






## USING SOFTWARE



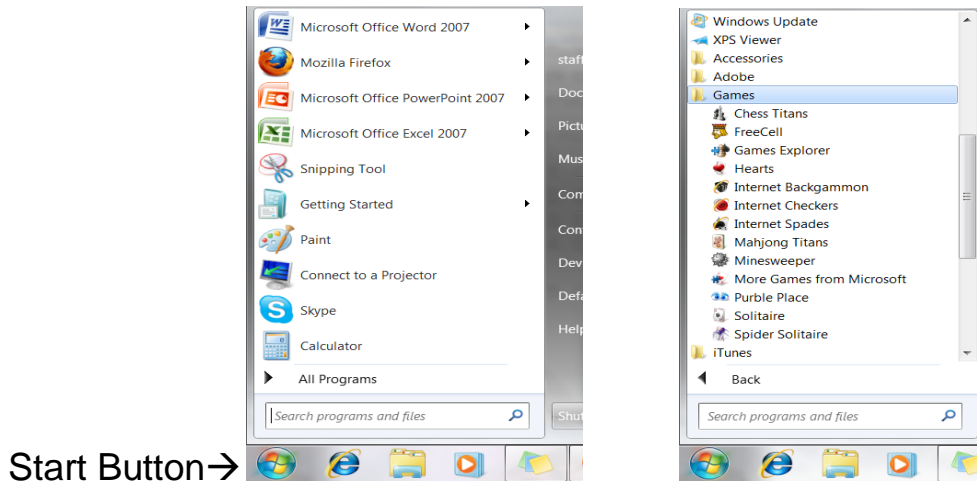
Software is another name for programs. These are written or designed to work on top of the operating system in your computer. They work together to enable you to perform the tasks successfully.

 For mouse practice: point to → [MCLS](#). Hold down the Ctrl key and click on the [MCLS](#) link. (In the PDF form you may not need the Ctrl key). This will take you to our On Line Mouse Aerobics.

1. Read each step carefully before you try it.
2. If you want to repeat steps click the back button . This will enable you to practice each step repeatedly until you are comfortable with it.
3. When you have finished the last step, click on the [Answers](#) link to check your work.
4. When you are finished you may also click on [THE END](#). This will take you to the next page. Here you may repeat any page you want practice.

 For more mouse practice, use some of the software on your computer:

1. Go to the Start button at the bottom left corner of the monitor.
2. Click on All Programs
3. Click on Accessories
4. Click on Games



5. Click on Solitaire



- 6. The game will open and when the cards are all in place click and drag cards where you want them.
  - a. For Help with how to play the game click on the Help Menu



- b. Click on blue text options for step by step help.