

Basic Computer Skills 1

Mouse & Keyboard

- GOALS**
- Use the mouse and keyboard to perform a variety of specific tasks
 - Understand the terminology associated with the use of these devices

In order to interact with any computer, a user must understand how to use input devices with installed software applications, including the operating system. The **keyboard**, based on a standard QWERTY typewriter, has historically been the most common input device, and in the last two decades the **mouse** has become indispensable. Other less frequently used input devices include tablet/stylus and touch screen.

Using the Mouse

This is an example of a typical three-button mouse:

1. Left mouse button
2. Right mouse button
3. Scroll wheel



Some mice may have additional buttons on the side, may include only one mouse button, or may not include a scroll wheel. Sometimes, the left and right mouse buttons will appear as one large button with the ability to click either the left or right side. Similar devices, such as a trackball or trackpad, may be used in place of a standard mouse. Newer laptops include a trackpad at the bottom of the keyboard.



Clicking the Mouse

While holding the mouse loosely in your hand, press and release – or “click” – the left mouse button with your index finger. Press and release the right mouse button with your middle finger (“right-click”). Move the scroll wheel with your index finger.

<i>Mouse Terminology</i>	
Click	To press the left mouse button once with your index finger.
Double Click	To press the left mouse button twice in rapid succession with your index finger, while the mouse remains stationary.
Right Click	To press the right mouse button once with your middle finger.
Scroll Click	To press down on the scroll wheel as if it were a button (using the index finger).

Additional Practice and Resources

www.bbc.co.uk/webwise/courses/computer-basics/lessons/the-mouse

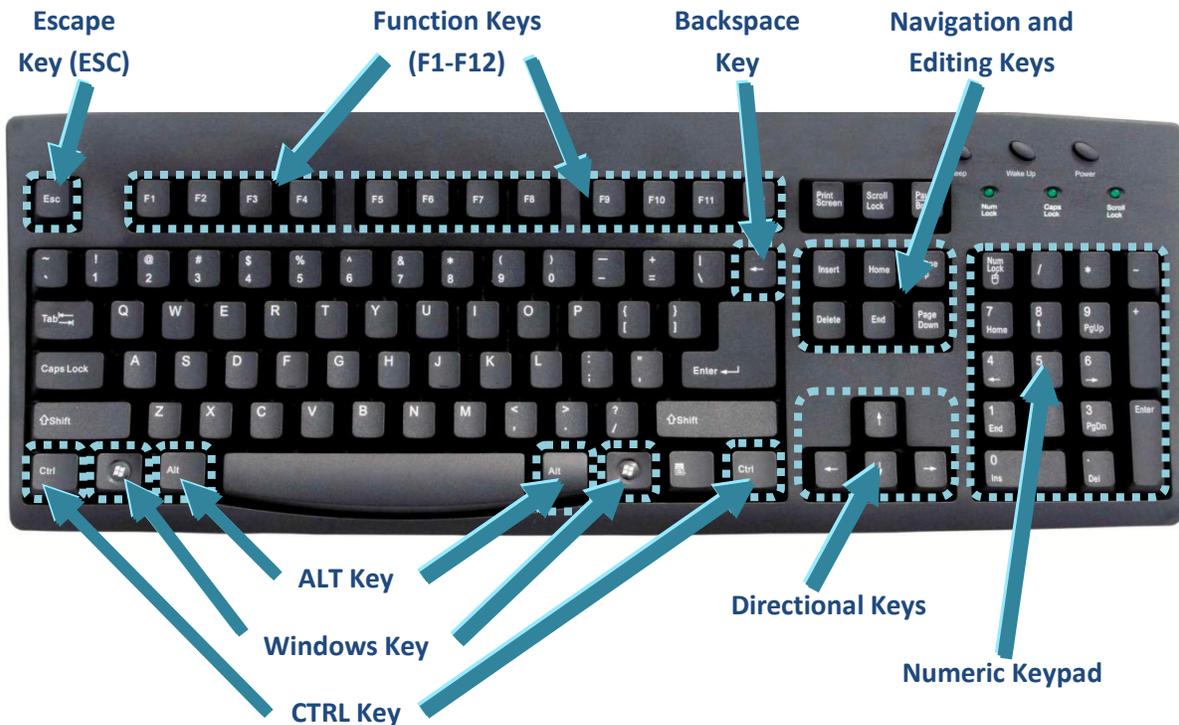
www.gcflearnfree.org/computers/module/14

www.pbclibrary.org/mousing/

www.instruction.greenriver.edu/avery/activities/mouse/MouseSkills.htm

Using the Keyboard

The computer keyboard is used in conjunction with the mouse as the primary input device. The computer keyboard is very similar to a typewriter keyboard, with the addition of special keys including a **numeric keypad**, **navigation and editing keys**, **directional keys**, **function keys**, and the **escape key (ESC)**. Special function modifier keys specific to Windows include the **control key (CTRL)**, the **alternate key (ALT)**, and the **Windows key** ().



The CTRL, ALT, and Windows keys are usually found on each end of the space bar. Compact keyboard layouts (such as those on laptops) may feature keys in a different configuration. Many compact and laptop keyboards do not include the numeric keypad. If you use a Mac (Apple), the CTRL, ALT, and Windows keys are replaced by the *Control*, *Option*, and *Command* keys.



Special Key	Function
Numeric Keypad	Allows you to enter numbers with a keypad layout like an adding machine or calculator.
Navigation Keys	Page Up: Moves the cursor and visible sections of text up in most programs. Page Down: Moves the cursor and visible sections of text down in most programs. Home: Moves the cursor to the beginning of a line of text in most programs. End: Moves the cursor to the end of a line of text in most programs.
Editing Keys	Insert: Toggles between inserting text and overwriting text in most text editing programs. Delete: Deletes single characters of text (to the right) in most text editing programs. Backspace: Deletes single characters of text (to the left) in most text editing programs; can have other functions depending on software.
Directional Keys	<ul style="list-style-type: none"> ← : Moves the cursor left in most text editing programs. → : Moves the cursor right in most text editing programs. ↑ : Moves the cursor up in most text editing programs. ↓ : Moves the cursor down in most text editing programs.
Function Keys	F1 – F 12: These keys perform specific assigned functions depending on what program is active. F1 is the help key in many programs.
Escape Key	ESC: The escape key terminates the currently active process in most programs; it will also close certain windows.
Control and Alternate Keys	CTRL and ALT: These are function modifier keys that change or enhance specific actions and mouse functions in most programs.
Windows Key	 : The Windows key activates the Windows start menu, which is the same as clicking the start button on the task bar. The Windows key can be used in combination with other keys as shortcuts to specific operating system actions.

Additional Practice and Resources

www.bbc.co.uk/webwise/courses/computer-basics/lessons/the-keyboard

www.sense-lang.org/typing/

www.typeonline.co.uk/index.html