

Mouse Skills: Click, Double-Click, Drag, and Scroll

How to use: Print first for the main practice. Then use the device to repeat activities and save progress.

LEARNING OBJECTIVES

- 1 Name the five mouse actions — click, double-click, right-click, drag, and scroll
- 2 Describe what each one does on screen

MINI LESSON

The mouse is one of the most important tools on a computer — it lets you move a pointer around the screen and do five different actions depending on how you use it. Knowing each one makes you a confident computer user!

1. Click (left-click)

- Press the left button of the mouse once and release it quickly.
- Used to select something — a file, a button, a word, or an icon.
- Example: Click on an app icon to select it.

2. Double-click

- Press the left button twice very quickly.
- Used to open files, folders, and apps.
- Example: Double-click a folder to open it.

3. Right-click

- Press the right button of the mouse once.
- Opens a menu of options — like copy, paste, rename, or delete.
- Example: Right-click a file to see options like Rename or Delete.

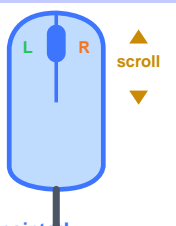
4. Drag

- Press and hold the left button while moving the mouse, then release.
- Used to move files, icons, or objects from one place to another on screen.
- Example: Drag a file from the desktop into a folder.

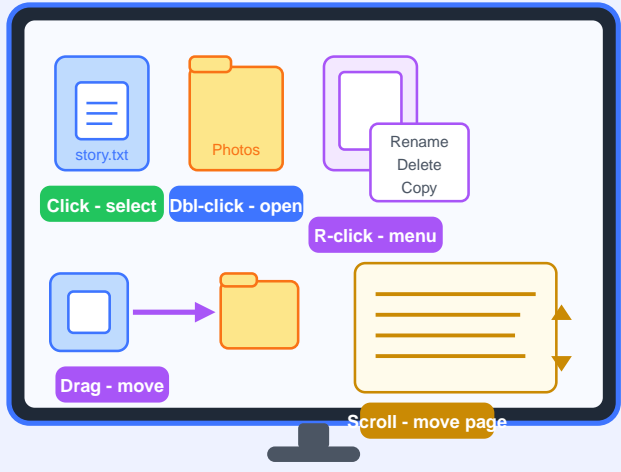
5. Scroll

- Roll the scroll wheel (the small wheel between the buttons) up or down.
- Used to move up or down a page or document without clicking.
- Example: Scroll down to read more of a webpage.

5 Mouse Actions

L Click (left) Press left button once - select	LL Double-click Press left twice fast - open
R Right-click Press right button - menu	L+ Drag Hold left + move - move item
W Scroll Roll the wheel - move page	

Move the mouse to move the pointer!



Each action does a different job!

! Ask yourself: "Which mouse action would I use to open a folder? Which one would I use to move a file to a new location?"

TRACING PRACTICE

Trace each word, then copy it twice on the lines below.

TRACE

click

COPY 1

COPY 2

TRACE

double-click

COPY 1

COPY 2

TRACE

right-click

COPY 1

COPY 2

TRACE

drag

COPY 1

COPY 2

TRACE

scroll

COPY 1

COPY 2

TRACE

pointer

COPY 1

COPY 2

TRACE

cursor

COPY 1

COPY 2

TRACE

select

COPY 1

COPY 2

Tip: Draw a small mouse next to each action word and label the button used — L, R, or W for the wheel.

EXERCISES — MATCH THE PAIRS

Draw a line from each mouse action to what it does.

1. Click

2. Double-click

3. Right-click

4. Drag

5. Scroll

A. Press the left button twice quickly to open a file or folder.

B. Rolls the mouse wheel to move up or down a page.

C. Opens a menu of options such as copy, paste, or rename.

D. Press the left button once to select something.

E. Hold the left button and move the mouse to move an item.

Write the matching letter next to each number (e.g. 1-B, 2-A, 3-C...).

1 — _____ 2 — _____ 3 — _____ 4 — _____ 5 — _____

EXERCISES — MULTIPLE CHOICE

1. What does a single left-click do?

- Opens a file or folder.
- Selects an item on screen.
- Opens a menu of options.

2. How do you open a folder on a computer using a mouse?

- Single left-click on the folder.
- Right-click on the folder.
- Double-click on the folder.

3. What does pressing the right mouse button do?

- Opens a menu of options like copy, paste, or rename.
- Selects the item under the pointer.
- Moves the pointer to a new position on screen.

4. How do you drag an item to a new place on screen?

- Double-click on the item and type its new location.
- Hold the left button down while moving the mouse, then release.
- Right-click and choose Move.

5. What is the scroll wheel on a mouse used for?

- Clicking to open files.
- Turning the computer volume up or down.
- Moving up or down a page or document.

6. What happens on the screen when you move the mouse on the desk?

- The on-screen pointer moves in the same direction.
- A menu opens.
- The screen turns off.

7. Why is it important to click twice quickly when double-clicking?

- Clicking slowly can break the mouse button.
- If you pause too long, the computer treats it as two separate single clicks instead of a double-click.
- The scroll wheel will not work if you click too slowly.

8. Which mouse action would you use to move a file from your desktop into a folder?

- Single left-click.
- Right-click.
- Drag.

9. What is the cursor on a computer screen?

- The on-screen arrow or symbol that shows where the mouse is pointing.
- The scroll wheel on the mouse.
- The right mouse button.

10. You want to click on a button on a website. Which mouse action should you use?

- Right-click.
- Single left-click.
- Scroll down.

ASSESSMENT

PARENT / TEACHER CHECKLIST

- Names all five mouse actions — click, double-click, right-click, drag, and scroll — without looking at notes.
- Describes what each action does on screen in their own words, using at least one complete sentence per action.
- Demonstrates each mouse action correctly on an actual device when prompted by the parent or teacher.
- Given a task (e.g., open a folder or move a file), correctly identifies which mouse action to use before attempting it.