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**INFORMATION TECHNOLOGY FOR CLASS 9**

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

**RAUSHAN DEEP      DATE:-11.07.20XX (SATURDAY)**

## **DATA ENTRY AND KEYBOARD SKILLS**

### **How can mouse operate?**

All Mouse do not use the same mechanical operation but all of them accomplish the same task. Some of them use a tracking ball at the bottom and some of use a type of light beam to detect the motion of mouse. Laptops are equipped with a small flat surface or sometimes with a very stick for performing job as a mouse.

The most conventional kind of mouse has two or three buttons on its top. These buttons are used for different actions. Using left button of mouse different operations like selection, dragging, moving and pasting can be done.

### **The common mouse actions are as follows:**

- ❖ **Click or left click:** It is used to select an item. Press down once on the left button with your index finger.
- ❖ **Double click:** It is used to start a program or open a file or trigger an action.
- ❖ **Right click:** It is used to display a set of commands and available options. Move the cursor pointer to the desired position, position your middle finger on the right mouse button, keeping the mouse still, with the middle finger on the right button.
- ❖ **Drag and Drop:** It allows selecting and moving an item from one location to another. Position the mouse on an object, hold down the left side of the mouse, and drag the object.
- ❖ **Scroll:** Many applications provide scrollbars on right side of screen if the page length is more than the monitor/ screen length. Instead of using page down key or arrow keys, one can use scroll bar on the application screen with the left button of the mouse. Use the scroll button on the mouse to move the page on the screen up or down.
- ❖ **Blocking:** Blocking is another way of selecting text. It is used to select text that needs to be edited on formatted. Click at the beginning of the word or sentence and hold down the left button, then drag along the text and see it being highlighted in black. At the end of the text or sentence release the left button.

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