10 Computer Mouse Tips

1. **Shift Key and Mouse Click**

   Many text editors and programs allow you to highlight all or portions of text using the shift key and the mouse. For example, place the cursor at the beginning of a paragraph in a text editor, hold down the Shift key and click at the end of the paragraph to highlight the full paragraph.

2. **Take full advantage of the scroll wheel**

   Today, everyone is familiar with a mouse wheels ability to scroll up and down on a page. However, this wheel can also do so much more, here are a few examples.

   - The mouse wheel is not just a wheel, it can be used as a button. Pressing down on the wheel will act like a third mouse button. This can be used to open a web page in a tab by clicking the wheel on any link and can also be used to close a tab by clicking the wheel on any open tab.
   - Holding down the shift key while scrolling up or down in a Internet browser will quickly go back and forward between web pages.
   - Zoom in and out on a web page, word document, excel spreadsheet, etc. by holding down the ctrl key and scrolling up to zoom in and down to zoom out.
   - Move forward and backwards while browsing the Internet by holding down the Shift key and scrolling up and down. Scrolling down goes back and scrolling up goes forward.
   - Some mouse wheels can be pushed left or right to also move back and forward on a web page.

3. **Select with double and triple click**

   Any word can be selected by double-clicking the word. If you want to highlight the whole paragraph, click the mouse button three times on any text in the paragraph. If you double-click you can also double-click and then drag your mouse to select one word at a time.

4. **Use the right-click**

   Take full advantage of the right-click any time you highlight text or wish to view the properties of an object. For example, if you highlight a file or text, you can right-click that highlighted item copy it and then right-click anywhere else to paste it. If you right-click on any file or text and drag it while continuing to hold the right button, when you let go you will be given the option to move or copy that file or text. This saves you the extra step of having to right-click where you want to paste the item. While in a browser pressing and holding the Ctrl while clicking on any link will open that link in a new tab.

5. **Ctrl key and mouse click or highlight**

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> While holding down the Ctrl key you can left-click to select multiple objects or highlight multiple sections of text. For example, in Microsoft Windows you could hold down the Ctrl key and click to select multiple files at once. If you wanted to highlight different parts of a paragraph or web page, you could also hold down the Ctrl key and select each section you wanted to copy.

6. **Use the mouse side buttons**

   > Many new computer mice have buttons on the side of the mouse. These buttons can be programmed to do anything, however, by default the left-thumb button can be used to go back on a web page. This makes browsing the Internet more enjoyable since you do not need to move the mouse cursor to the browser back arrow button in order to go back a page.

7. **Use the Windows Snap To feature**

   > Take full advantage of the Windows mouse Snap To feature, which will automatically move your mouse to buttons that appear in a dialog box. For example, if you delete a file or close a window you may get a prompt asking you if you are sure you want to perform the task. With the Snap To feature enabled, the mouse cursor automatically moves to the Ok button, so all you will have to do is click the mouse button if you agree. This saves you the time of having to move the mouse cursor over to the Ok button and then click Ok. To enable this feature open the Mouse properties under the Windows Control Panel and check the Snap To check box under the Pointer Options tab. While changing this feature we also suggest looking at other available options in the Mouse settings. For example, increasing the Motion speed can also help increase your productivity while using the mouse.

8. **Manage the open window with the mouse**

   > Double-click the top title bar of any window to maximize a window or if it is already maximized resize it to a window. You can also double-click the icon for the window in the top-left corner of the window to close that window.

9. **Move the mouse with your keyboard**

   > Instead of using the mouse that came with your computer you can also enable Windows to use the number pad as a mouse.

10. **Customize your mouse**

    > Finally, if you have a mouse with more than two buttons, installing the included mouse software will allow you to customize the mouse even more. For example, if you don't use the side buttons to move back and forth in a web page change it to something you do more often, such as switching between open windows or opening the calculator.

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