Use the Mouse & Keyboard Handout

<table>
<thead>
<tr>
<th>Pointer Shape</th>
<th>Name</th>
<th>When Used</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Normal</td>
<td>Used for clicking on most objects.</td>
</tr>
<tr>
<td></td>
<td>Select</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Link</td>
<td>Used for clicking on/opening text and graphic links.</td>
</tr>
<tr>
<td></td>
<td>Select</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Text</td>
<td>Used for interacting with or manipulating text.</td>
</tr>
<tr>
<td></td>
<td>Select</td>
<td></td>
</tr>
</tbody>
</table>

Tips for Clicking
Hold the mouse as still as you can while clicking.
Click gently, lightly, and quickly.
If at first you don’t succeed, try again.
Don’t get frustrated — it takes time and practice!

Left button
Click Once to...
- Choose an icon, a feature or function
- Click on a link on the internet
- Check a checkbox
- Select an item from a menu
- Do just about everything!

Right button Click once to...
- Open menus

Scroll Wheel Roll to...
- Move the page
- See parts of the page not on the screen

Vancouver Public Library I Use the Mouse & Keyboard Handout
Last updated by sms/dec2017
Note: There is no "Any" key. It means you can press almost any key on the keyboard to go to the next step.

Numbers and above the letters are visible on the right-hand side of the keyboard. Press the keys lightly and quickly. If you hold a key down too long, the letter will be repeated over and over.

Ctrl key — Hold down while typing the control key to increase font/page sizes

Arrow keys — To move around the screen, left, right, up and down

Space bar — Press to create spaces

Shift key — Hold down while clicking

10 Type symbols (above the numbers) — another key to create capital letters, or to type symbols (above the numbers)

Meta key — You'll need the "Meta" key for email addresses

All key — Press to use different keyboard functions

Caps lock — Press to cause all letters to be capitalized in uppercase/capitals

Num lock — Press to move to the next line

Enter key — Press to move to the next line

Backspace — Allows you to back up & erase mistakes

Control function keys — Cursor control, number keys and to switch between applications

Ctrl key to increase font/page sizes
### NEED MORE HELP?

#### Mousing Tutorials
- **GCF LearnFree.org: Mouse Tutorial**  
  [http://www.gcflearnfree.org/mousetutorial/mouse-tutorial/1/](http://www.gcflearnfree.org/mousetutorial/mouse-tutorial/1/)  
  - Part I: Holding the Mouse  
  - Part II: Learning to Click  
  - Part III: Rollover  
  - Part IV: Double-Clicking  
  - Part V: Drag and Drop
- **Mousercise**  
  [http://www.pbclibrary.org/mousing/mousercise.htm](http://www.pbclibrary.org/mousing/mousercise.htm)

#### Keyboarding Tutorials
- **Typing Club**  
  [https://www.typingclub.com/sportal/team-5601/program-typing-jungle.game](https://www.typingclub.com/sportal/team-5601/program-typing-jungle.game)

#### Vancouver Public Library Resources
- **Computer and Technology Help** ([vpl.bibliocommons.com/events](http://vpl.bibliocommons.com/events))  
  Drop in to practice your computer and technology skills and get help from VPL staff. For days, times and locations, check out the “Computer & Technology” category in our Events Calendar
- **Computer Survival Guide** ([guides.vpl.ca/computers](http://guides.vpl.ca/computers))  
  Information and self-directed practice activities on introductory computer and Internet topics. Includes mousing and keyboarding tutorials.
- **GCFLearnFree.org tutorials** ([gcflearnfree.org](http://gcflearnfree.org))  
  Free tutorials for learning the essential skills you need to live and work in the 21st century
- **We are here to help!**  
  Talk to VPL staff in person, by phone (604-331-3603) or by email ([info@vpl.ca](mailto:info@vpl.ca))