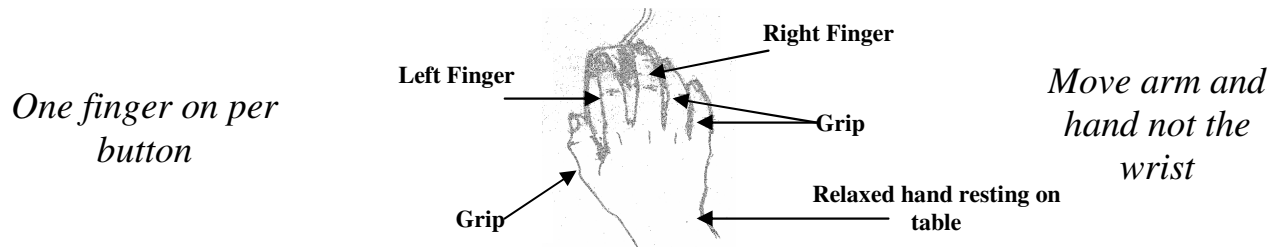


Computer Basics 1: Mouse and Keyboard

Holding the Mouse

Grip the mouse with your thumb and ring finger. **Rest** your index and middle finger on the two buttons like a peace symbol. Keep the palm comfortable and rest it on the table



Mouse Buttons

Click: to press lightly or tap a button **Hold:** to press a button and keep it pressed

Hover: Point to any button or symbol and wait for a couple of seconds. It will tell you its name.

Left Button (different types)

- **Click:** Press and release the button. Used to **choose** items or **select** options, like icons or buttons.
- **Click & Hold:** Press the button and **hold** it down now you can move your selection anywhere
- **Double-Click:** Quickly press the button twice to open programs or documents

Right Button: Press and release the right button for a list of shortcuts. To make it go away left click anywhere else.

Mouse Shapes

If the mouse looks different, don't worry! It will continue to change shapes. Each shape means something different. Check the list below for a translation.



Arrow: The mouse is a selector. Use to click on buttons, icons, text, pictures.



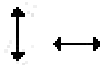
Hourglass: This means the computer is working and it is unable to do anything else.



I-Beam: Used to move text around or to select text.



Hand: used mainly with the internet, it shows links or doorways



Double Arrow: used to change the size of some items, pictures, windows, columns, ETC...



Four-Pointed Arrow: Click and hold to move objects around the screen

