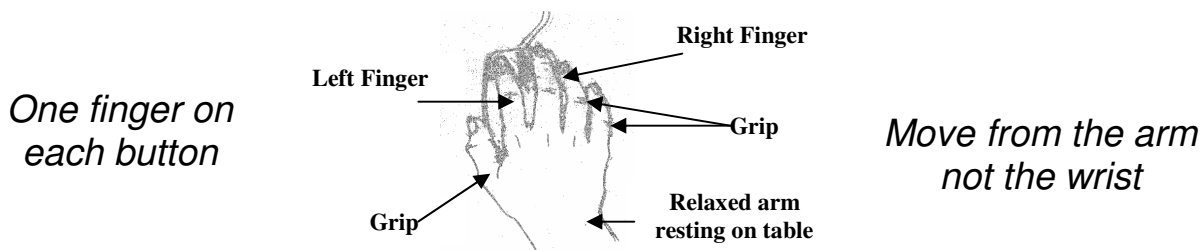


Computers Basic 1: Mouse and Keyboard

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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

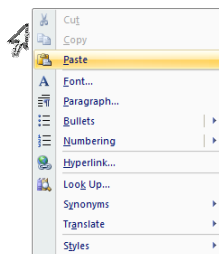
Double-Click: Quickly press the button twice to open programs or documents

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

