



# The Anatomy and Functions of Mice

*Currently there are two basic types of mice on the market. "Roller-ball" mice have a rubber ball on their underside, held in place by a plastic ring, which is used to track the movement of the mouse. Infrared mice use a light and a photosensor to track motion.*

Mice connect to your computer in a variety of ways; PS2, USB, and wireless mice are all common. Most mice have at least 2 buttons, referred to as "right" and "left." Many mice also have other buttons, the most common of which is the mouse wheel, located between the right and left buttons.

## Mouse Functions

There are a number of common functions which every computer user should be familiar with:

"CLICK." This term always refers to a single click of the LEFT mouse button. The mouse button must be released without moving the mouse to avoid accidental dragging.

"DOUBLE-CLICK." Always refers to two rapid clicks of the left mouse button, again without moving the mouse.

"RIGHT-CLICK." In most situations, clicking the right mouse button will bring up a "context sensitive menu" which displays a list of options you can choose for the item that you right-clicked on.

"DRAG" or "CLICK AND DRAG." Refers to holding down the left mouse button while moving the mouse, used to select text or multiple objects and move items.

MOUSE WHEEL. Roll the mouse wheel up and down to scroll text and Internet content up and down on the screen.

## To Click or Double-Click?

Learning when to click vs. double-click is a bit like riding a bike; it comes with experience. Generally, a "click" is primarily used for selecting files and folders and for activating links, buttons, and menu items. "Double-clicks" are typically used for opening files and folders in Windows® Explorer. When in doubt, click once. If the desired action does not occur, double-click!

## Cleaning Your Roller-Ball Mouse

Thousands of perfectly good (but somewhat dirty) roller-ball mice are discarded every year because their owners think they are broken! If your roller-ball mouse is not tracking your movements well, chances are it just needs to be cleaned.

1. Turn your mouse over so that you are looking at the underside.
2. Turn the plastic ring that holds the mouse roller to release and remove it (most mice have arrows indicating the direction to turn).

3. Remove the rubber ball and inspect it for dust. Clean with damp cloth if necessary.
4. Inspect the interior of the mouse. You will see two small rubber-coated rollers. These rollers should be smooth, but often dust builds up on them where the roller contacts the rubber ball. Gently scrape this buildup off the roller with your fingernail or other relatively blunt object.
5. Replace the rubber ball and plastic ring, and turn the ring to lock it back in place. Your mouse is now clean!

## Customizing Your Mouse

Windows® allows you to change many aspects of how your mouse works. For example, you can increase the time allotted for a double-click, how sensitive your mouse is to movement, and how Windows® responds when clicking and double-clicking. Properly configuring your mouse can make it easier to use. To change these settings, click on "Start: Control Panel: Mouse."



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# Working <sup>With</sup> Windows











*Windows form the basis of the Microsoft® Windows® graphical user interface (GUI). All items displayed on your screen, apart from your desktop and your start menu, are in windows. These windows act as containers for content and allow for easy multi-tasking (working on more than one thing at once).*


Most windows have a variety of menus and buttons at the top. Some may also have a bar with information at the bottom. Many will also display scrollbars on the right or bottom of the content area which you can adjust to view the window's contents.

## Window Buttons


Most windows are controlled by three square "buttons" located in the upper-right corner of the window. These buttons have the following functions:

**MAXIMIZE.** A maximized window fills the entire screen and cannot be moved. The buttons in a maximized window appear as   . Clicking the  button in a movable window will maximize it.

**RESTORE DOWN.** Clicking on the  button in a maximized window causes that window to become both moveable and resizable. Buttons in a moveable, resizable window appear as   .

**MINIMIZE.** Clicking on the minimize button  will cause the window to disappear from your desktop. A minimized window is not closed; it still

appears in your task bar at the bottom of your screen. To bring it back, click on it in the task bar.

**CLOSE.** Clicking  completely closes the window. You may be asked to save your work before the window closes.

## Resizing and Moving

To move a window that is not maximized, click and drag its title bar (the colored bar at the top). To resize, move the mouse over any edge or corner of the window until you see the mouse cursor change into a two-headed arrow. Then, click and drag.

## Switching Windows

Holding the ALT key while tapping the TAB key allows you to quickly switch between applications without moving your hands from your keyboard.

## Nested Windows

Many programs have an application window which may contain one or more document windows. These document windows are inside the application window, and cannot be moved outside of it.

## The Taskbar

The Windows® Taskbar is a highly configurable tool that typically extends across the bottom of your Desktop. If you do not see it there, it may be on any edge of your screen, or it may be set to "autohide," meaning you cannot see it until you move your mouse to the edge of the screen. The Taskbar contains the following (from left to right if displayed using default settings):

**START MENU.** Contains shortcuts to program files, system utilities, and other resources on your computer. It is the main access point for your applications and documents.

**QUICK LAUNCH (optional).** This area contains buttons used to start various applications.

**APPLICATIONS AREA.** When you open an application a button appears for it in the middle section of the taskbar. You can go to any application by clicking on its button.

**SYSTEM TRAY.** Contains icons for some background applications (running but hidden from view).

**CLOCK.** Hover over it to display the date, double-click to adjust the date and time.



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# Files & Folders

*Your computer is organized much like an office. Your screen displays your “desktop.” The “Recycle Bin” sitting on your “Desktop” is analogous to a real trash can. Open windows are like the papers and projects on the desk. Data is stored on your computer as you would organize documents in a filing cabinet; each storage device (hard drive, CD burner, ZIP drive, etc.) is like a drawer in which files are organized in folders.*

**Folders** act as containers for files and other folders. “**File**” is the general term used to refer to any discrete package of data, such as a text document or a digital picture.

## Important Folders

If you go to your start menu and open “My Computer,” you will see your hard drive(s) and other devices connected to your computer. Note that each drive has been assigned a letter; on most computers (but not all), your system hard disk is labeled “C:.” If you double-click on this drive you will find several key folders:

**C:\Windows\.** This folder contains the files required for your Windows operating system to function, as well as extras such as screen savers, themes, etc.

**C:\Documents And Settings\[username]\.** The location of all user-specific files, including the “My Documents” and “Desktop” folders. The “My Documents” folder is the default storage place for your files.

**C:\Program Files\.** Most of the applications installed on your computer are located in this folder.

## Types of Files

Every file name also ends with a **file extension**, which consists of a “.” followed by several characters (.txt, .pdf, .jpg, etc.). You may not see these file extensions because Windows® is set to hide them by default. Your system registers each extension with a particular application and icon. If desired, you can customize Windows® to show file extensions, edit and modify the file associations, and change icons.

## Moving & Copying

Sometimes you may decide that a file you saved in one folder really belongs someplace else, or you may want to put a copy of a file in another folder or drive. There are several ways to move and copy items; the two most straight-forward are discussed here.

**DRAGGING.** To move a file, click-and-drag it to the proper folder. If you hold the “Ctrl” key as you drag you will see a little “+” symbol appear next to your mouse cursor, indicating that you are making a copy of the file. You may need to arrange the folder windows so that they appear on screen simultaneously.

**RIGHT CLICKING.** Right-click on the file and choose either cut (to move) or copy. Then, open the folder where you want to put the file, right-click on its window, and choose paste.

## Creating and Deleting

To delete a file or folder, click on it and press the delete key on your keyboard, or drag it to the recycle bin. To create a file or folder, right-click where you want it to be and choose “New.”

## Selecting Multiple Objects

To select more than one file or folder, click-and-drag from one side of the first file across it and any other files you wish to select. You can also hold down the Ctrl key and click on files to add and remove them from the selection, or hold the Shift key and click on a file to add it and all files between it and the original selection.

## Renaming

To change the name of a file or folder, click on it once to select it, then click on the name.



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