

Mouse Basics

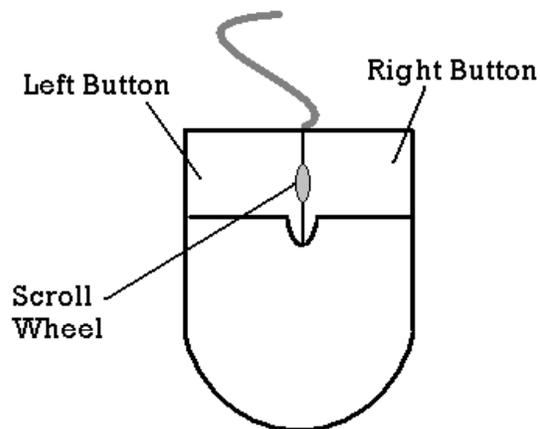
Mouse Terms:

- **Click** A single tap of the left mouse button. Used to move the cursor in Word, select links on the WWW, and turn over cards in Solitaire
- **Double-Click** A quick double tap of the left mouse button. This is used to choose an icon or program on the desktop or to send aces to the top row in Solitaire.
- **Click and Drag** To press the left mouse button and while holding it down, move the mouse. Once the mouse pointer is in the desired spot let go. Used to select sections of text, move items, and move cards in Solitaire.
- **Right-Click** Press the right mouse button. This will bring up special menus. To close the menu, press **esc** on the keyboard.

Mouse Tips

- The mouse should be placed on a flat surface, preferably a mouse pad, red light facing down and the buttons facing up.
- Place your index finger on the left mouse button and your ring finger on the right button, and then let the palm of your hand rest on the hump of the mouse.
- To move the mouse, just glide it to the right, left, up, down, or diagonally. This will move the trackball and in turn move the pointer on-screen
- If you get to the edge of the mouse pad, just pick up your mouse and move it.

Mouse Diagram



The Keyboard

Carnegie Library of Pittsburgh help sheets

- Backspace** : Removes text to the left of the cursor
Delete ; Removes text to the right of the cursor
Shift :
 - Hold down at the same time as a letter to get a CAPITAL letter
 - If a key has two characters (like the number keys) hold down at the same time as one of those keys to get the upper character**Caps Lock** :
 - Press once to type in ALL CAPITALS
 - Press again to return to lower case letters**Enter**:
 - Sends a command to the computer
 - Moves the cursor down to the next line**Space Bar** : Adds spaces between letters, words, or numbers

Moving the Cursor

There are two ways to move the cursor or the insertion point around the screen:

- Use the arrow keys on the keyboard
- Use the mouse
 1. Place the mouse pointer (which will look like an "I") where you want the cursor.
 2. Left click once with the mouse.

Highlighting or Selecting Text

To make changes to text it must first be highlighted. There are several ways to do this.

Click and Drag

1. Place the mouse pointer (which will look like an "I") in front of the section you wish to highlight.
2. Click the left mouse button and hold it down as you move the mouse across the text you want highlighted.
3. Let go of the left mouse button when you have made your selection.

Shift + Arrow Keys

1. Put the cursor in front of the section you wish to highlight
2. Press the shift key and the appropriate arrow key (at the same time) until you have made your selection

Mouse Pointer

1. Place the mouse pointer in the right margin.
2. When the pointer changes from the "I" to an arrow pointing to the right click once to highlight the entire line, twice to highlight the entire section, or three times to highlight the entire document.

Select All (used to select all the text in a document)

1. Click on the "Edit" menu
2. Click "Select All"
3. Once Text is selected you can:
 - Change the font style or size
 - Make the text bold, italicized, or underlined
 - Change the alignment of the text (which margin the text lines up against) to left, centered, right, or justified (aligned against both margins)
 - Delete it

Un-highlighting or Deselecting Text

To deselect text click anywhere on the "paper" and the highlight will disappear.

WARNING: If a section of text is highlighted and you hit a key on the keyboard the highlighted section will be DELETED. Use the Undo button to bring back the section.

Cut, Copy, and Paste

1. Highlight a section of text
2. Click on cut or copy
 - Cut will remove the selection and store it on the clipboard
 - Copy will make a copy of the selection and store it on the clipboard
3. Move the cursor to where you want the selection inserted
4. Click Paste

Opening a file from a Flash Drive

Click on the Open Button

1. In the "Look In:" box use the down arrow to bring up a menu.
2. Select removable disk (e:) or (f:) etc.
3. Click on the name of the file you wish to open
4. Click on the "Open" button or hit the ENTER key

Saving a file to a Flash Drive

1. Click on the Save Button
2. In the "Save In:" box use the down arrow to bring up a menu.
3. Select "removable disk (e:) or (f:) etc.
4. Click in the "File Name:" box
5. This will highlight the current name (many times Word will automatically name the document).
 - If you want to keep the name do nothing and click the "Save" button.
 - If you want to change the name, hit delete and type in an appropriate name and then click the "Save" Button

Keyboard Basics

Below are some of the keyboard exercises from the Introduction to Computer class.

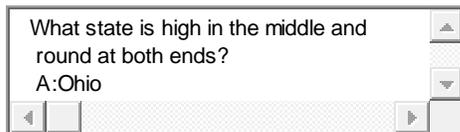
To...

Get CAPITAL letters
Move the cursor around the screen
Make all the letters CAPITAL
Go to the next line
Remove text to the LEFT of the cursor
Remove text to the RIGHT of the cursor

Use these keys.

Hold down the SHIFT key
Use the ARROW KEYS
CAPS LOCK Key
Hit the ENTER key
BACKSPACE key
DELETE key

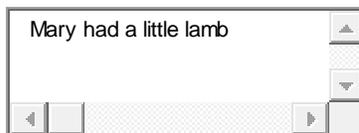
Using the Scroll Bars



Read the riddle in the text box. You will need to scroll to the bottom of the box for the answer.

1. Put the mouse pointer on the upside down triangle on the right hand side of the text box.
2. Click on it using the left mouse button. For every click the box or elevator will move down.

Using the BACKSPACE Key to make corrections



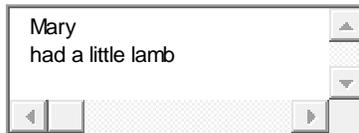
1. Put the mouse cursor (it will change from an arrow to a big I) at the end of the sentence.
2. Click the left mouse button 1 time. The typing cursor (flashing black line) should appear.
3. Using the arrow keys on the keyboard move the cursor next to the **d** in had.
4. Use the **BACKSPACE** key to erase the **d**
5. Type an **s** to make the word has.

Making changes using the DELETE key



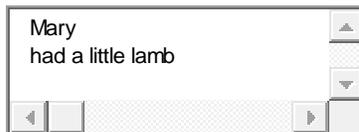
1. Put the mouse cursor (looks like a big I) next to the b in lamb.
2. Click the left mouse button 1 time. The typing cursor (flashing black line) should appear.
3. Using the arrow keys on the keyboard move the cursor between the "l" and the "e" in little.
4. Use the **DELETE** key to erase little.
5. Type a new word to describe the lamb.

Highlighting Text using Click & Drag



1. Put the mouse cursor (looks like a big I) next to the first l in little.
2. Hold the left mouse button down
3. Move the mouse along the pad so that little is now highlighted in blue.
4. Hit the **DELETE** or **BACKSPACE** key. Now the entire word has been erased.
5. Type in a new word to describe the lamb.

Highlighting Text using Shift and Arrow Keys



1. Put the mouse cursor (looks like a big I) between little and lamb.
2. Click the left mouse button 1 time. The typing cursor (flashing black line) should appear.
3. Hold down the **SHIFT** Key
4. Use the **ARROW** Keys to highlight the word lamb.
5. Hit the **DELETE** or **BACKSPACE** key. Now the entire word has been erased.
6. Type in a new animal.

Working with Windows

One of the reasons why Windows is so popular and easy to use is that it is consistent in appearance in almost every program

The Title Bar

The **Title bar** is at the very top of your window. If you are currently using a windows machine look at the top of this window. There should be a blue (although it can be other colors) bar running across the top. This bar always lets you know the name of the file and the program in which you are working.

Second you will notice three square buttons all the way to the right. These allow you to control the window. To use them point your mouse at them and left click once

- **Minimize** (the underline) closes the program window and puts the Window on the Taskbar. It DOES NOT close the application. To retrieve the program simply click on the button in the taskbar. Try doing so now.
- **Maximize** changes. If it is the large box this button allows you to make the window as large as the screen or if it is the two little boxes you can shrink the window. Try using this button now.
- **Close** shuts down the program. Try using this button later, when you are finished using this website.

The Scroll Bars

The scroll bars allow you to move the screen viewing area. Scroll bars can be horizontal or vertical. They correspond to the direction they are going. Look all the way to the right of this window. You will see a gray bar with up and down pointing arrowheads on it. Try clicking on one of these arrowheads. The screen will move.

The Task Bar

The Task Bar stores any open programs. As soon as you close a program it disappears from the Task bar. Another important feature of the Task bar is the Start menu. The Start menu is another way you can access programs or your computer's hard drive. Point your mouse at the Start button (all the way to the left) and left click once. A menu will appear. Left click on the Start button again. It should disappear.

