



**VIDYA BHAWAN BALIKA VIDYAPITH, LAKHISARAI**

**INFORMATION TECHNOLOGY FOR CLASS 9**

**STUDY MATERIAL BASED ON N.C.E.R.T**

**RAUSHAN DEEP      DATE:-07.07.20XX (TUESDAY)**

## **DATA ENTRY AND KEYBOARD SKILLS**

**POINTING DEVICES:** Pointing device is instead of typing, you can be selected directly some items from computer screen, for example “Print” or “Close” button. It can be done using point and draw devices, such as mouse. Not only to select, but drawing of line, curve and shapes is also possible with such devices. Another example of point and draw devices are joystick, light pen, touch pad or trackball and touch screen

**MOUSE:** Mouse is a pointing device used to point a particular place on the screen and select to perform one or more actions. It can be used to select menu commands, resize windows, selecting actions from screen icons, etc.

- ❖ **A mouse primarily of three parts: first of all the buttons, the handling area, and the rolling object.**
- ❖ **The mouse is configured to work for the right hand. The left handed persons can change the setting as per the needs.**
- ❖ **Put the right hand on the mouse, the index fingers go on the left button, and the middle finger goes on the right button.**
- ❖ **Hold the mouse button lightly and release it immediately**

**MOUSE POINTER:** mouse pointer allows to point on the screen. Mouse pointer will appear as you move it around the screen (it can be used to move things).It will appear as you move it around the screen.

This mouse pointer will also appear as you move it around the screen, particularly if it is over text. (These shapes can be seen when you are about to type text).

While working on a web browser, the pointer change to a pointing finger symbol as moved it over the page.

It identifies a hyperlink. Click the left mouse button once to follow the hyperlink to another page.

**RAUSHAN DEEP**  
PGT (IT)  
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