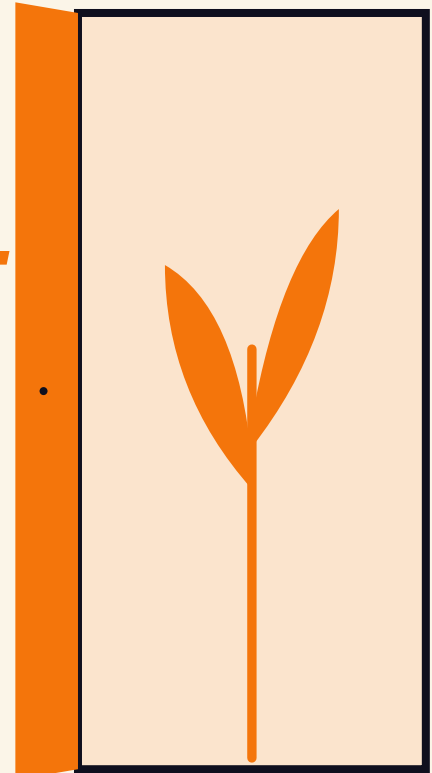




The mouse, made friendly. *Click without fear.*

The little device next to your computer is your hand on the screen. Once you learn 4 simple things you can do with it, the computer becomes easy.



WHAT'S INSIDE

- ✓ Hold the mouse correctly
- ✓ Master left-click and right-click
- ✓ Scroll long pages easily



— WHY THIS MATTERS

The mouse is your hand on the screen.

On a smartphone, you tap with your finger. On a computer, you click with the mouse. Same idea, slightly different tool.

Most people use only the LEFT button. But there's also a right button (for menus) and a wheel (for scrolling). Once you know what each does, you'll fly through the computer.

WHAT YOU'LL LEARN

- Hold the mouse comfortably
- Left-click vs right-click
- Double-click to open
- Scroll long pages with the wheel

 *Takes about 5 minutes to read*



1

STEP 1 OF 6

Hold it gently

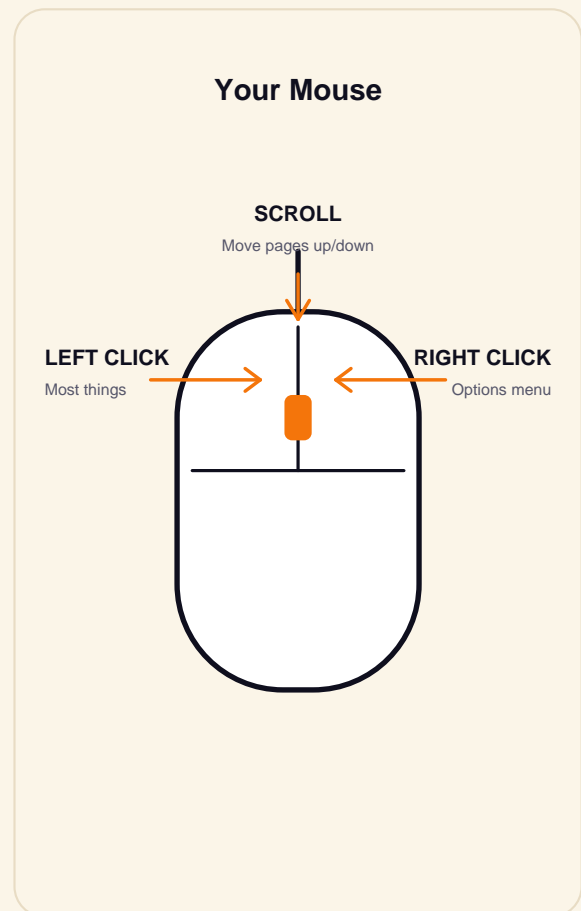
Place your hand on the mouse like you'd hold a small bun.

- Index finger on the LEFT button
- Middle finger on the RIGHT button
- Thumb and ring finger gently on the sides

Don't grip tight. Your hand should rest, not squeeze.

● **TIP**

Use a mouse pad if your desk is glossy. Mouse moves smoother. Available at any stationery shop for Rs. 100.





2

STEP 2 OF 6

Move = arrow moves on screen

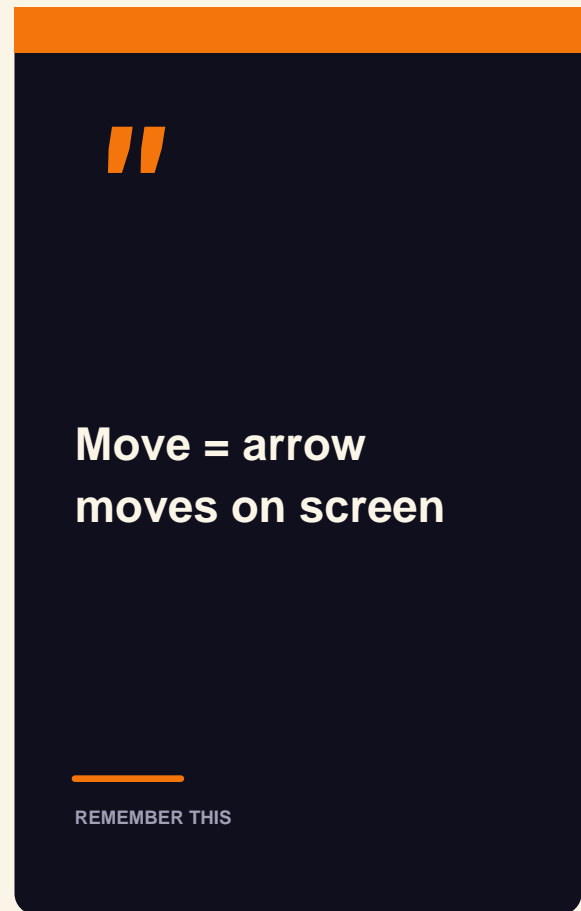
When you slide the mouse on the desk, an arrow on the screen moves with it.

- Move mouse RIGHT → arrow goes right
- Move mouse UP → arrow goes up
- Lift the mouse → arrow doesn't move

Practice for 1 minute. Move the arrow to corners of the screen.

● **TIP**

If the arrow is hard to see, slow it down.
Settings > Mouse > Pointer speed.





3

STEP 3 OF 6

LEFT click for everything normal

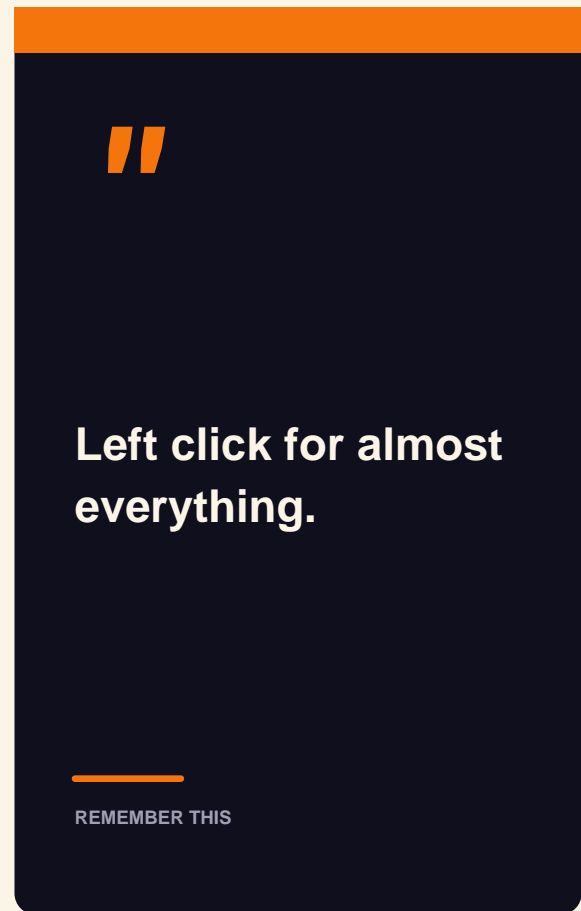
The LEFT button is what you use 95% of the time:

- Click a button on screen
- Pick a file from a list
- Place your cursor in a text box
- Click links on websites

When in doubt — left click.

● TIP

DOUBLE-click (two quick left clicks) opens files and folders. Single click just selects them.





4

STEP 4 OF 6

RIGHT click for options

The RIGHT button shows you a small menu of options.

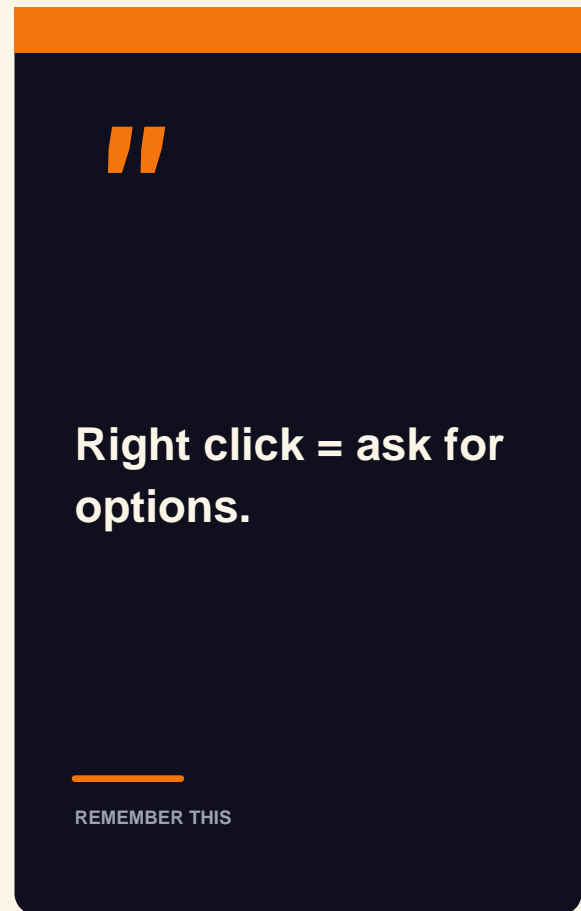
Right-click on:

- An empty desktop → Create new folder, Refresh
- A file → Rename, Copy, Delete, Open with
- Selected text → Copy, Paste, Search

Try right-clicking on different things — see what menu appears.

● TIP

When you don't know how to do something with a file or text — right-click on it. The menu often has the answer.





5

STEP 5 OF 6

Scroll with the wheel

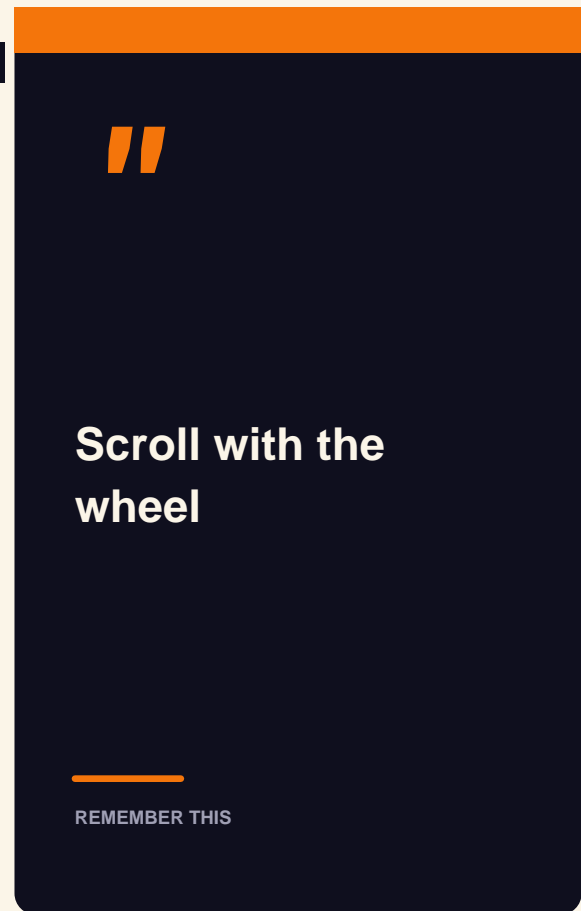
The small wheel between the two buttons
SCROLLS pages up and down.

- Roll wheel UP (away from you) → page goes UP
- Roll wheel DOWN (toward you) → page goes DOWN

Useful on long web pages, documents, lists.

● TIP

Press the wheel down (it clicks) for special middle-click — opens links in new tabs. Optional.





6

STEP 6 OF 6

Drag and drop

Hold down the LEFT button while moving the mouse — this is DRAGGING.

Used to:

- Move files between folders
- Highlight text (drag across)
- Reorder items in a list

Hold left button + move = drag. Release = drop.

● **TIP**

If you drag and accidentally drop in the wrong place — press Ctrl+Z to undo. The computer puts it back.



**Hold left button +
move = drag.**

REMEMBER THIS



QUICK RECAP

Mouse mastered.

1

Left click for normal things

Buttons, links, selecting items — all left-click. 95% of clicking is left.

2

Double-click opens

Two quick left clicks opens a file or folder. Single click only selects.

3

Right click for options

Right-clicking on anything brings up a small menu of things you can do with it.

4

Wheel scrolls

Roll the wheel up/down to move long pages. Clicking the wheel is bonus middle-click.

5

Hold-and-move = drag

Left button down, mouse moves, left button up — that's drag-and-drop. For moving things.



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