

Mouse & Keyboard Skills

Using Basic Computer Devices



*A free class offered by
Birchard Public Library*

*423 Croghan Street
Fremont, OH 43420
419-334-7101*

On the web at www.birchard.lib.oh.us

Topics to be discussed:

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Overview of Mouse & Keyboard

Computer Keyboards	Types of Mice
<p>Computer keyboards function much the same as a typical typewriter. The alphabetic, numeric, and special character keys are in the same location.</p>	<p>There are currently two types of mice: ball mice and optical mice. As the mouse is physically moved, the pointer on the computer screen moves in a corresponding direction.</p>
<p>There are some differences:</p> <ul style="list-style-type: none"> • ESC (escape) key • Function keys (F1, F2, ... F12) • CTRL (control) • ALT (alternate) • Windows key • Repeating action of keys • Numeric keypad on right • Num and Scroll Lock • Navigation keys (named and arrow) • Delete key • Insert key 	<p>In ball mice there is a ball, which touches the mouse pad from the bottom of the mouse and rolls when the mouse moves. These are mechanical devices.</p> <p>With optical mice, also known as laser mice, an LED or a small laser shines light onto the mouse pad to light it up. These are electronic devices.</p>

What You Will Learn Today

1.) Here are the BASICS

- a) How to Power ON and Power OFF the computer. Actually at the end of class.
- b) How to recognize basic input and output devices connected to a computer.
- c) How to use the computer keyboard to interact with the computer with letters, numbers, and special characters.
- d) How to use the mouse for Click, Double-Click, Right-Click, and Click-Drag, to interact with the computer.
- e) You will not be taught “How to Type.” This just takes “time at the keyboard.”

2.) The Keyboard

- a) Physical characteristics
- b) Standard keys
- c) Special keys
- d) Touch Typing

3.) The Mouse

- a) Physical characteristics
- b) The Grip
- c) The Buttons
- d) The Wheel
- e) Motion

Using the Keyboard

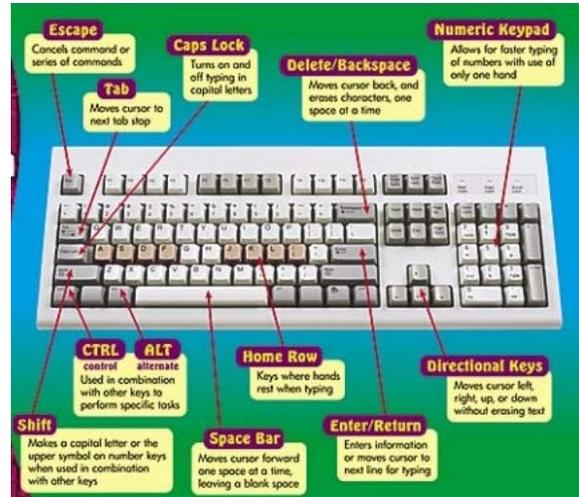
A **computer keyboard** is a device that is partially modeled after the **typewriter** keyboard. Keyboards are designed for the input of **text** (alphabetic), **numbers** (numeric), and **special characters** (! @ # \$ % ^ & * + = \). It is also used to **control** the operation of a computer.

Physically, computer keyboards are an arrangement of rectangular buttons, or "keys". Keyboards typically have **characters engraved or printed on the keys**; in most cases, each press of a key corresponds to a single written symbol. However, to produce **some symbols requires pressing and holding several keys simultaneously** or in sequence; other keys do not produce any symbol, but instead affect the operation of the computer or the keyboard itself.

The computer keyboard is made up of several "**sections of keys**." The alphabetic and numeric keys are the most frequently used. Follow this graphic and the instructor's direction to understand the use of these and other special use keys.

The **Escape** key, labeled **Esc**, allows you to stop a function or action. For example, if your computer suddenly freezes up, you may be able to resume by pressing Esc.

The **Function** keys, along the top of the keyboard, are labeled **F1**, **F2**, up to **F12**. These shortcut keys allow you to quickly complete a specific task within certain programs. For example, F1 opens Help in Microsoft Office.



The **Print Screen**, **Scroll Lock** and **Pause/Break** keys are at the far right end of the keyboard. The Print Screen key takes a "picture" of your screen that you can edit or save using a graphics program.

The **Enter** key carries out commands. For example, while on the Internet, you can type in a website address, called a URL, and press Enter to go to the site.

The **Control (Ctrl)**, **Alternate (Alt)**, and **Shift** keys are designed to work with other keys. For example, if you press Ctrl + S at the same time, you can **save a file**.

The **Backspace** key erases the character to the left of the cursor.

To the right of the regular keys is the **cursor control pad**. At the bottom are four **arrow** keys. Pressing any one of these keys moves the cursor in the direction of the arrow.

There are **six keys** above the arrows:

- The **Delete** key erases the character to the right the cursor.
- The **Insert** key switches between the insert mode and overtype mode. The insert mode is the normal mode for word processing.
- The **Home** key moves the cursor to the left or beginning of the current line.
- **End** moves the cursor to the right end of the current line.
- **Page Up** and **Page Down** take you to the top or bottom of the screen.

The **Number pad**, at the far **right** end of the keyboard, resembles a **calculator keypad**. The **Num Lock** button needs to be **ON** for the keypad to work correctly. Without Num Lock, the keys are used for navigation and editing. Is your Num Lock light ON?

Working with the Keyboard

Correct **technique** is important when learning any new skill. The beginning typist needs to learn the basics so speed and accuracy will develop. The hands on the keyboard's "**home row keys**" are the starting point for touch-typing.

This graphic shows the **left hand fingers on ASDF**, and the **right hand on JKL**; - try it. Learning to type requires some discipline for your body's position and each finger.



- **Memorize the letters by not looking at your hands while typing.**
- **Feet flat on floor. Hips touching back of chair. Back straight and sitting up tall.**
- **Fingers curved. Arms close to body. Wrist straight and not touching keyboard**
- **Begin typing.**
- **Strikes keys with proper finger & then returns fingers to homerow keys**

This is an introductory class to explain the use of the keys, and will not provide instruction in the proficient use of the keyboard. **Hunt and Peck** may be all you learn today. Since we will not teach typing, Birchard has an instructional CD-ROM titled **Mavis Beacon Teaches Typing**. This can also be purchased online or at a local business products store.

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• Winner of over 15 prestigious awards including Teachers' Choice and Parents' Choice awards.
• A supportive and motivational tone makes learning fun!

Keyboard Exercise

The Notepad program is open in a Window on your screen. Follow the teacher's instructions to complete several keyboard exercises. Now get ready with your **left- and right-hand fingers on the Home Row**.

- ❖ Now it is time for some **fun** with the keyboard using <http://www.smallcampus.net/building-study/it/typing/TypingTut.html> There is an icon on the desktop for this website.
- ❖ A fairly complete **Typing Tutorial** can be found online at <http://www.typing-lessons.org/> Try this from your home or in this lab on your own time.

As with anything is life, practice makes perfect. We need to move on to the mouse.

Holding the Mouse

The mouse is the hand-held device that lets you **point to objects** on the screen, **click** on them, and **move** them. Holding the mouse **STILL** when clicking the buttons is very important – more than that, it is **NECESSARY**.

- **Palm** rests on the mouse body
- **Index finger** rests on the **left** button; **middle finger** on the **right** button
- **Wrist** rests on table top
- **Other fingers grasp sides of mouse**
- **Mouse** rests on mouse pad or smooth surface



An excellent mouse tutorial can be found at <http://www.ccpl.lib.oh.us/Tutorials/mouseskills.pdf>

Types of Mouse Clicks

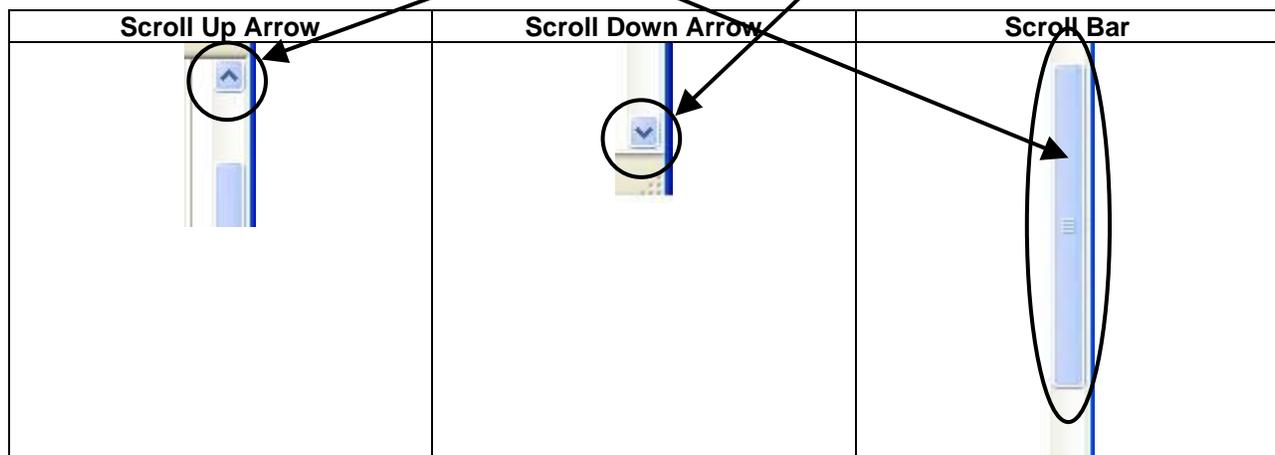
- **Left Click** – or simply **Click**, **Selects** the object that the pointer is on.
- **Right Click** – displays a **context sensitive menu** of options.
- **Double Click** – means that the **Left Mouse Button is clicked TWICE in rapid succession**, and normally results in the **OPENING** of something, a program or a window.
- **Click-Drag** – **Press and Hold the Left mouse** button on an object; this is used to **Select text or an object**.
- **Drag and Drop** – beginning with a **Click-Drag** on an object to allow it to be moved to another location on the screen.

Navigation – Getting from Here to There

What happens when the mouse pointer gets to the **bottom** of the screen, and there is still more below? **SCROLLING** is the answer.

Window contents may extend **below** or to **the right of the current screen**; scrolling accesses these areas. This technique uses the mouse and window components. The screen components are displayed in this table. The action for Scrolling using the **Up** and **Down** arrows is simply to **click the arrow** to move one line.

The action for moving the **Scroll Bar** is called **Click-Drag**. With the mouse point anywhere on the Scroll Bar, **press and hold** the Left Mouse button. Drag the Scroll Bar Up or Down to navigate vertically on the window.



Many mice have a **scroll wheel**, a **handy** little wheel located between the left click and right click buttons, which allows users to **scroll pages up and down** without having to move the mouse all the way over to

the scroll bar, click down, and drag the scroll bar, or click on the little arrows on each end of the scroll bar. Instead, the user can **just spin the wheel** one way to scroll up and the other to scroll down.

Watch this demonstration at <http://www.pbclibrary.org/mousing/> Practice with **Mouse Practice** at <http://www.lawrencegoetz.com/programs/mousepractice/> In class, there will be a desktop icons to use.

Rollover

As the mouse pointer moves about screen, it will **cross a variety of icons and areas**. The mouse pointer (cursor) is normally an **arrow**. This table indicates the **other shapes** that the cursor can become, and the **associated meaning**. During the following exercises, you will be directed to parts of the screen to illustrate the change in shape.

Mouse Shape	Meaning
	Normal Select – an arrow
	Text Select- a vertical line, similar to a capital I
	Link Select – a pointing hand, indicates object is a hyperlink
	Busy – an hour glass
	Resize – Vertical, Horizontal, Diagonal Left, Diagonal Right
	Move – a Plus-sign with 4 arrow heads

Drag and Drop

Follow these instructions to **Drop and Drag** at <http://www.webreference.com/programming/javascript/mk/column2/>

- **Item #1 to column 3 between Item #11 and Item #12**
- **Item #9 to the bottom of column 1 below Item #4**
- **Item #5 to column 2 between Item #7 and Item #8**

Working with the Mouse

Now for some **Mouserobics** <http://www.ckls.org/~crippel/computerlab/tutorials/mouse/page1.html>

Mesa **Mouse and Keyboard** Exercise <http://www.mesalibrary.org/research/mouse/page01.htm>

<http://www.monroe.lib.in.us/class/seniors/link.html> Just complete the first **two** pages.

The card game **Solitaire** on the computer is excellent mouse practice. **Start > All Programs > Games > Solitaire** Give it a try.

Additional Notes:

Internet Resources	Address
Mouse and Keyboard from Microsoft	http://www.microsoft.com/hardware/mouseandkeyboard/default.msp
City of Mesa Tutorial	http://www.mesalibrary.org/research/mouse/page01.htm
Jigsaw Puzzles	http://www.jigzone.com/
Video Professor	www.VideoProfessor.com
Mavis Beacon Teaches Typing	http://www.bruderbund.com/
Coloring Online provides mouse practice	http://www.coloring.com/
Mouse and Keyboard Tutorial	http://www.libraryinjonesboro.org/mouseclass.html
New User Tutorial	http://tech.tln.lib.mi.us/tutor/welcome.htm
Birchard Public Library Computer Lab	http://www.birchard.lib.oh.us/computer_lab.htm
FREE software tutorials	http://www.gcflearnfree.org/