Computers Basic 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.

One finger on each button

Move from the arm not the wrist

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.

Click: to press lightly or tap a button

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.

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

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

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.

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...

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

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

**Print Screen:**
- Spaces
- Panel
- SysRs
- Scroll Lock
- Pause/Break

**Insert:**
- Home
- Page Up

**End:**
- 7 Home
- 11 PgUp

**Delete:**
- 6 End
- 10 PgDn

**Num Lock**
- 4 5 6
- 1 2 3

**Shift:**
- Ctrl
- Alt

**Alt:**
- Add more

**Alt:**
- Add space