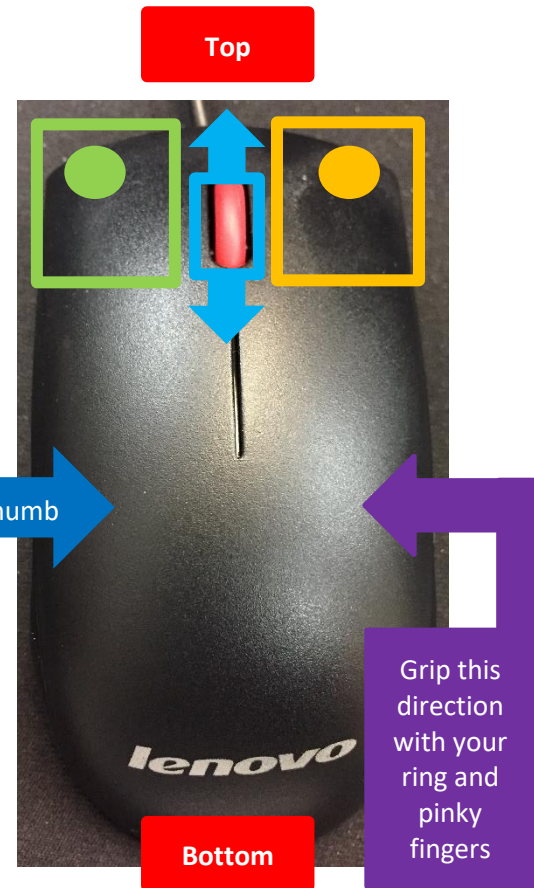


Mouse and Keyboards

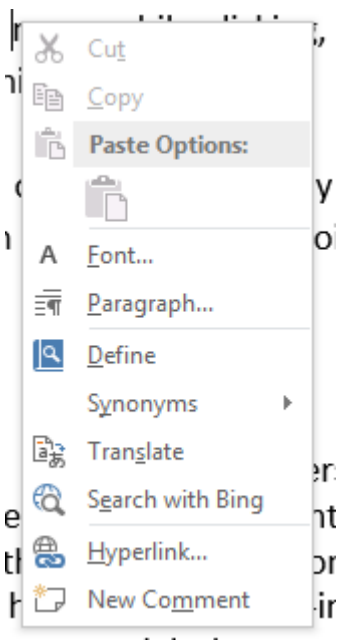
What's a mouse?

The mouse is an input device that allows you to click buttons, pick options, highlight sections, access files and folders, move around your computer, and more. **Think of it as your digital hand for operating a computer.** There are many names for the way the mouse is displayed on screen. Some names include: mouse, cursor, pointer, and arrow. Depending on what you're doing at any time, the mouse will also look different on your screen.



Standard mice have at least two buttons – right and left click. Most also have a scroll wheel in the middle to allow you to move up and down windows and web pages that are taller than your screen. Some mice today are wireless, but many still use the wires / tails that inspired the name “mouse”. The mice of old used balls to turn your physical motion into motion on the computer screen, but today mice typically use lasers. These lasers let you use a mouse without a mouse pad.

The **left** button is the one you will click most. It is the button you want to use if someone says to “click” something without giving any further explanation. Most people use their index finger for the left click button. **Right** click pulls up extra options in most cases. You usually select one of those extra options using the left click button. It is used less, but right clicking can come in handy. Most people use their middle finger for the right click button. **For both sides, it will be physically easier to click the further toward the top of the mouse you place your fingers (see the dots above).** Don't let your fingers slide toward the back. The **scroll wheel** makes going up and down very easy, although you can still scroll up and down with traditional scroll bars that you drag as well. Use your index finger for this wheel.



Mouse and Keyboards

To keep the mouse steady while clicking, grip firmly with your **thumb on the left side** and your **ring and pinky fingers on the right side**. Most programs require that you keep the mouse still while clicking. If you move while clicking, often either nothing will happen or you will select multiple things at once. If you run out of room moving your mouse far in one direction, simply pick up your mouse and then put it back down in a place with more space. Your pointer will not move while you have the mouse in the air.

What’s a keyboard?

The keyboard is an input device that allows you to enter letters and other commands into a computer. Using the various keys you can either enter text, as in a Microsoft Word document, or use text and other keys to enter commands and initiate operations. With laptops the keyboard has become a built-in part of the computer. Now there are even tablets, smart phones, and desktop computers with touchscreen keyboards.

The order of keys on the now standard QWERTY-order keyboards was made that the levers would not get jammed on manual typewriters. If you hear or see something that says “standard keyboard” or “standard English keyboard” the keys are in the QWERTY order shown below. Other languages have different layouts. Hitting various keys or combinations of keys will do different things depending on what application you are in.



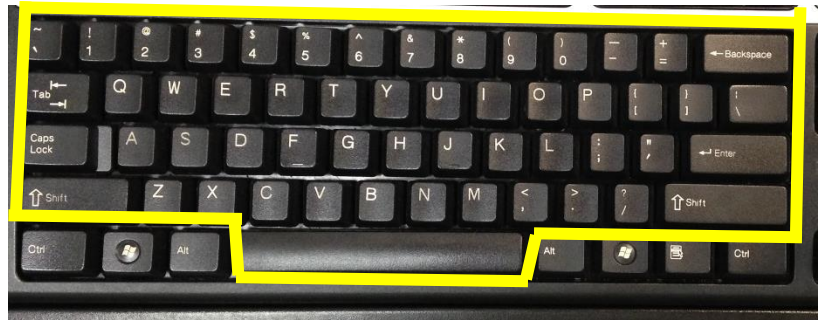
Letters/symbols, **control**, **navigation**, **number**, **indicators**, **function**, and **special** keys

Mouse and Keyboards

Letters/Symbols/Numbers

These are the keys that let you type out sentences.

- **A-Z, 1-0**, and many **symbols** are available on standard keyboards.
- The **home row** keys **A-F** and **J-;** are where most people place their left and right index through pinky fingers for efficient typing.
- To get capital letters, hold either **shift key** and then press an A-Z letter once.
- Many of these keys have two pictures on them, a lower and upper one. By default, when you hit a key you type the lower one. To type the upper picture, hold the shift key and then press the key once.
- So to type symbols such as **!**, **@** (email 'at'), **#** (number sign or hash), **\$**, **%** (percent), **^** (2^{10} math equations for example), **&** (ampersand), ***** (asterisk), **(**, and **)** you have to hit Shift 1, Shift 2, Shift 3, ... , all the way through Shift 0.
- The **spacebar key** in the bottom middle of the keyboard allows you to separate words so textisnotlikethis.
- The **enter** key moves down to the next line while typing or confirms an action.
- **Backspace** removes highlighted text or individual characters to the left.
- **Tab** indents text or goes to the next item in a web page.
- **CAPS LOCK** ALLOWS YOU TO TYPE SENTENCES LIKE THIS WITHOUT HOLDING DOWN THE SHIFT KEY THE WHOLE TIME. When the **second indicator light** is on, CAPS LOCK IS ON.
- **/** types a division slash or forward slash. Hit Shift+/**/** for **?** (question mark).
- **** this other slash key is rarely used. Hit Shift+\ to type a line like this | .



Control or modifier keys

These are fancy keys that help you do keyboard shortcuts.

- **Ctrl** or the **control key** is most commonly used for shortcuts.
- **Alt** or the **alternate key** is less commonly used for shortcuts.
- The **Windows key** (pictured left) lets you access the Start Menu or Start Screen on Windows computers.
- The **Menu key** (between Windows key and Ctrl) is the same as right clicking.



Mouse and Keyboards

Navigation keys

- Move the cursor to different positions on the screen, similar to the mouse.
- Especially the **arrow keys**, which move the cursor in the direction indicated.
- **Page up** and **Page down** move up and down on when what you're looking at is taller than your screen.
- The **home** key goes back to the beginning of a line of text.
- And the **end** key does the opposite, taking you to the end of a line.
- **Delete** removes highlighted text or symbols to the right of your cursor.



Number keys (also called the number pad)

This is a group of keys designed to let you type in numbers very quickly. Many of these keys do the same thing as other keys located elsewhere in the keyboard.

- **Num lock** is the most important key in this group. It makes sure that the 0-9 keys will type numbers and not the lower pictures. When the **first indicator light** (see below) is on, num lock is on.
- **0-9** with Num lock on, these keys type their numbers rather than do commands.
- **/** is the key you want to type if someone says "slash". Use instead of ÷.
- ***** is an asterisk or can be used instead of a multiplication 'x'.
- **-** and **+** are a dash (or subtraction) symbol and a plus symbol.
- The **enter** key moves down to the next line while typing or confirms an action.
- **.** is a period like at the end of this sentence. With num lock off this Deletes right.
- Some laptops do not have a number pad, the numbers are above the Q – P keys.
- Touchscreen devices usually have a special number keyboard instead of this.



Indicator lights

These lights tell you what will happen when typing certain characters.

- The first indicator light is for Num lock. It is first because you pretty much always want this light to be on. number pad keys won't type 0-9 when this light is off.
- The second indicator light is for WHEN ON, CAPS LOCK LETS YOU TYPE LIKE THIS.
- The third indicator light, Scroll lock, is very rarely used.



Mouse and Keyboards

Function keys

At the top row of standard keyboards are 3 groups of 4 keys labeled F1 – F12. The ‘F’ in each of these stands for *function*. What function keys do in different programs varies. Many laptops use the function keys with a special ‘Fn’ button to control volume, brightness, and other settings. There are some standard uses of certain function keys. For example:



- **F1** often brings up a help menu.
- **F5** often refreshes a program or page, for example a website.
- **F11** often makes a program take up your full screen. Hit F11 again to exit out.

Go to www.computerhope.com/issues/ch000306.htm for more information on function keys.

Special keys

- **Esc** allows you to **escape** out of something, such as a full screen presentation.
- **Print Screen** allows you to take a picture of everything a computer is showing. This is often used by technology repair people.
- **Scroll lock** turns the third **indicator light** (see above) on and off and is rarely used.



Keyboard shortcuts

Keyboard shortcuts are combinations of at least two or more keys you can press to do special operations. Many of these shortcuts can be done with mouse clicks, but sometimes using the keyboard is faster or easier. Keyboard shortcuts are written [first key] + [second key] you have to use. To do a keyboard shortcut, press and hold the first key and then press the second key and release both keys. If a shortcut requires three or more keys, press and hold them in the order they are written and then release them all at once after hitting the last one. Most shortcuts use CTRL or ALT and letters, but other keys can be used. Shortcuts don’t work in every program.

Windows + D

Get to the desktop at any time.

CTRL + A

Highlight everything.

CTRL + O (with a program open)

Show files & folders you can open in that program.

CTRL + P

Open the menu to print.

Mouse and Keyboards

ALT + F + A

Save the document with a new name.

CTRL + S

Save a file with its current name.

CTRL + Z

Undo the last thing you did.

CTRL + Y

Redo what you just undid.

CTRL + C

Copies what you've selected.

CTRL + X (cut)

Cut selection to paste later.

CTRL + V (paste)

Inserts copied or cut selection.

CTRL + F

Opens a search box. Type in a search.

CTRL + B

Make text **bold**.

CTRL + I

Make text *italic*.

CTRL + U

Underlines text.

CTRL and +

Zooms in, makes things bigger.

CTRL and -

Zooms out, makes thing smaller.

ALT + F4

Close the program you're currently in.

For more on keyboard shortcuts, see:

<http://www.computerhope.com/shortcut.htm> ,

http://en.wikipedia.org/wiki/Table_of_keyboard_shortcuts , or

<https://support.microsoft.com/en-us/kb/126449> .


Main Exercise:

Florida's Palm Beach Library System created a great (free!) online exercise for basic mousing and keyboarding. It teaches you even more about the mouse and keyboard and has realistic examples to practice.


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

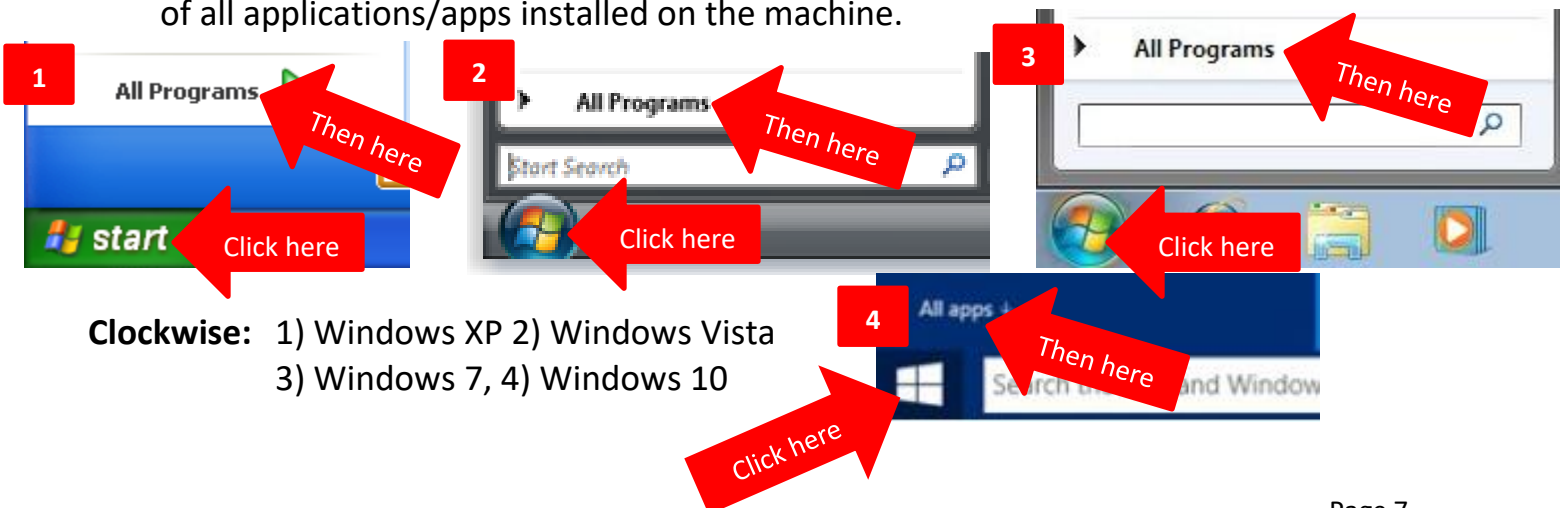
Mouse and Keyboards

Exercise 2:

You may have heard of Windows 8.1. Windows 8.1 is the latest popular Microsoft operating system. It is, unfortunately, very different than previous versions. The old Start Menu has been removed and replaced with a Start Screen. We can see all programs available in the Apps view of the new Start Screen. Click the Windows key (pictured below right) or press it on your keyboard. A **Start Screen** similar to the one pictured below should appear. 



Move your mouse around, and an arrow should appear in the **lower left corner**.  Click the arrow to see the new version of All Programs. Click and hold and drag the scroll bar at the bottom to look through all of the programs available. If you're ever looking for a program and can't find it, this Apps view contains everything that's installed on your computer and is a great place to look. In computers other than Windows 8/8.1, click the Start button, which looks like and then press a button which will say either **All Programs** or **All apps** to view a list of all applications/apps installed on the machine.



Clockwise: 1) Windows XP 2) Windows Vista
3) Windows 7, 4) Windows 10

Mouse and Keyboards

Recommended Additional Resources:

Other technology classes

Go to <http://www.eapl.org/events> to view and signup for other computer classes.

Class handouts

Go to <http://eapl.org/events/computer-programs/class-handouts> to download copies of class handouts and exercise files.

Librarian and computer aide assistance

We are glad to help you out at the second floor reference desk as best we can while helping others.

Help appointments

Ela Library cardholders can schedule one-on-one appointments with librarians for further help. We can help with our Digital Media Labs or with general technology questions in our areas of expertise. Appointments last up to one hour. Paper appointment request forms are available at the 2nd floor reference desk. You can also request appointments online:

- Go here <http://www.eapl.org/DMLhelp> to sign up for a Digital Media Lab appointment.
- Go here <http://www.eapl.org/computer-programs/one-one-technology-help-appointment-request> to request a general tech help appointment.

Tech Tutoring

The last Wednesday of some months, a tech savvy librarian is available for six 30 minute tech tutoring appointments. Bring a list of questions and we'll help with as many as possible. Limit one tutoring appointment per month per patron. First registered first served, no library card required. Go to <http://www.eapl.org/events> to register for a session.

Databases

The Library offers card holders access to many premium databases. These include two which can help you learn more about technology.

- [Gale Courses](#) offers a wide range of highly interactive, instructor led courses that you can take entirely online. As an Ela Area Public Library card holder in good standing, you are entitled to these courses at no cost. Courses run for six weeks and new session begin every month.
- [Lynda.com](#) offers technology training with over 20,000 training videos on over 300 topics with exercise files included. The Library pays for you card holders in good standing to access this resource, however you will be required to create a free account. **Please remember to log out when you are finished.*

Access both of these databases from the library Research page: <http://www.eapl.org/resources>

Books

A few books in the library collection related to this book are:

- **Computer basics in easy steps** by Michael Price Call Number: 004.16 COMP
- **Easy computer basics: Windows 10 edition** by Michael Miller Call Number: 004.16 COMP

Free online tech training websites

<http://www.gcflearnfree.org/> , <https://techboomers.com/> , <http://www.digitallearn.org/>

Computer Class Evaluation

Class Title: **Mouse and Keyboard**

Date: 8/19/2021

In terms of your skill with computers, how do you consider yourself?

- Absolute Beginner (no or little experience with computers, *NOT* yet comfortable using a mouse and keyboard)
- Beginner
- Intermediate
- Advanced

In terms of your skill using *a mouse and keyboard*, how do you consider yourself?

- Absolute Beginner (no experience)
- Beginner (some experience, but not comfortable using)
- Intermediate (some experience, comfortable with the basics)
- Intermediate/Advanced (experienced with basic and intermediate functions, but require training on advanced functions)

How much do you feel that you learned?

- I learned a lot
- I learned some
- I didn't learn much
- I learned nothing

How did you perceive the pace of the class?

- Too Fast
- Just Right
- Too Slow

Were the handouts helpful?

- Yes No If no, why not?

What did you like most about the class?

What did you like least about the class?

What other topics would you like to see in a future computer class?

How do you normally find out about library computer classes?

- Footnotes (Library Newsletter)
- Library Website
- Other _____

If you are not an Ela Area Public Library card holder, where is your home library?

Any additional comments: