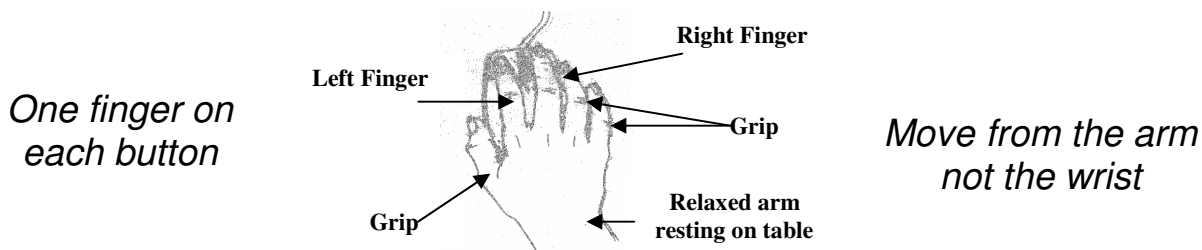


# Computers Basic 1: Mouse and Keyboard

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## 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

Used to **choose** or **select** items

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

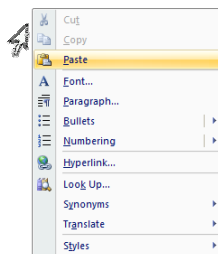
**Double-Click:** Quickly press the button twice to open programs or documents

**Click:** to press lightly or tap a button

**Click & Hold:** Press the button and hold it down now you can move your selection anywhere

**Hold:** to press a button and keep it pressed

**Right Button:** Tap and release and it will show a list of shortcuts.



*To make it go away left click anywhere else.*

## Cursor Shapes

The mouse will change shapes. Each shape means something different.



**Arrow:** The mouse is the selector. Use to click or choose buttons, icons, text, pictures....



**Hourglass or spinner:** means the computer is working and it is unable to do much else.



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



**Hand:** used mainly on 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

**ESC:** Exits some small things like the right click window

**Tab:** Makes an indent when typing

**Caps Lock:** Click to make all letters typed in capitals. Look for the light on the right hand side of the keyboard #

**Shift:** Hold down shift and hit other keys to get either capital letters or the symbol on the top of the keys.



**Function Keys:** F1 for Help Most don't do anything

**Backspace:** Erase text to the left of the cursor

**Lights:** Tells you what is turned on, Make sure *Caps lock is off* and *Num lock is on* #

**NUM LOCK:** Used to make the numbers keypad work. Look for the light.

**Numbers Keypad** Great for long numbers because it looks like a calculator

**Spacebar:** Makes a space, hold down to make more

**Enter:** Go to the next line when typing or tell the computer you want to enter the information

**Delete:** Erase text to the right of the cursor

**Arrow Keys:** allows you to move around the screen

