

Using the Mouse in Windows NT

With Windows NT, the mouse is the most efficient way to move, select, and manipulate items on the desktop. As you move your mouse, a small arrow on your screen also moves. This arrow is called the *mouse pointer*. The shape of the mouse pointer changes from time to time, but when you are selecting objects on the desktop, it appears as a small arrow.

Moving the Mouse

To use your mouse, place the mouse on a flat surface, preferably a mouse pad. Hold the mouse with your right hand with your fingertips resting on the mouse buttons. Keep the mouse on the worktable surface.

Once you are comfortable, slide the mouse around on the flat surface. As you slide the mouse, the mouse pointer moves on your screen. If you slide your mouse off your mouse pad or worktable, pick the mouse up and set it back down in a more convenient place. The mouse pointer remains in the same screen position while the mouse is in the air as long as the trackball located in the mouse's "stomach" is not moved.

By default, you usually use the left mouse button to perform actions with the mouse button. If you prefer a "left-handed" mouse, you can switch the mouse buttons and work with your left hand on the mouse. If you do switch the mouse buttons, remember to press the right button when directions tell you to press the left button. If you want to change the configuration of your mouse, ask your instructor to assist you.