

5 Mouse actions

Complete this text about the mouse with verbs from the box.

click double-click drag grab select move control

Mouse actions

A mouse allows you to (1) _____ the cursor and move around the screen very quickly. Making the same movements with the arrow keys on the keyboard would take much longer. As you (2) _____ the mouse on your desk, the pointer on the screen moves in the same direction. The pointer usually looks like an I-bar, an arrow, or a pointing hand, depending on what you are doing.

A mouse has one or more buttons to communicate with the computer. For example, if you want to place the insertion point or choose a menu option, you just (3) _____ (press and release) on the mouse button, and the option is chosen.

The mouse is also used to (4) _____ text and

items on the screen. You can highlight text to be deleted, copied or edited in some way.

The mouse is widely used in graphics and design. When you want to move an image, you position the pointer on the object you want to move, press the mouse button, and (5) _____ the image to a new location on the screen. Similarly, the mouse is used to change the shape of a graphic object. For example, if you want to convert a square into a rectangle, you (6) _____ one corner of the square and stretch it into a rectangle.

The mouse is also used to start a program or open a document: you put the pointer on the file name and (7) _____ on the name – that is, you rapidly press and release the mouse button twice.