

# Quick How-To: How to Use a Mouse or Touchpad

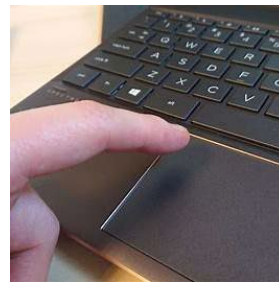
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This guide is for anyone wanting to understand how to move the arrow and click using a mouse or touchpad.

## Step-by-Step Instructions

### Step 1: Understand the Mouse or Touchpad

- A **mouse** is a small tool you move with your hand. It moves the arrow on your screen.
- A **touchpad** is a flat area below your keyboard.



Both help you point, click, and choose things on your computer.

### Step 2: Move the Pointer

- Move the mouse gently — the pointer on the screen will follow.



- If you're using a touchpad, slide your finger across the surface.



- The slower and steadier you move, the more control you have.

### Step 3: Click or Tap

- On the mouse, click the **left button** to select something.



- On a touchpad, **tap gently** once to do the same thing.



- Double-click to open items, like a folder or picture.

### Step 4: Practice Makes Progress

- Try clicking on icons, moving the mouse, or opening a folder.

#### You Did It!

You've learned how to move and click with a mouse or touchpad.