

## Lesson 2 – More Mouse!



### Terms

**Dragging:** Moving an object around the screen with the mouse.

**Scroll:** to move, or move text or graphics, smoothly up, down or across a computer display.

**Scrollbars:** narrow horizontal or vertical bars on a computer display with arrows on either end, used to make text or graphics move up, down or across.

**Double-Clicking:** Pressing the left mouse button twice in rapid succession to invoke a specific command.

**Toggle:** to switch back and forth between two computer operations using the same key or command.

**Toolbar:** a row of icons on a computer screen that are clicked on to perform certain frequently used functions.

**View Menu:** a menu in nearly every window with which appearances can be changed.

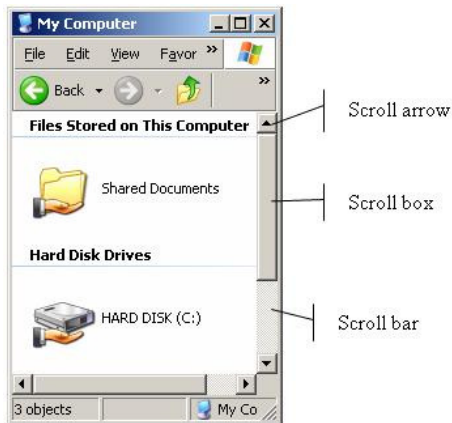
**Right-Clicking:** Used to invoke a context, or shortcut, menu that gives the user a choice of options. The options vary depending on where you're at on your computer.

**Hardware:** the equipment and devices that make up a computer system as opposed to the programs that are used on it; you can hold it or screw it open. Includes the system cabinet, monitor, keyboard, the mouse and speakers.

**System Cabinet:** The large container that holds the computer itself, including the computer's memory and the processor chip that makes everything work. It also holds any disk drives, CD-ROM drive and/or DVD player.

**Software:** computer programs and applications, such as word processing or database packages, that can be run on a particular computer system; they are distributed on a CD-Rom or disk, or perhaps using an "intangible" network such as the internet.

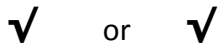
## Icons of Note



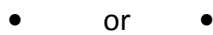
Double Arrow (used to resize objects)



Hand Pointer. When the mouse pointer (↔) changes to a hand, that means that you can click at that point.



Check Mark beside a command (means that that command is active; it may be deactivated by clicking it again so that the checkmark disappears).



Fat Dot beside a command (means that that command belongs to a group of commands, of which one must always be active).

## Key Concepts

1. The mouse is an important input device with five functions (point, click, double-click, drag and right-click). Voice and handwriting recognition by computers is already being used in some areas, and may someday make the mouse obsolete. What is another common input device?

2. You can move objects on the screen (ie. desktop) by dragging them. Point to the object, left-click on the left mouse button and continue pressing on it, move the object where desired and let go.

Exercise: Drag the Calculator window around by placing the mouse pointer on the blue title bar (p. 47). Play Solitaire (p. 317)

3. Scrollbars are used to navigate through the contents of a window. They can run horizontally or vertically. The button can be dragged, or the small arrows can be used to scroll through material.

Exercise: Scroll through the “Customize Your Computer” menu in the Help and Support Center (p. 49).

Challenge: How do you navigate through a window page by page? What other ways can you browse through a document?

4. Windows can be enlarged or reduced by dragging the edge of the window frame. (Do you remember how else to change the size of the window from Lesson 1?) Notice how the mouse pointer changes to a double arrow  $\longleftrightarrow$  when you point to the edge of the frame.

Exercise: Practice resizing the window on the “Customize Your Computer” menu in the Help and Support Centre (p. 51).

Challenge: Open Word and insert a piece of clip art. Practice resizing it.

5. The Help and Support Centre is a digital manual for Windows XP.

Exercise: Explore the Table of Contents. Note how the mouse pointer changes to a hand (p. 55).

Challenge: What kind of input can you train your computer to do?

6. Double-clicking is used to invoke specific commands. To do this, you need to point to the something and press the left mouse button two times in rapid succession *without moving the mouse*.

Exercise: Open the Recycle Bin and My Computer Windows (p. 59).

7. While looking at a menu, you may notice that some commands have check marks or dots beside them. (Recall that they may also have a small triangle, which means ‘more to come...’) A check mark means that the command may be turned on or off (ie. toggled). A fat dot also means that the command may be turned on or off, and also that the command belongs to a group of commands, one of which must always be on.

Exercise: Change the look of the menu “My Computer” (pp. 61-65).

Challenge: Open Word and customize the toolbars.

8. Right-clicking is used to invoke a shortcut menu. The menus vary depending on where you are right-clicking. It is done in the same way as left-clicking.

Exercise: See what menu appears when you right-click on Local Disk (C:) and the Desktop (pp. 67-69).

Challenge: Open up Explorer and go to Google Image Search. Find an image of a dog and save it to the desktop by using the right-click feature.

9. Hardware is essentially the tangible parts of your computer, while the software is essentially the intangible (p. 94).

Challenge: Name 5 pieces of hardware and 5 pieces of software on your computer.

**Further Information:**

To review some basic concepts of Windows XP in different words, open your internet browser (likely Microsoft Explorer) and type the following in the address bar at the top of the screen:

<http://www.bgsu.edu/downloads/cio/file17770.pdf>

This is a nice, clearly written tutorial.

**References:**

Stuur, Addo. 2007. *Windows XP for Seniors*. " Chapter 2. More use of the mouse in windows XP". Visual Steps B.V.

Wikipedia. [http://en.wikipedia.org/wiki/Context\\_menu](http://en.wikipedia.org/wiki/Context_menu)

Wikipedia. [http://en.wikipedia.org/wiki/Right\\_click](http://en.wikipedia.org/wiki/Right_click)

Encarta World English Dictionary. Microsoft Word 2004 for Mac and Microsoft Word 2007 for Windows.