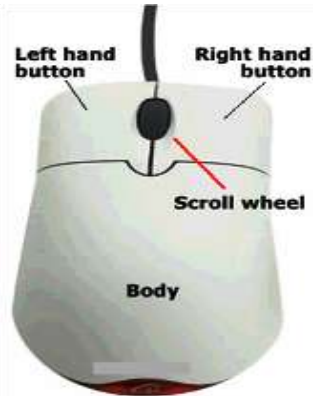


## ***How to Use the Mouse***

A MOUSE is a device that moves a pointer on the computer screen.  
It acts like a finger, allowing you to press buttons and select objects.



- Left** Hand Button - Use to point and select
- Right** Hand Button - To open menus, commands
- Scroll** wheel - Move page up and down on screen
- Cord** - plugs mouse into computer

### **Moving the Mouse**

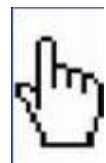
Keep mouse flat on the surface  
Hold mouse and move it around slowly.  
If you run out of room on the surface, pick the mouse up and put it back  
Keep your wrist straight and your eyes on the screen



***How to Click:*** lightly press and release the left mouse button with your index finger. Try to keep the mouse still while you are clicking.

### **Where to Click**

The white arrow points to objects on the screen.

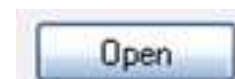


Pointer changes to a pointing hand when it is on an Internet Link

Some



pictures are links. Buttons are too.



## **Practice 3**

### **Mouse Practice**

Try clicking on the websites below for mouse practice with

- ✓ **Single Click** Move the pointer on top of the object and hold the mouse steady. Left click mouse once, gently.
- ✓ **Double Click** to open programs and files on the computer.
- ✓ **Right Click** to open a menu and to give more advanced instructions
- ✓ **Click and Drag**

**Palm Beach County Library** has 2 great lessons on the mouse

<http://www.pbclibrary.org/mousing/>

<http://www.pbclibrary.org/mousing/mouserercise.htm>

### **Mouse Skills Program**

<http://www.mouseprogram.com/>

### **Mouserobics**

<http://www.ckls.org/~crippel/computerlab/tutorials/mouse/page1.html>

### **Mouse Exercises**

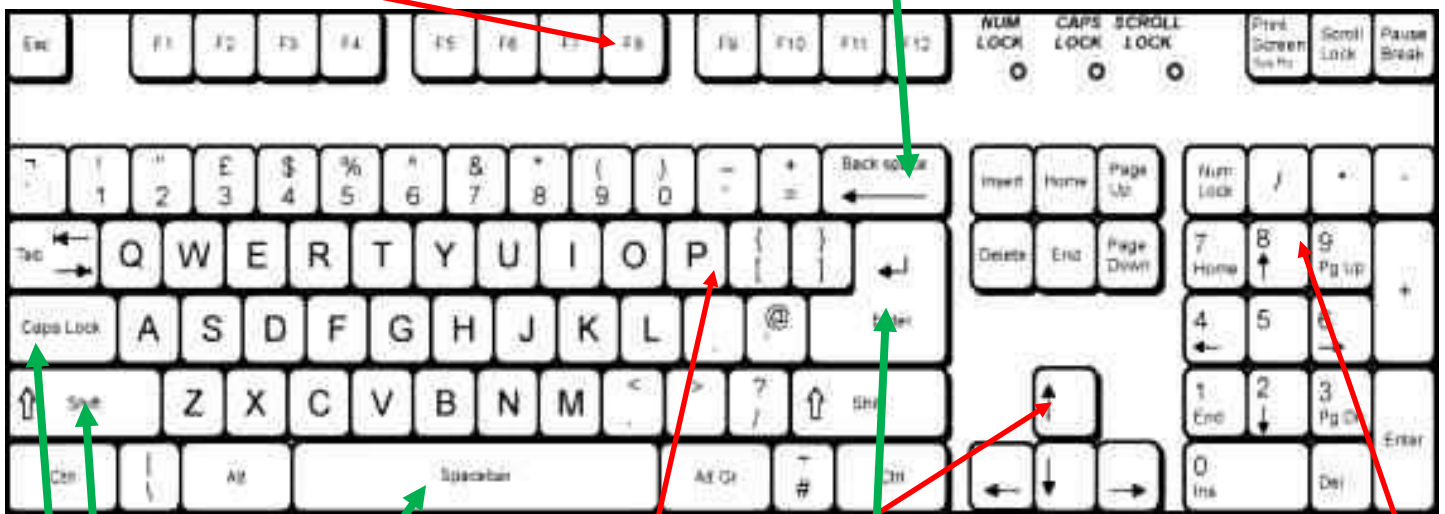
<http://www.seniornet.org/howto/mouseexercises/mousepractice.html>

## ***How to Use the Keyboard***

The keyboard is how you will communicate with the computer most often. This is a typical keyboard: yours may look different

**Backspace** – To remove a character

**FUNCTION KEYS** (F1) give shortcut instructions to computer



**Letters and symbols Keypad**

**Arrow Keys**

**Number pad**

**Shift** – Hold this key down to make a capital letter A not a

**Caps Lock**- Press this key to make all letters UPPERCASE

**Space Bar** – Press this to make a space between words

**Enter** – Press to start a new line when typing a document. Or, press it in a program to start or complete an action

## **Interactive Keyboard tutorial**

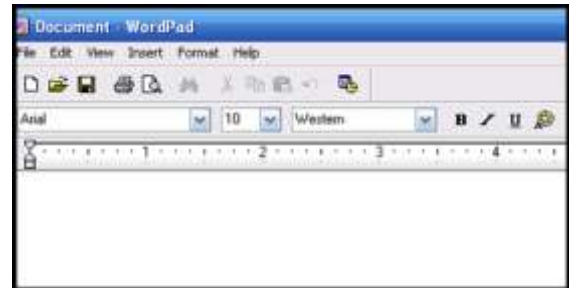
<http://www.adamfrost.net/elearningMaterials/keyboardSkills1/keyboardSkills1.html>

## Practice 4

### Using the keyboard and a program

We will type a few words and practice using the keyboard

1) Open the computer programs and pick a word processing program. Look for **WordPad (in Accessories)** or **Microsoft Office Word**.



2) Click to open the program.

You will see a blank white paper


3) Use the Keyboard to type your first name, press the Space Bar once, and last name

4) Hit the Enter key two times

5) Press the Shift key to type today's date (ex. Monday August 23) in Upper and Lower Case. Hit Enter

6) Press numbers on the Number Pad to type your phone number

7) If you make a mistake, use the Backspace key to erase and re-type a letter or number

8) Press the Up Arrow  key to move pointer to top. Press Caps Lock and type MY NAME IS to the left of your name on top

9) Click File and Save As to save your document. Click







or  in top right corner to close the program

## ***How to Organize Information into Files***

Stored computer data is organized like a file cabinet with folders and files of information.

**A FILE** is any single item created with a program and saved to your computer. Here are 4 files created by 4 different programs

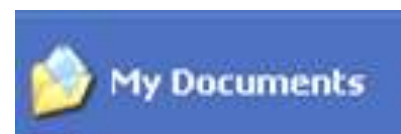
 <p>english club article Adobe Acrobat Document 253 KB</p>	A pdf document (Adobe Reader)
 <p>omputercalendar Microsoft Office Publisher Doc. 151 KB</p>	Advertising brochure (Publisher)
 <p>1 month project Microsoft Office Word 97 - 20. 22 KB</p>	Text document (Word)
 <p>aug2010tutorstats Microsoft Office Excel 97-200. 21 KB</p>	Monthly statistics table (Excel)

**A FOLDER** is a collection of files, organized by the user.

My Music and My Pictures are folders



**My Documents** is the Biggest Folder. It holds all the other folders with their file



## Practice 5

### Open and Print a Document

We will practice printing a one-page document from a link

1) Click the link below to see an English Club document

<http://www.rtlibrary.org/eslenglishclub.pdf>

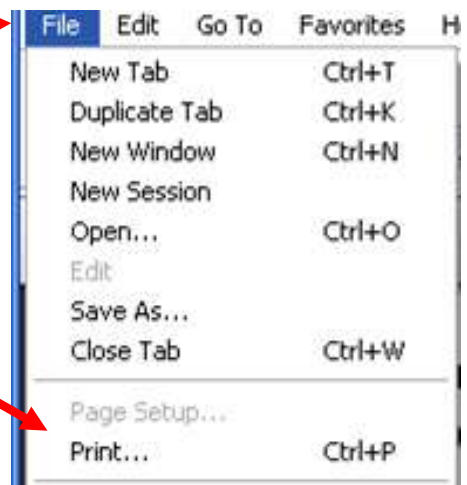
2) Click File to open Menu

Then click Print

3) When Print Box opens,

Preview the document and select 1 copy

4) Click OK to send to the printer



### ***For More Information***

Microsoft has online help and tutorials for new computer users

<http://windows.microsoft.com/en-US/windows-vista/Introduction-to-computers>

**New to Computers** (TLN Technology Committee)

Available in English and Spanish <http://tech.tln.lib.mi.us/tutor/>

Visit your local library to borrow great computer basics books