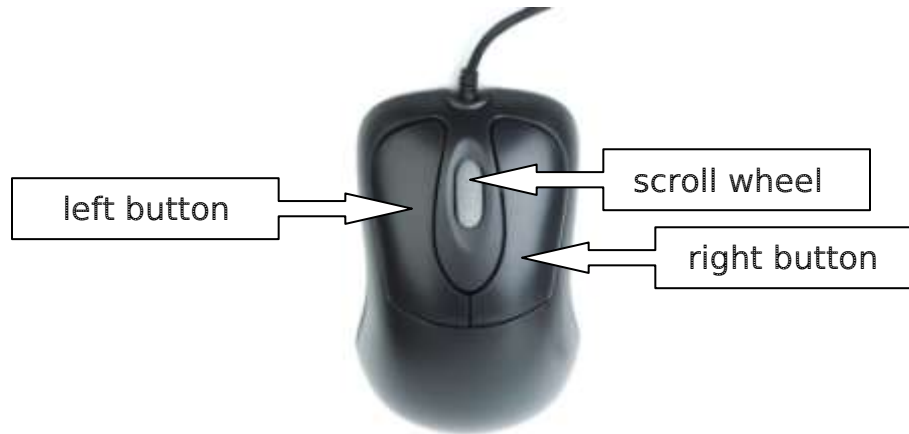
















Common mouse button actions

A typical mouse has a left button, a right button, and a scroll wheel in the middle.



- Left single-click selects an object
- Left double-click is used to open an application or document
- Sometimes a series of clicks can be used to select text:
 - single-clicking places the cursor in that location
 - double-clicking selects a word
 - triple-clicking selects a sentence or paragraph
- Right-clicking displays an object's context menu, or shortcut menu
- Keeping the mouse still while pointing is called hovering: sometimes a description of the item you are pointing at will pop up while you hover
- Pressing the mouse button while keeping the mouse still is used for clicking or selecting an object
- Pressing the mouse button while moving the mouse is used for dragging, resizing, moving, splitting, and selecting multiple objects
- The Shift key extends selection contiguously
- The Ctrl key allows to select more than one item by clicking on each item you wish to select

Common pointer shapes

Shape	Name	When used
	Normal select	Appears during normal use of the mouse; it will activate menus and icons with a left click
	Link select	Appears when you hover over a hypertext link; it will open a linked web page or window. Used often on web pages.
	Text select	Shown when the mouse is over text that you can select or edit. Click to place the flashing cursor where you want to type, or click and drag to select text.
	Precision select	Appears when drawing objects on the page such as line, autosshapes, rectangles, or similar items. To use, click in one corner where you would like the object displayed, then drag to the opposite corner and release the mouse button.
	Move	Used to move an object in any direction. To use, position the pointer over a movable object, right-click and move mouse, release mouse button.
	Pan	Used to move an object within a viewing window. To use, position the pointer over a pan-able object, right-click and move mouse, release mouse button.
	Horizontal and Vertical Resize	Used to resize an object in a single direction. To use, position the pointer over a resizable object, right-click and move mouse, release mouse button.
	Diagonal Resize	Used to resize an object in up to two directions. To use, position the pointer over a resizable object, right-click and move mouse, release mouse button.
	Row and Column Resize	Used to resize a column or a row. To use, position the pointer over a resizable row or column, right-click and move mouse, release mouse button.
	Window Splitters	Used to resize a split pane vertically or horizontally. To use, position the pointer over a resizable row or column, right-click and move mouse, release mouse button.
	Unavailable	No actions are available. If you are dragging and dropping an object, that object is not able to be dropped where the pointer is.
	Busy pointer	Used to wait for a window to become responsive.
	Working in background pointer	Used to point, click, press, or select while a task completes in the background.
	Scroll	You have pushed the scroll wheel. Roll the wheel to scroll up or down the page.