Use the Mouse & Keyboard

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We are here to help!

604-331-3603
info@vpl.ca
Use the Mouse & Keyboard

Vancouver Public Library
Today We Will Learn How To...

• Recognize the major parts of computers: keyboard & mouse
• Operate a computer mouse and keyboard effectively
**Keyboard:** A set of typewriter-like keys that allow a person to interact with a computer (type/enter: numbers, letters, punctuation, and/or symbols)

**Mouse:** The hand-held device that controls the pointer on the screen and allows the user to input instructions by "pointing and clicking"
Parts of the Mouse

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!

Left button
Double Click to...
- Open a program

Right button Click once to...
- Open menus

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

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!
## Typical Pointer Shapes

<table>
<thead>
<tr>
<th>Pointer Shape</th>
<th>Name</th>
<th>When Used</th>
</tr>
</thead>
<tbody>
<tr>
<td><img src="image" alt="Normal Select" /></td>
<td>Normal Select</td>
<td>Used for clicking on most objects.</td>
</tr>
<tr>
<td><img src="image" alt="Link Select" /></td>
<td>Link Select</td>
<td>Used for clicking on/opening text and graphic links.</td>
</tr>
<tr>
<td><img src="image" alt="Text Select" /></td>
<td>Text Select</td>
<td>Used for interacting with or manipulating text.</td>
</tr>
</tbody>
</table>
A Quick Note About Ergonomics

Creating a Safe Workspace

Computer Basics
Let’s Practice!

• Turn on your computer monitor.

• Get comfortable!

Power Button

One hand on the keyboard

One hand on the mouse
Find the Mouse Pointer!
How to Hold the Mouse

Click to make a selection, or press the spacebar to continue

- Part I: Holding the Mouse
- Part II: Learning to Click
- Part III: Rollover
- Part IV: Double-Clicking
- Part V: Drag and Drop
- Part VI: Precision Drag and Drop

Press the Spacebar to Continue
(on your keyboard)
Let’s Practice Using the Mouse!

Click to make a selection, or press the spacebar to continue

Part I: Holding the Mouse  
Part II: Learning to Click  
Part III: Rollover  
Part IV: Double-Clicking  
Part V: Drag and Drop  
Part VI: Precision Drag and Drop

Press the Spacebar to Continue  
(on your keyboard)
Parts of the Keyboard

- **Caps Lock** - Press to cause all letters to be generated in uppercase/capitals
- **Enter key** - Press to move to the next line down, or instead of clicking on Search or Go
- **Num Lock** - Press to switch between number keys and cursor control keys function
- **Alt Key** - Press to use different keyboard functions
- **Backspace** - Allows you to back up & erase mistakes
- **@** - You'll need the “at” key for email addresses
- **Shift key** - Hold down while clicking another key to create capital letters, or to type symbols (above the numbers)
- **Space Bar** - Press to create spaces between words and sentences
- **Arrow keys** - To move around the screen: left, right, up and down
- **Control key** - Hold down while tapping the + or – keys to increase font/page sizes
Keyboarding Practice

Click on the lesson to begin
Finding the Computer Survival Guide

• Find Mozilla Firefox and double left-click to open.

• Type into your search box: http://guides.vpl.ca/computers

• Scroll down and Left-click
  – Mouse practice: GCFLearnFree: “Mouse Tutorial”
  – Keyboard practice: “Typing Club”
Did We Learn How To . . .?

✓ Recognize the major parts of computers: keyboard & mouse
✓ Operate a computer mouse and keyboard effectively