

# Mouse & Keyboard

**Practical course**  
**Time : 180 minutes**

## What does the mouse do?

Tells the computer what action to take. Without the mouse it's almost impossible to use a computer.

## Positioning the hand on the mouse

The wrist rests on the work surface and the fingers are placed on the mouse. The index finger rests on the left button and the middle finger rests on the right button. To click, you simply press down on either the left or right button. It's important to always keep your fingers resting on the mouse. Think of the mouse as being a part of your hand. You move the mouse by moving your hand.



## Parts of the mouse

### Left button

Lets you complete an action.

### Right button

Brings up a menu specific to the application in use.

### Roller

Scrolls the screen up and down.

### In this course

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### Goals :

- To learn to use the mouse.
- To learn the essential keys of the keyboard.
- To learn the basics functions of a computer.

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## The Actions of the Mouse

### The click

A single click on the left button places the cursor on the screen. It is also used for clicking on Internet hyperlinks. The left click is the most commonly used action.

### The double click

The double click on the left button opens up an application. Simply place the arrow on the Word 2010 icon on the screen and click rapidly two times.

### Selecting

This action allows you to choose the text or image you want to copy, print or delete. Place the cursor at the beginning of the desired text. Hold down the left button and slide the cursor over the text without letting go of the button. Once the desired text or image is highlighted let go of the button.

## Mouse Cursors



The arrow will help you to select an object.



The hour glass tells you to wait.



The arrows are used to proportion object.



The arrows are used to move object.

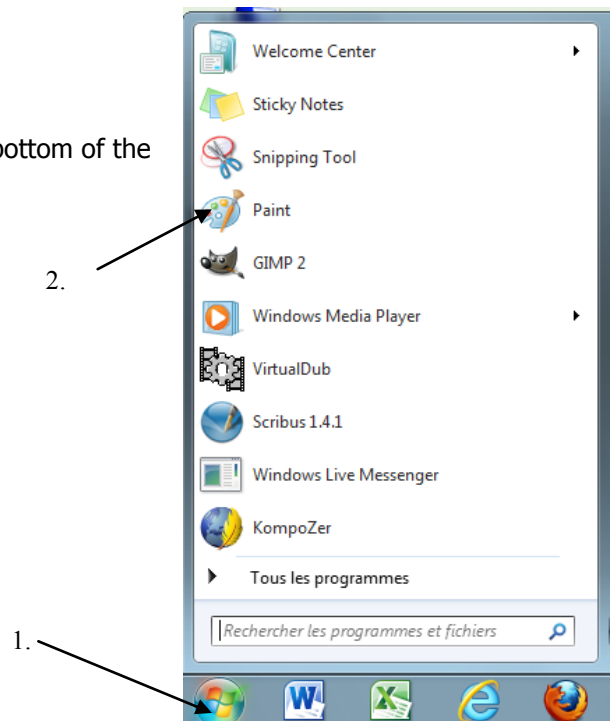


The cursor that beams is used to write.

The hand tells you to click on a link.

## Exercise 1

1. Click on once on **Démarrer** on the left hand corner at the bottom of the screen
2. Move the cursor to **Paint**
3. Click once. The application will open.

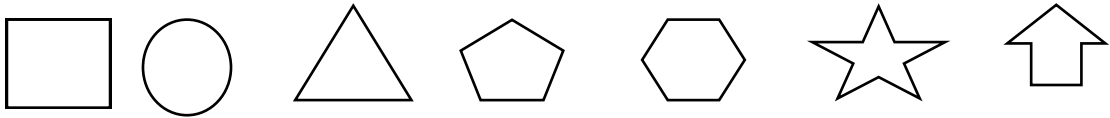
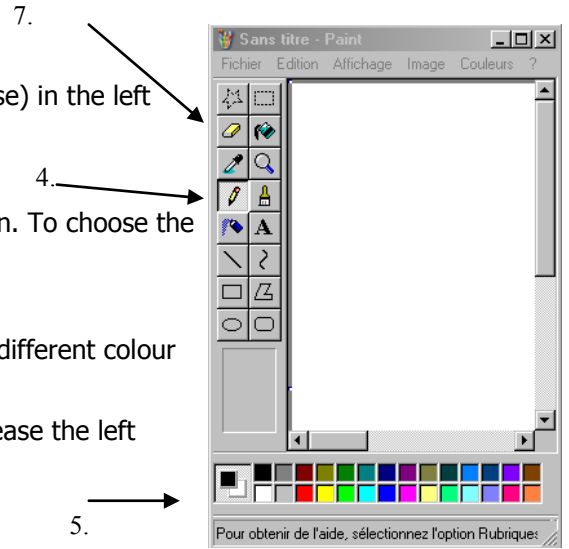


4. In **Paint**, click on the little pencil (with the left button of your mouse) in the left hand menu.

5. Choose the desired colour in the window at the bottom of the screen. To choose the colour, click on the square with the left button of your mouse.

6. Draw the following shapes in the white window. You can choose a different colour for each shape.

To draw, press and hold the left button. When you're done, simply release the left button.



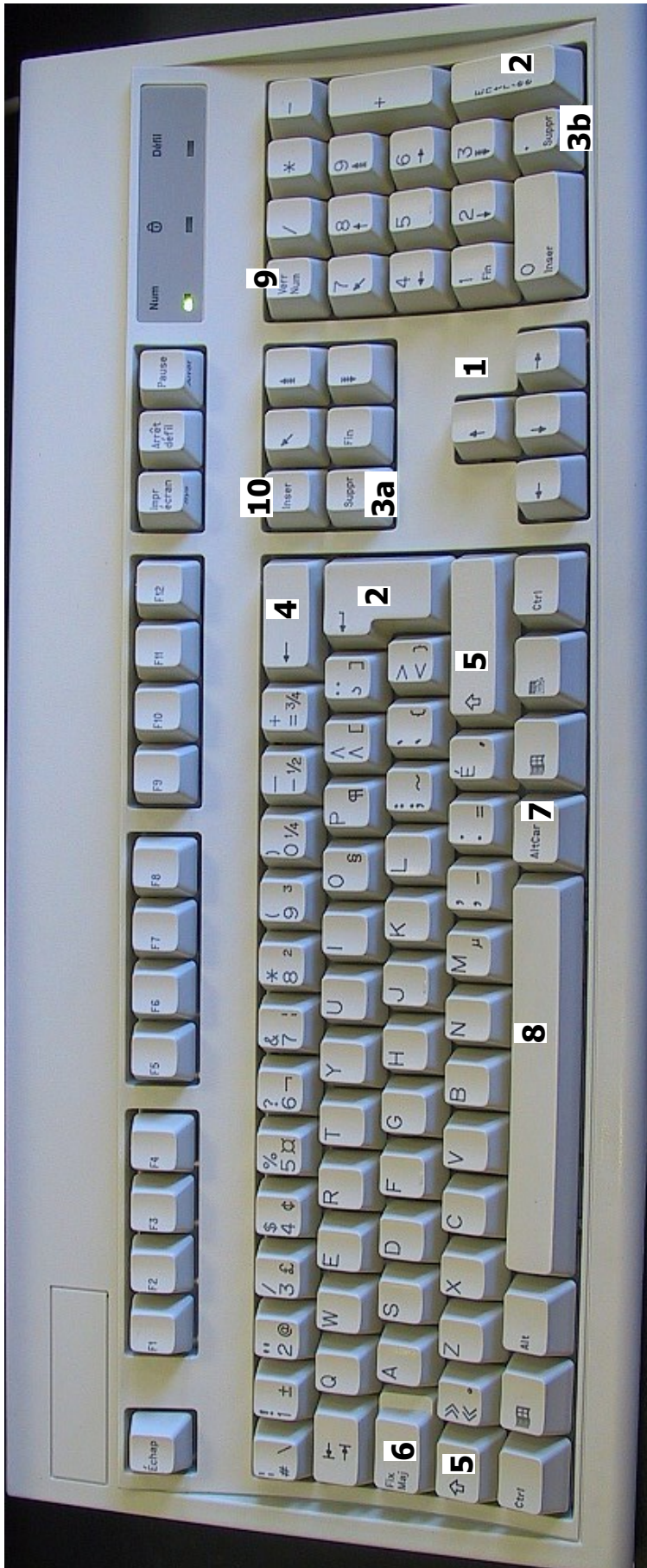
7. Now try erasing your shapes by clicking on the eraser in the left hand menu. Press and hold the left button and brush over the shapes.

## Exercise 2

To do this exercise, you have to open Internet. The teacher will do it for you.

1. Go to this address: <http://www.pbclibrary.org/mousing/mousercise.htm>
2. Follow the instructions
3. Also try this Website: <http://digitallearn.org/learn/getting-started-computer>

## The keyboard



1. Arrows key
2. Enter key
- 3a. Delete
- 3b. Delete (the numlock key must be off)
4. Backspace
5. Shift
6. Caps lock
7. Alternate character
8. Spacebar
9. Numlock
10. Insert

## The keyboard

- **To open Word**

1. Place the arrow of the mouse on the Word 2010 icon on the desktop.
2. Click quickly twice with the left button.

- **Commands to minimize, reduce or close an application**

Place the arrow at the top right corner of the screen. You will see three small squares.

Puts the application on standby. After clicking on the button, Word will seem to disappear from the screen. It is not closed. You have to click on the rectangle at the bottom of the screen to reactivate the application.

Reduces the size of the window.

Maximizes the window to fit the whole screen.

Closes the application.

Type in your text. The computer will enter your text where you see a blinking cursor **I**. Write "**Hi and welcome to the mouse and keyboard class.**" To insert a space between the word, use the spacebar (**8**) located in the centre of your keyboard. Press enter and you can start another line of text. Write "**I love the library.**"

## The keys

Refer to the picture on page 4.

### (1) Moving around within your text

Place the cursor anywhere in the text that you have entered. The cursor can be moved by using the four arrows on the right side of the keyboard. The arrows allow you to move up, down, to the right and to the left in your text without erasing the text.

You can also use the mouse to move around in the text. Move the mouse over your text (cursor will look like this **I**). When the cursor is on the right spot, click with the left button.

### (2) Changing line

The **Enter key** on the keyboard brings your cursor to the beginning of the next line.

### (3 and 4) Deleting text

Place the cursor at the text you want to delete. The **Delete key (3)** erases anything to the right of the cursor. The **Backspace key (4)** erases anything to the left of the cursor.

To erase a word, place the cursor on the word and double click with the left button. Notice how the word is highlighted. Next, use the delete key (3) or the backspace key (4) to erase the word.

To erase a part of the text, select the desired part: place the cursor to the left of the words you want to delete and click the left hand side of the mouse. Continue pressing and drag with the mouse across the words you want deleted. Once the text is highlighted let go of the mouse button and press backspace (3) or delete (4) to erase the text.

### (5, 6 and 7) Capitals and characters found at the top of the keys

To type a capital letter, hold down one of the two **Shift keys (5)** found at each end of the keyboard, and type in the letter. The text will continue to be entered as capitals until you let go of the Shift key.

To be able to type more than one capital letter, you can use the **Fix Maj key (6)**. The green light at the right side of the keyboard under the lock tells you that everything you type will be in capitals. To turn off the capital letter function, simply press the Fix Maj key.

You use the same Shift or Fix Maj key to obtain the characters that are written above the principal characters. To type in %, hold down the Shift key and press 5.

To be able to write the symbols located at the right side of the key, use the **AltCar key (7)**. For example, to write @, just press the AltCar key and 2 at the same time.

## Exercises

1. Write the following characters

A B C D E      a b c d e      @ & , . + {p}

2. Write these texts:

“ What is the use of a book,” thought Alice, “ without pictures or conversations?”

*Lewis Carroll. Alice’s Adventures in Wonderland.*

Ladies and gentlemen, I have a grave announcement to make. Incredible as it may seem, strange beings who landed in New Jersey tonight are the vanguard of an invading army form Mars.

*Orson Welles. The War of the Worlds.*

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