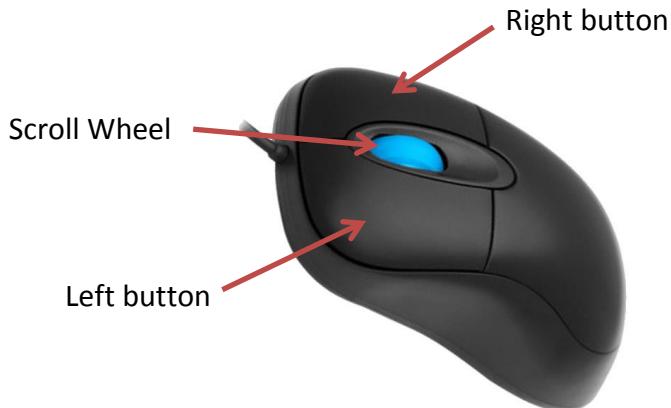


# Mouse and Keyboarding Basics

## Class Objectives:

- Introduction to operating a mouse to navigate the computer and various typing tutorials
- Learn the basics of typing on a standard QWERTY keyboard

## Mouse Basics:



## **How to hold a mouse:**

Rest your index finger on the left button and your middle finger on the right button. Rest the heel of your hand on the desk surface for stability.



## **Understanding the mouse:**

- **Left button:** This is the main button used. When told to "click" something, use the left button.
- **Right button:** This button is used for more complex features. Only use this button when someone says "right click."
- **Scroll wheel:** Move this wheel up or down to scroll up or down a page on the computer.

# Mouse and Keyboarding Basics

## Moving the mouse:

- Slowly move your hand back and forth and watch the computer screen.
- The mouse controls the cursor on the computer screen, which looks like this
- When you press the left button on the mouse with your index finger, you will hear a faint click. Press lightly.



## Using the mouse on a laptop:

- On a laptop computer, you may encounter a track pad. A **track pad** is a flat surface pad that operates the same way as the mouse. Often, a left and right button will be below the track pad or incorporated into the bottom of the track pad.
- A USB wireless mouse can be plugged into the laptop if you prefer to use a mouse.



## Different cursor icons:

- Depending on what you're doing, the cursor icon may change. Each image represents a different option of what you can do with the mouse.



Normal Cursor



Busy



Select a Link



Choose Text



Resize Horizontally



Resize Vertically



Resize Diagonally



Move



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# Mouse and Keyboarding Basics

## Beginning mouse tutorial:

- The mouse tutorial is located at <http://pbclibrary.org/mousing/click1.htm>
- If you want to practice from home, open your internet browser and type <http://pbclibrary.org/mousing/click1.htm> in the address bar at the top, then press enter.

## Keyboarding Basics

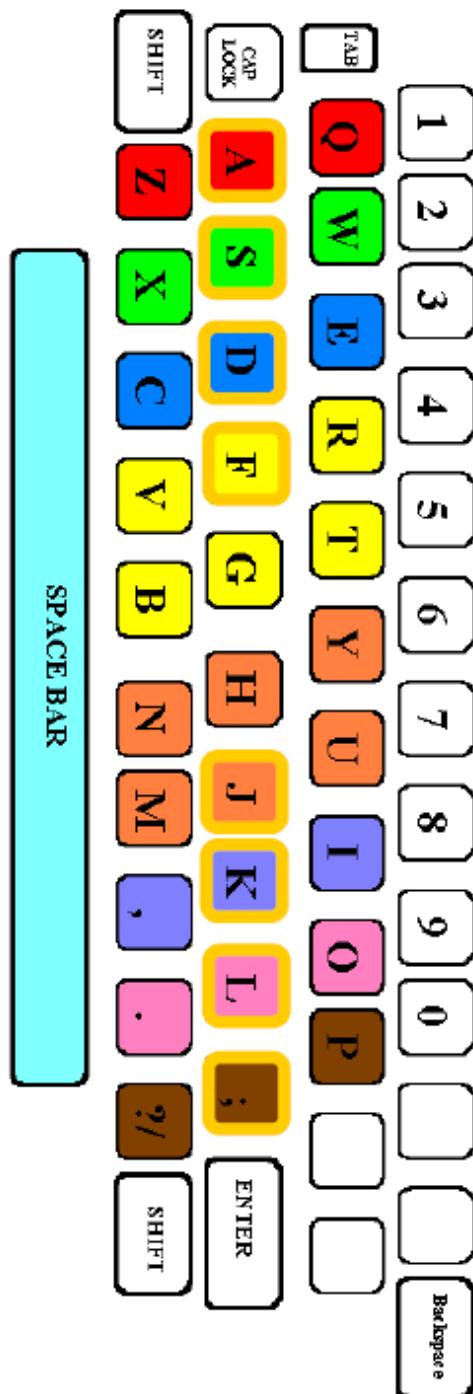
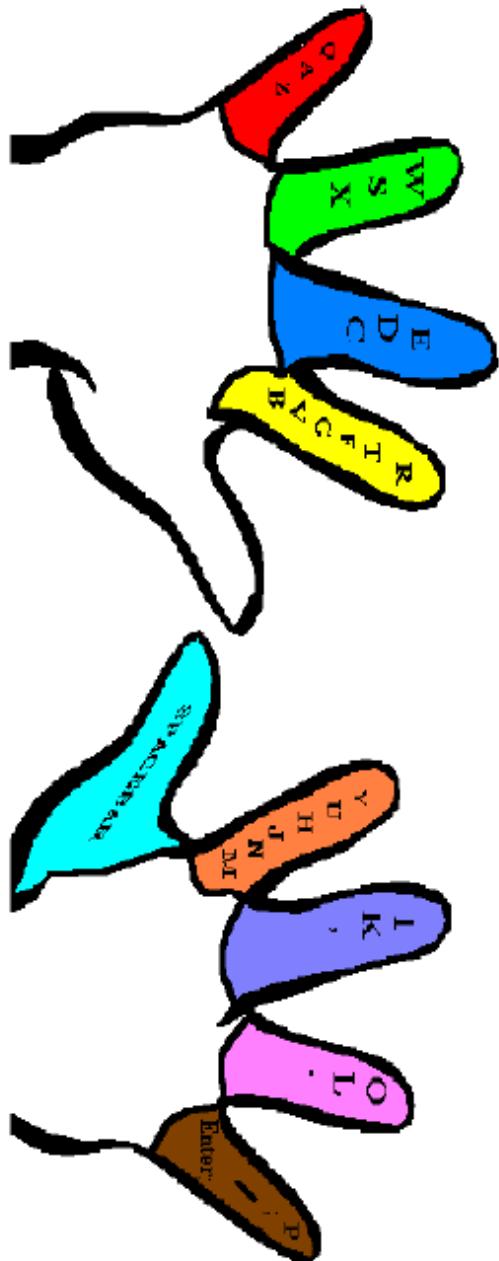
### Basic posture:

- Sit up straight and center your body with the keyboard
- Rest your fingers on the Home Row (the middle row with **a s d f j k l ;**)
- Place your left index finger on F and your right index finger on J
- For more information, see the keyboarding chart on the next page

### Free Keyboarding Practice Resources:

- Typing Tutorial: <http://www.typingweb.com/>
- Typing Tutorial: <http://www.sense-lang.org/typing/tutor/keyboarding.php>
- Typing Games: <http://www.funtotype.com/>
- Typing Game: <http://www.powertyping.com/baracuda/baracuda.htm>
- Typing Game: <http://www.jonmiles.co.uk/games/fingerjig/>
- Typing Test: <http://www.typeonline.co.uk/typingspeed.php>
- Typing Test: <http://www.learn2type.com/typingtest/typingtest.cfm>

# Mouse and Keyboarding Basics



## Keyboarding Chart

