

Mouse Tutorial

1-hour course

Upon completion of this course, students will be able to:

- Proficiently **use a mouse** on their computer
- Explain the **purpose of a mouse**
- Identify the different **parts of a mouse**
- Properly **hold** a mouse in a comfortable position
- Proficiently **click** to select icons, buttons, and other objects on the computer screen
- Skillfully **hover** the mouse over icons, images, buttons, and other screen objects
- Competently **double click** the mouse to open folders, files, and start programs
- Capably **drag and drop** objects to move them on the screen
- Play some simple games to demonstrate their mouse skills

Parts of a Mouse

- What is a mouse?
- Identify the Left Click button
- Identify the Right Click button
- Identify the Scroll Wheel

Holding the Mouse

- Where to place your thumb
- Where to place your index finger
- Where to place your middle finger
- Where to place your ring finger and pinkie
- Where to place the palm of your hand
- Where to place your wrist

Using the mouse

- Clicking
- Hovering
- Double clicking
- Drag and drop
- Practice exercises

This curriculum is based on GCF Global's Mouse Tutorial course. Videos and course materials can be viewed, at no charge, at <https://edu.gcfglobal.org/en/mousetutorial/>.

To purchase a customized instructor-led group or one-on-one training, delivered at your office, please [contact TechMentors](#).