There are several terms relating to mousing actions, as described in Table 1-2.

Mousing Action	Definition	Reasons Used
Click	To press and release the mouse button quickly once.	Often used to move the insertion point in a document, to choose a menu, to select an item, or to select a cell in a spreadsheet.
Double-Click	To press and release the mouse button twice in rapid succession.	Often used to select text and graphics and to activate certain commands.
Drag	To press the mouse button and hold it while moving the mouse, and then release it when the mouse pointer is in the desired position.	Often used for moving or selecting text or graphics.
Right-Click	To press and release the right mouse button once.	Often used to open shortcut menus.
Point	To move the mouse pointer until it is touching an item on the screen.	Used to position the mouse pointer to an item before performing a mousing action upon the item.

Table 1-2: *Mousing Actions*

METHOD

To move the mouse:

1. Place the mouse on a flat surface.
2. Hold the mouse comfortably with your fingertips resting on the mouse buttons.
3. Slide the mouse in the appropriate direction.