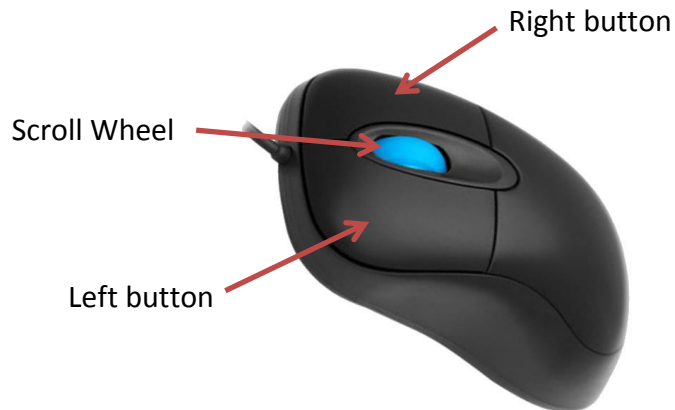


Mouse and Keyboarding Basics

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.



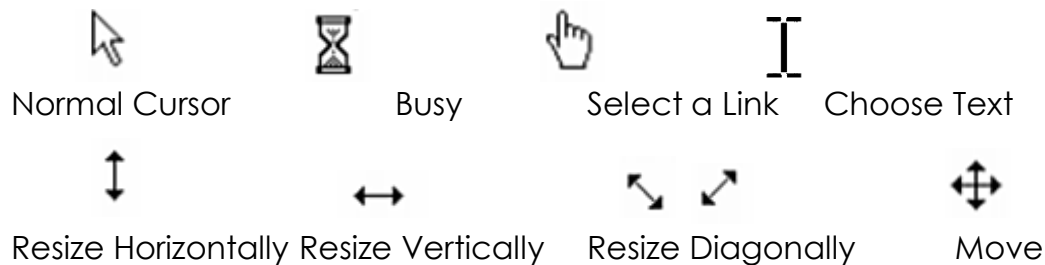
Using the mouse on a laptop:

- 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.



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

