Computers for Beginners: Use the Mouse
Learning Outcomes

In this Class You Will:

1. Observe proper techniques of mouse handling and movement
2. Learn how to operate mouse buttons and scroll wheel
3. Review parts of the keyboard including Letters, Numbers, Backspace, Enter, etc.
4. Practice clicking and dragging
5. Identify and understand various shapes of mouse Pointers/Cursors
6. Demonstrate understanding of techniques through completion of Mouse Tutorials
7. Review Mouse movements such as open, close, minimize, maximize and moving of open windows on desktop
Pre-class Questions

What do you know about the Computer Mouse? What are you hoping to learn in this class? Write your answer below then turn to the person beside you and discuss (3 min)

___________________________________________________________________________
___________________________________________________________________________
___________________________________________________________________________
___________________________________________________________________________
___________________________________________________________________________

What other topics would you be interested in learning about?

___________________________________________________________________________
___________________________________________________________________________
___________________________________________________________________________
___________________________________________________________________________
___________________________________________________________________________
Mouse - similar to a keyboard, a mouse helps the user communicate with the computer. Think of it as a TV remote. With the help of a mouse, you tell the computer what you want it to do.
Exercise 1: Hand, Arm & Wrist Position

- Relax your wrist and hold the computer mouse loosely
- Try not to rest your wrist or forearms on the mousing surface. Your whole arm and shoulder to move the mouse allowing larger, stronger muscles to be activated.
- Have your upper arm hanging close into your side.
- Elbow should be bent at 90 degrees.
- Take frequent breaks!

Let’s See your Mouse Position!
Exercise 2: Moving the Mouse
In order to navigate a screen or page you are viewing you must now physically maneuver your mouse to the desired location.

1. Use the mouse grip you learned to get your hand in position
2. Slowly push and slide your hand forward, side to side and downward to get comfortable with how the mouse feels in your hand

TIP: When running out of desk space for your move simply pick it up and reposition/placeldown at starting position. This will allow you to further navigate and move around the screen. This is also known as “Mouse Hopping”, watch as your instructor demonstrates.
3. See how your movement changes where the location of the pointer is on the screen
Single Click Versus Double Click

**Single Click**
- Primary action of mouse
- Used when clicking the left mouse button once
- Allows for selecting or highlighting of an object

**Double Click**
- Clicking your mouse button quickly two times
- Used when opening a program, folder or selecting text
- To perform this hover mouse over item/object and press the left mouse button quickly two times fast.

**TIP:** Imagine a quick knock on a door
Exercise 3: Practice: Double Click

1. Locate the Microsoft Word Icon
2. Move mouse so that the cursor hovers over the Microsoft Word Icon
3. Double Click the left mouse button to open program

If done correctly, you should see a screen like the picture below
1. If you do, you have successfully completed the double click function!
2. Let's try clicking again by closing the Microsoft word program
3. Locate the X in the top right corner and click once
Tour: What is a Keyboard?

The keyboard is a piece of equipment used to communicate with a computer. It allows you to enter data into a computer and is comprised of:

1. Function Keys
2. Typing Keys
3. Navigation & Special Keys
4. Numeric Keypad

Keyboarding begins with having your fingers sit lightly on the **home row** keys and your thumb on the **space bar**.

**NOTE:** When you are a beginner on the keyboard, accuracy is more important than speed. Using one or two fingers when you first start out is normal. With practice you will get more comfortable.
Typing practice exercises online and in books are designed for each of the 3 main letter rows: Home Row, Top Row, Bottom Row. Let’s take a look in detail.

**Home Row**

**Left Hand** | **Right Hand**
---|---
PF | RF | MF | IF | IF | IF | IF | MF | RF | LF
A | S | D | F | G | H | J | K | L | ;

PF = pinkie finger, RF = ring finger, MF = middle finger, IF = index finger

The locations of all the other keys on the keyboard are learned in relation to the home keys. Therefore, the F and J keys often have small raised bumps that act as a tactile aid to guide typists back to the home row.

**Top Row**

**Left Hand** | **Right Hand**
---|---
PF | RF | MF | IF | IF | IF | IF | MF | RF | LF
Q | W | E | R | T | Y | U | I | O | P
**Bottom Row**

<table>
<thead>
<tr>
<th>PF</th>
<th>RF</th>
<th>MF</th>
<th>IF</th>
<th>IF</th>
<th>IF</th>
<th>IF</th>
<th>MF</th>
<th>RF</th>
<th>LF</th>
</tr>
</thead>
<tbody>
<tr>
<td>Z</td>
<td>X</td>
<td>C</td>
<td>V</td>
<td>B</td>
<td>N</td>
<td>M</td>
<td>,</td>
<td>.</td>
<td>/</td>
</tr>
</tbody>
</table>

**Remember:** This is a new skill. With practice you will get more comfortable.

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**Stretch and Relax**

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**Let’s practice:**

1. Shaking our hands out gently, stretching out our fingers.
2. Standing up and stretching our shoulders.
3. Rolling our necks gently to relieve neck strain.
4. Gently massaging our wrists.
Tour: Mouse and Pointers

The mouse is the primary input device used to interact with objects in Windows. The term mouse can also refer to other pointing devices, such as trackballs, touchpads and pointing sticks built into notebook computers, pens used with Windows Tablet and Touch Technology, and, on computers with touchscreens, even a user's finger.

Physically moving the mouse moves the graphic pointer (also referred to as the cursor) on the screen. The pointer has a variety of shapes to indicate its current behavior.

<table>
<thead>
<tr>
<th>Pointers</th>
<th>Name</th>
<th>When used</th>
</tr>
</thead>
<tbody>
<tr>
<td><img src="image1" alt="Shape" /> <img src="image2" alt="Shape" /> <img src="image3" alt="Shape" /> <img src="image4" alt="Shape" /> <img src="image5" alt="Shape" /></td>
<td>Normal select</td>
<td>Used for most objects.</td>
</tr>
<tr>
<td><img src="image6" alt="Shape" /> <img src="image7" alt="Shape" /> <img src="image8" alt="Shape" /> <img src="image9" alt="Shape" /> <img src="image10" alt="Shape" /></td>
<td>Link select</td>
<td>Used for text and graphics links, once clicked more information will be displayed</td>
</tr>
<tr>
<td><img src="image11" alt="Shape" /> <img src="image12" alt="Shape" /> <img src="image13" alt="Shape" /> <img src="image14" alt="Shape" /> <img src="image15" alt="Shape" /></td>
<td>Text select</td>
<td>Used for text to indicate a location between characters.</td>
</tr>
<tr>
<td><img src="image16" alt="Shape" /> <img src="image17" alt="Shape" /> <img src="image18" alt="Shape" /> <img src="image19" alt="Shape" /> <img src="image20" alt="Shape" /></td>
<td>Circle</td>
<td>shows that the computer is busy working/loading a page</td>
</tr>
</tbody>
</table>
Exercise 4: Mouse Tutorial

Now that you have reviewed the keyboard, read and observed the proper techniques for mouse handling, movement and operation it is time to practice! First, we need to use an internet browser.

Web Browsers

A web browser is a type of software that allows you view websites on the Internet. There are many different web browsers, but some of the most common ones include Google Chrome, Internet Explorer, Safari, Microsoft Edge, and Mozilla Firefox.

The Toronto Public Library offers three ways to access the internet on its computers. You have the option to use either:

Internet Explorer, Mozilla Firefox, or Google Chrome

Take a look at your computer screen and see if you can locate each of these.

1. For this class we will be using the browser called Internet Explorer. To Open the browser, move the mouse over top of the Internet Explorer. Icon & Double click (click 2 times quickly) the left mouse button.

TIP: Imagine a quick knock on a door
3. Take a minute and **explore the web page with your mouse** to see the various pointer options.
4. Use the **scroll wheel** on your mouse to move up and down the page
5. **Click on the address bar** at the top of the page and use the **backspace button on your keyboard to delete** the TPL website listed.
6. In its place type **google.ca** into the web address bar and **press Enter on the keyboard**.

7. In the Google search box type in **Mouse Tutorial** and press **Enter on your keyboard**.
8. Choose the first link: **Mouse Tutorial - GCFLearnFree**
OR use this URL:
https://edu.gcfglobal.org/en/mousetutorial/mouse-tutorial/1/

**TIP:** Don't forget to read the screen: Google has a suggest feature that can save you time while searching. When you begin to type in a search, you may notice that a drop box appears below it with a list of completed search phrases. If you see one that matches the search you want to do, just click on it and the results for that search will load.
Rollover

In many instances, when you place the cursor over an icon, it will change its appearance. This is called a **rollover** effect. It might mean that you can interact with the icon, or maybe it's just highlighting where your cursor currently is.

1. Hover your cursor over the icons below to see some different rollover effects.

   Hover  Hover  Hover

Double clicking

A **double click** is when you quickly click the mouse button twice. This can be used to open folders, files, or start programs on your desktop.

1. Practice double clicking in the activity below.
Awesome! Now double-click on the folder in the folder to open it.

Awesome! Now double-click on the folder in the folder to open a file. Let's try one more. Double-click on the file to move onto the next section.
Drag and Drop
Includes fun activities giving you the opportunity to practice your newly learned skills. You will learn that this function is frequently used when organizing your computers desktop and adding files to folders.

You may sometimes need to drag and drop icons to move them around. This can be used to place files in new folders, delete them, and more.

1. Practice your drag and drop skills by constructing the robot below
Now let's try dragging and dropping things in a more practical manner.

1. To tidy up your desktop below, **drag and drop the files** into their appropriate folders.
Exercise 5: Jigsaw Puzzle
Now let's try another exercise using left click, drag and drop:

1. Use the address bar in your browser to go to Google.com
2. Type in Jigsaw Planet to the search box and hit the enter button. Or you can type in jigsawplanet.com or visit the URL www.jigsawplanet.com

3. Scroll down the page until you see a puzzle with 6 or 12 pieces
4. For example, the Rose Puzzle has 12 pieces in total and left click to open
5. **Practice** the left click, hold, drag and release functions of your mouse to successfully piece together the Rose Puzzle.
Mouse Review Quiz

Question #1
Circle the correct hand and finger placement when holding a computer mouse

Question #2
How do you move the cursor around the computer screen to a desired location?

a) Shake it until it lands on the proper spot
b) Slowly push and slide your hand forward, side to side and downward
c) Coax it with a piece of cheese

Question #3
Which of the Following is not an internet browser?
Circle the icon that does not belong

[Images of browser icons]
Question #4
Match the proper cursor picture with its function

- [ ] a) Normal select, used for most objects
- [ ] b) Link Select: Used for text and graphics links, once clicked more information will be displayed
- [ ] c) Text select: Used for text to indicate a location between characters.

Question #5
When interacting or telling the computer to select which part of the mouse do you click, press & release?

- a) The Middle wheel
- b) The Wire
- c) The Right click button
- d) The Left Click button

Question #6
True or False

A Double-Click can be used to open folders, files, or start a program.
Practice of Your Choice

Mouse Practice

Mousercise
pbclibrary.org/mousing/mousercise.htm

Jig Zone
jigsaw puzzles – www.jigzone.com

Mouse Exercises
intouch-2000.net/seniornet/exercises/mousepractice.html

Typing Practice

Free Keyboarding/Typing Practice on the Internet
www.typing.com

Typing Tutorial
edu.gcfglobal.org/en/typing

Website practice

Toronto Public Library – for books, events, classes – www.tpl.ca

411 - find a person, business, phone number, address – 411.ca

Grocery Gateway - order your groceries online –
www.grocerygateway.com

Toronto information from Metroland publishers – www.toronto.com

Play Solitaire online – www.solitr.com

Computer Training

Computer and Internet Training
edu.gcfglobal.org
Quiz Answer Key

1. Middle picture
2. B
3. Third icon= Microsoft Word which is not a browser
4. C, B, A
5. D
6. True