highlighting and copying, the means to deposit prior selection to a specific location

**Mouse Tutorial**     [www.ahml.info/basics](http://www.ahml.info/basics)

## Commonly Used Computer Terms

**Desktop** – colored area that fills your monitor screen

**Icons** – small pictures that may provide “shortcuts” to your most used application programs

**URL** – uniform resource locator that usually begins with *http://www*.

**File** – a piece of information that is stored and compared to modern day paper documents

**Link** – contains the path of a special file that leads to another destination

**Address bar** – box where desired destination is entered

**Menu bar** – top of window where options and drop down menus are located

**Start Menu** – area where shortcuts to your most used applications are located

**Task bar** – contains Start Menu; appears at lowest line along bottom of screen showing programs that are open

**Vertical scroll bar** – appears on right side of screen that allows for moving up and down page

**Horizontal scroll bar** – appears near bottom of page that allows for moving left and right on page

**Mouse Over** – hovering mouse pointer over particular area to get a specific *tooltip*

**Drop Down List/Drop Box** – interface that allows user to highlight/select from a list of choices

**Upload** – files leave your computer

**Download** – brings files onto your computer

**Navigate** – travel back and forth between files and folders on the computer or on the internet using links

**DVD** – thin plastic disc that contains files or video recordings such as movies or webcasts

**CD** – thin plastic disc that contains data or audible recordings such as recorded books or music

**Flash drive (Jump drive/Memory Stick)** – USB device that allows files to be uploaded, downloaded, or stored

**Software** – Specialized programs loaded on computer or on installation disks or downloadable