

# COMPUTER & LIBRARY TRAINING

## 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)

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What other topics would you be interested in learning about?

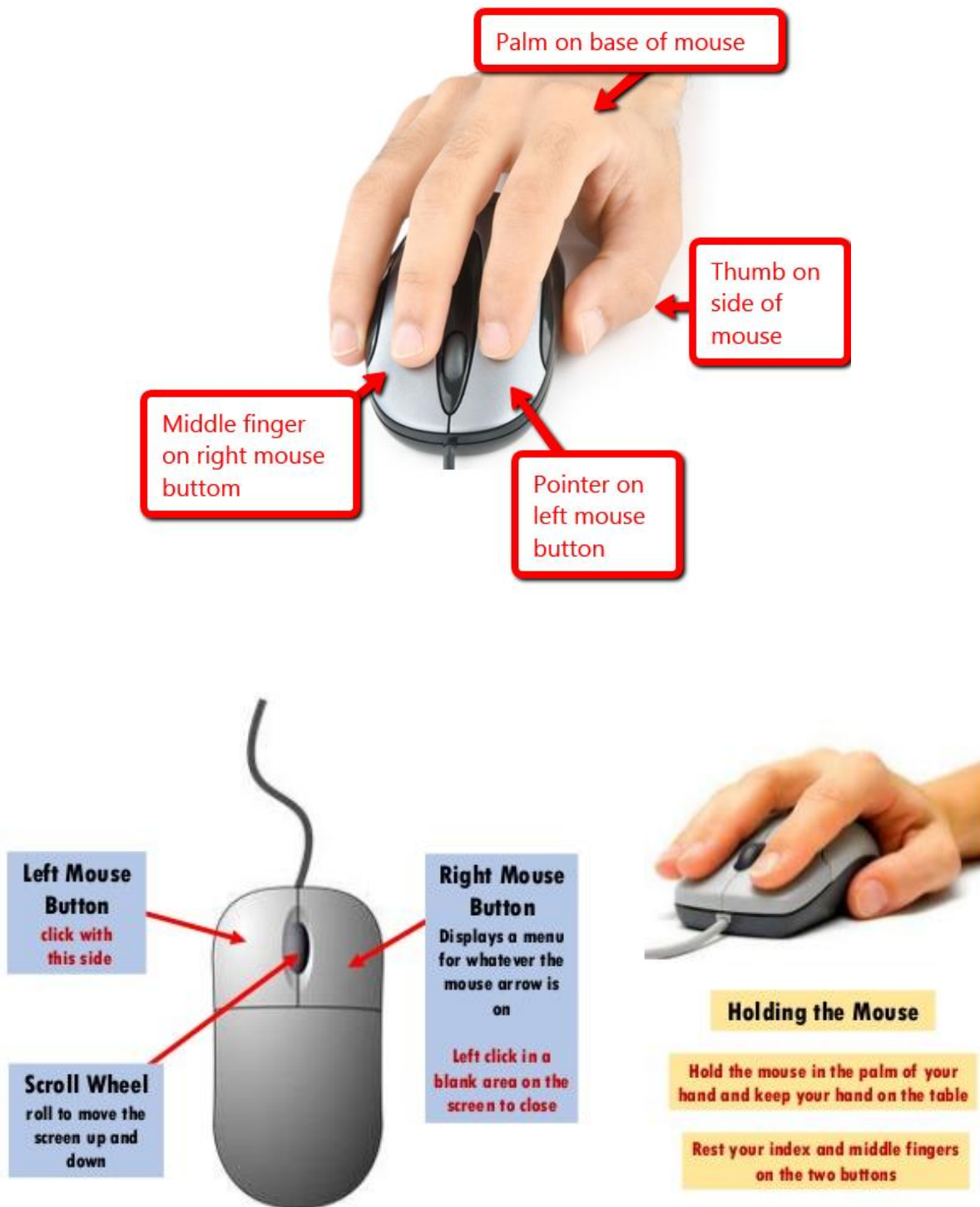
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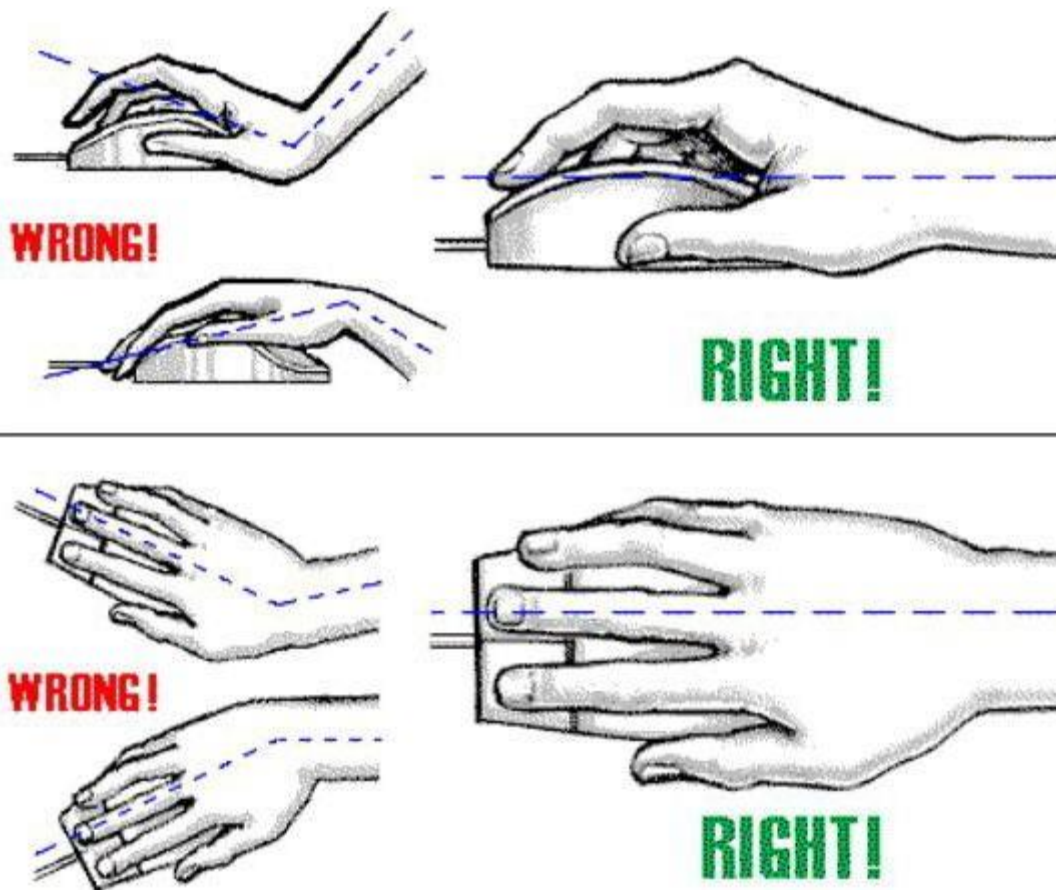
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**Mouse** - similar to a keyboard, a mouse helps the user communicate with the computer. Think of it as a TV remote. With the help of a mouse, you tell the computer what you want it to do.





### **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

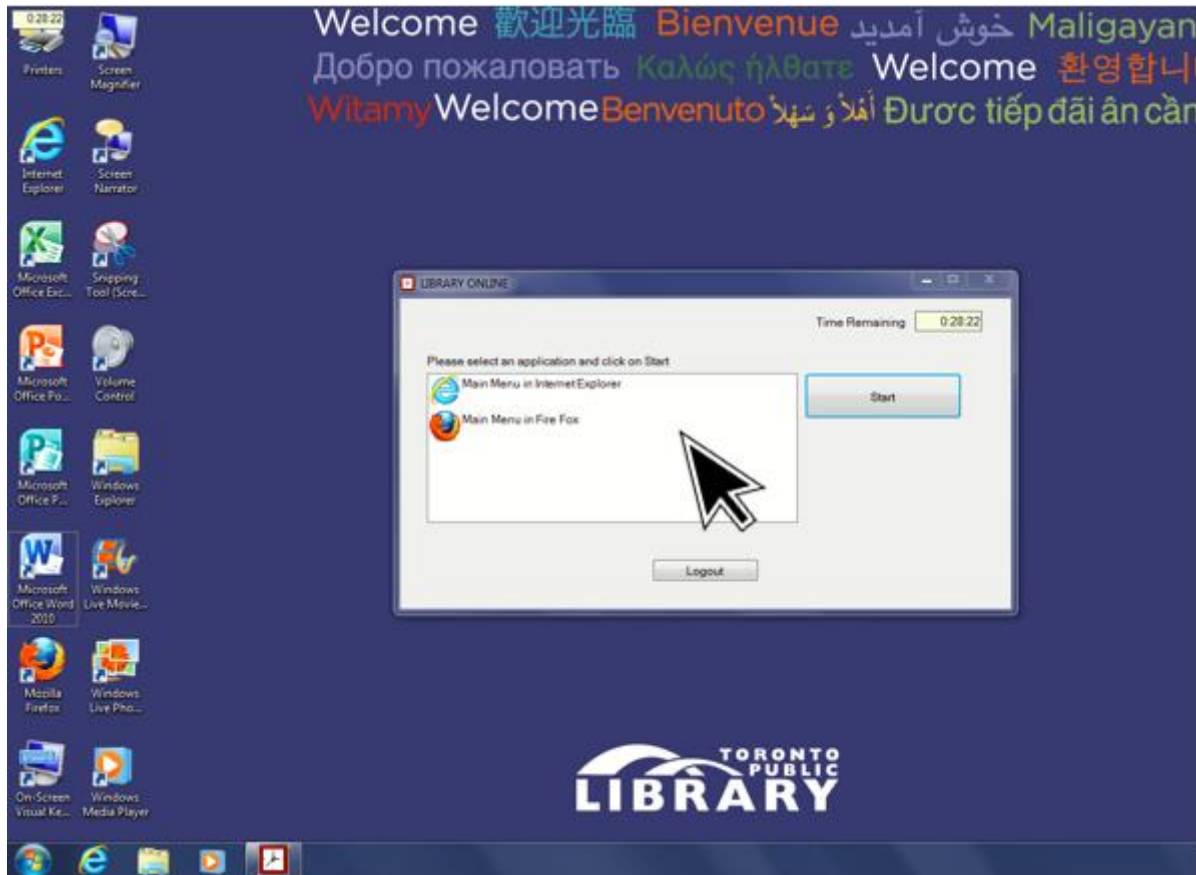
In order to navigate a screen or page you are viewing you must now physically maneuver your mouse to the desired location.

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/ place down 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.

<b>TIP:</b> Imagine a quick knock on a door
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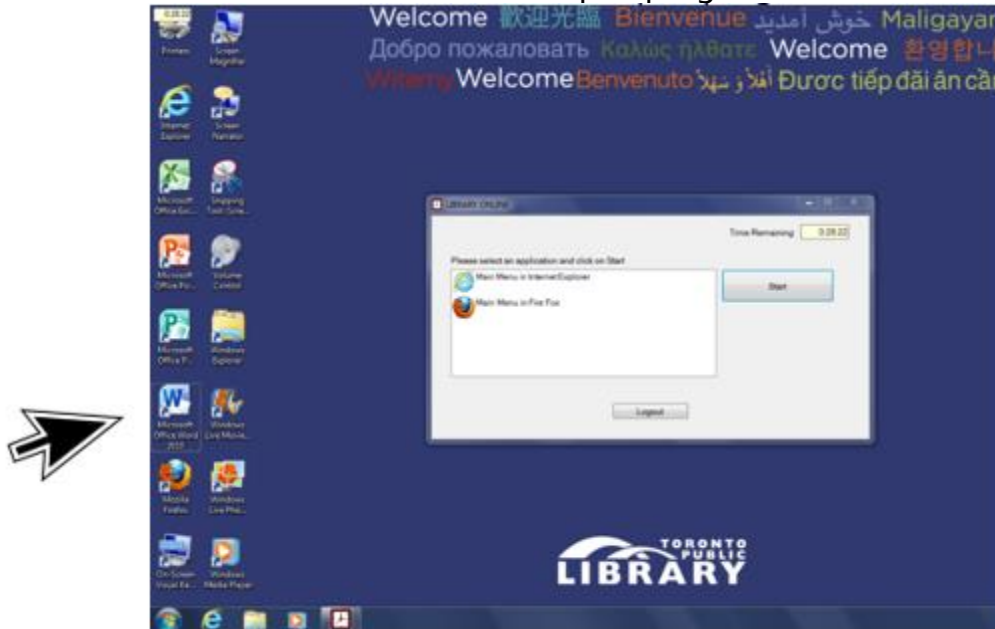




## Exercise 3: Practice: Double Click

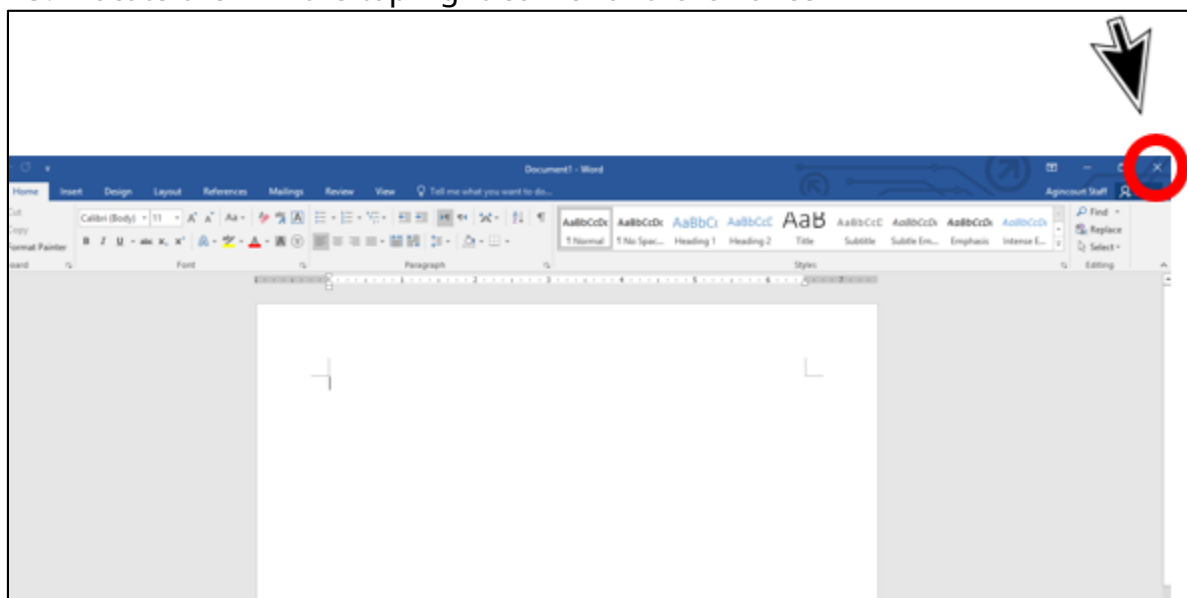


1. Locate the Microsoft Word Icon
2. Move mouse so that the cursor hovers over the Microsoft Word Icon
3. Double Click the left mouse button to open program



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:

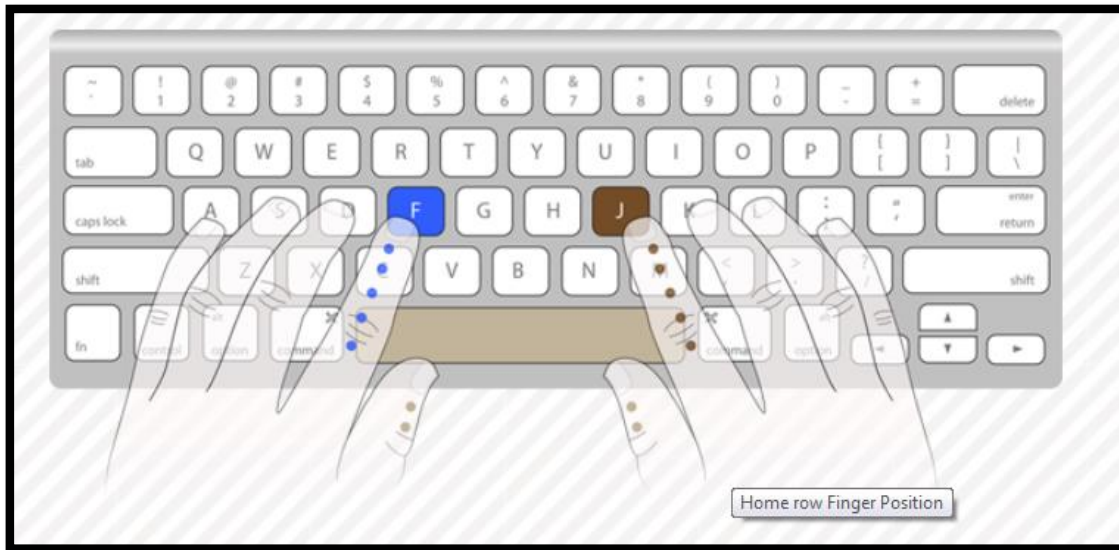
1. Function Keys
2. Typing Keys
3. Navigation & Special Keys
4. Numeric Keypad

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

### Left Hand Right Hand

PF	RF	MF	IF	IF	IF	IF	MF	RF	LF
Z	X	C	V	B	N	M	,	.	/

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

## Stretch and Relax



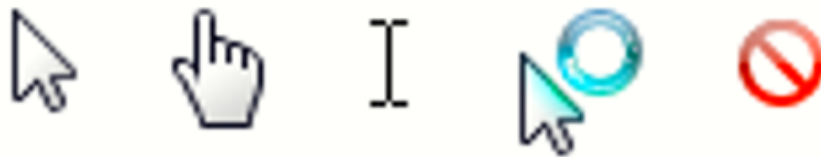
### Let's practice:





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.



Pointers		
Shape	Name	When used
	Normal select	Used for most objects.
	Link select	Used for text and graphics links, once clicked more information will be displayed
	Text select	Used for text to indicate a location between characters.
	Circle	shows that the computer is busy working/loading a page

## 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.

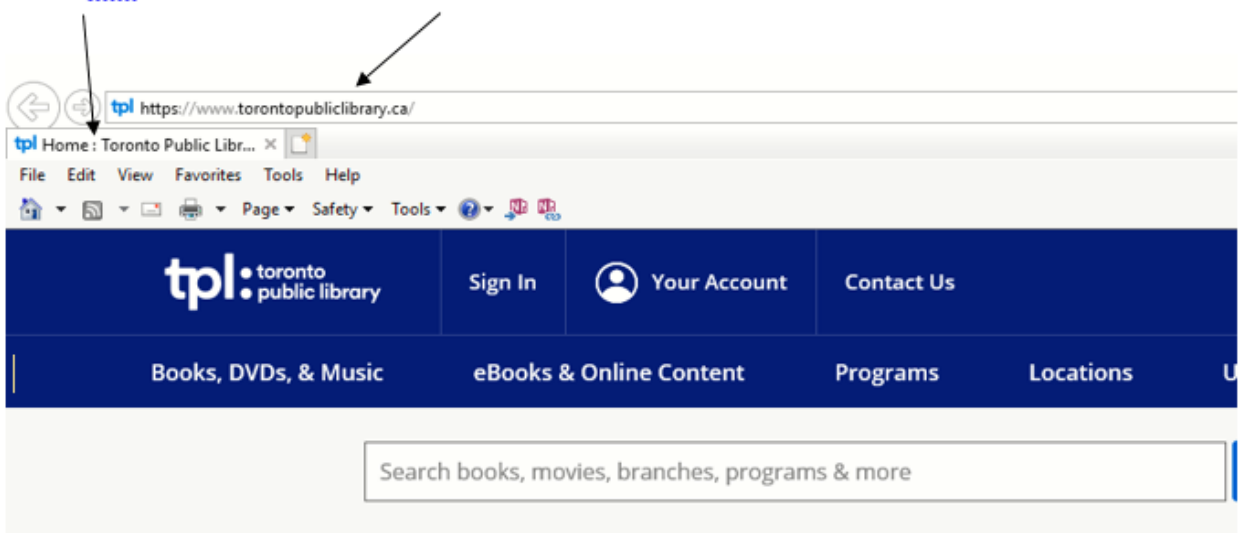
1. For this class we will be using the browser called **Internet Explorer**. To Open the browser, move the mouse over top of the Internet Explorer. Icon & **Double click** (click 2 times quickly) the left mouse button.



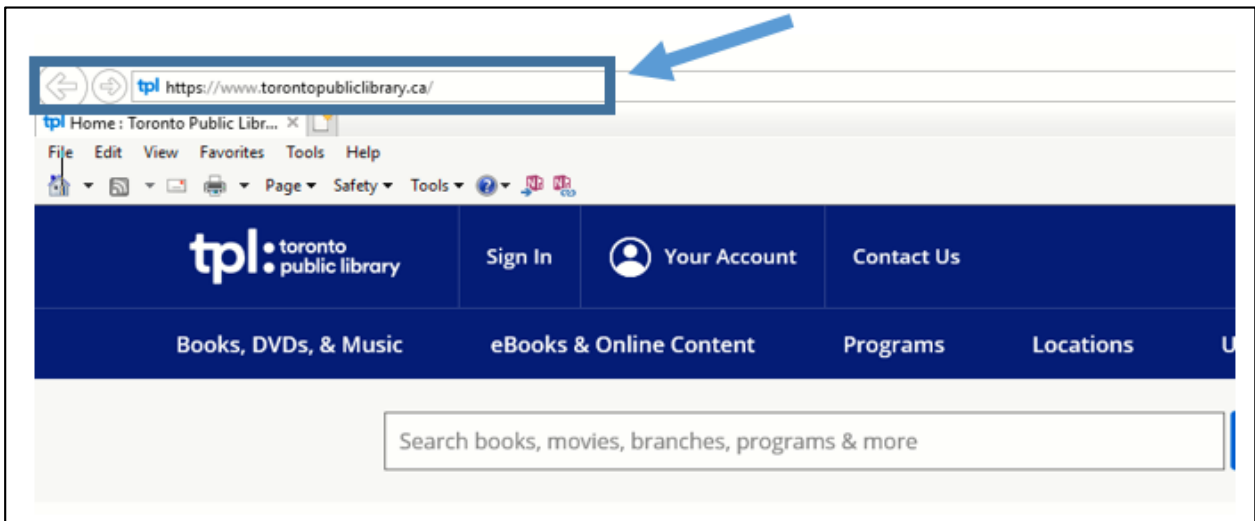
<b>TIP:</b> Imagine a quick knock on a door
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**Title Bar**

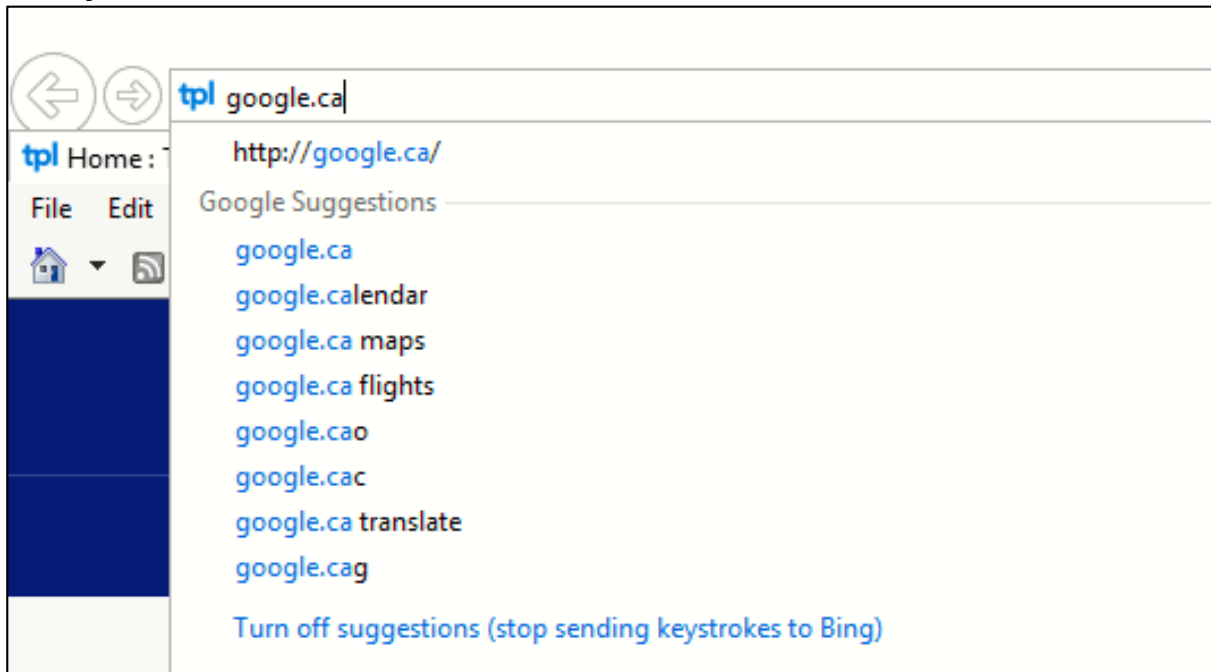
**Address Box**



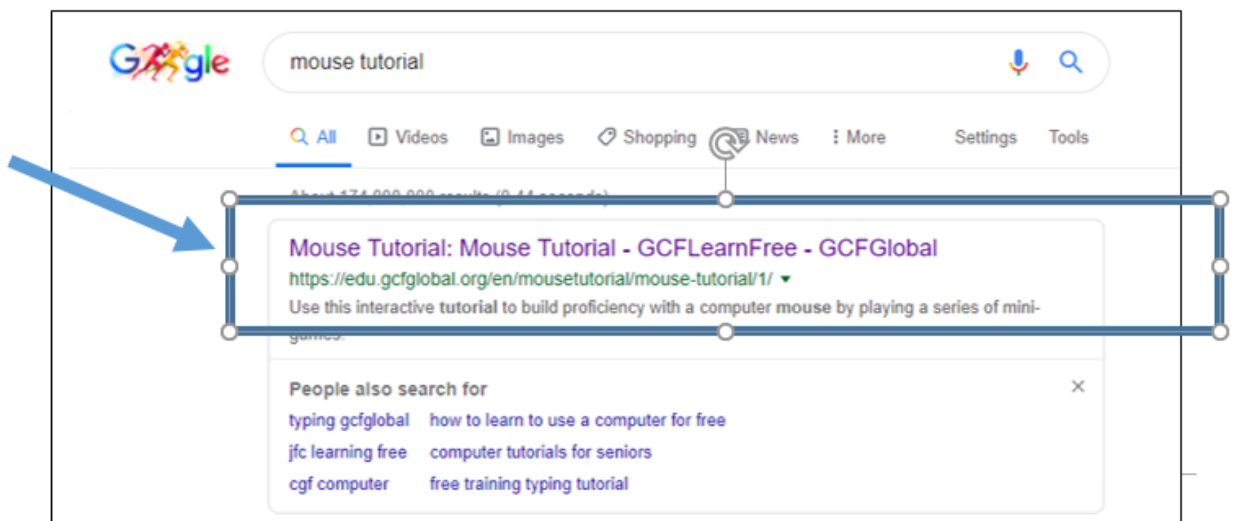
3. Take a minute and **explore the web page with your mouse** to see the various pointer options.
4. Use the **scroll wheel** on your mouse to move up and down the page
5. **Click on the address bar** at the top of the page and use the **backspace button on your keyboard to delete** the TPL website listed.



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](https://edu.gcfglobal.org/en/mousetutorial/mouse-tutorial/1/)





**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.

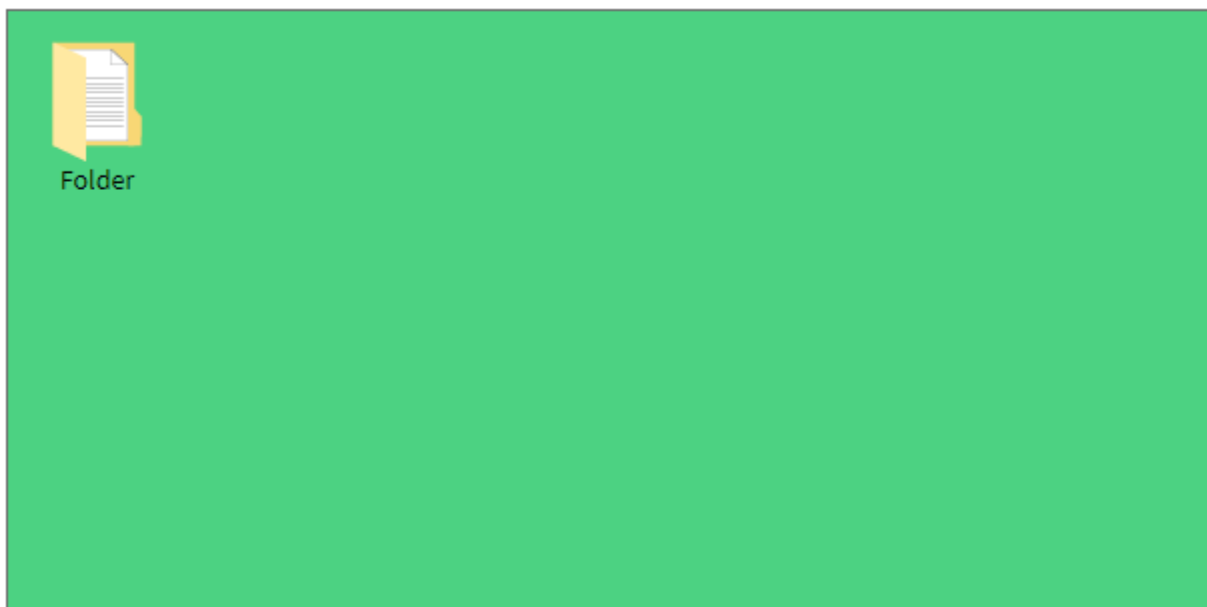
1. Hover your cursor over the icons below to see some different rollover effects.

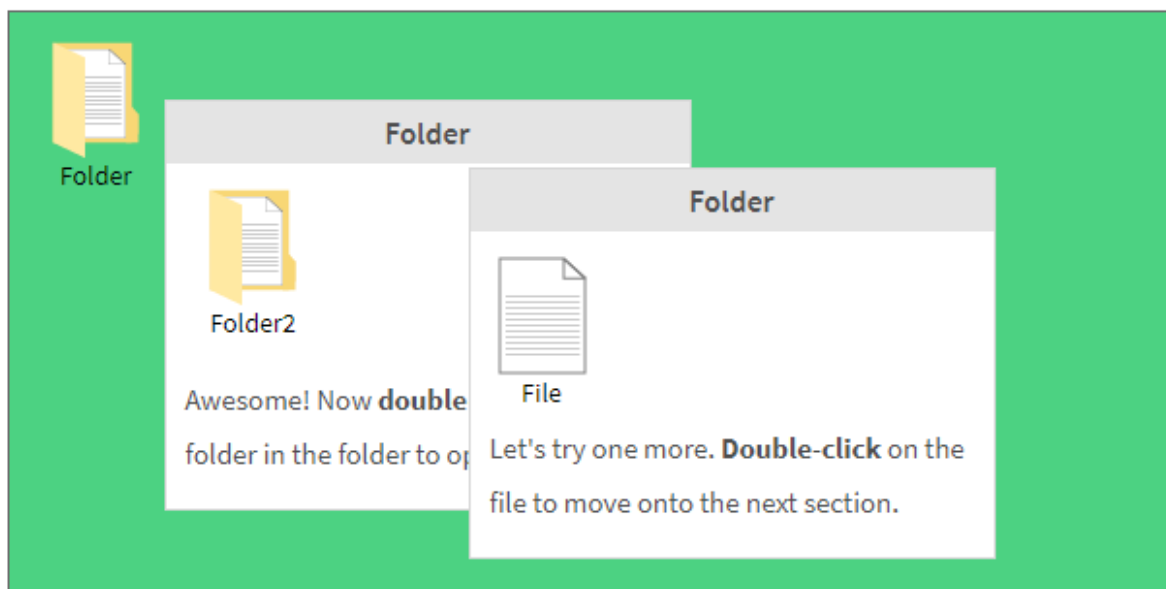
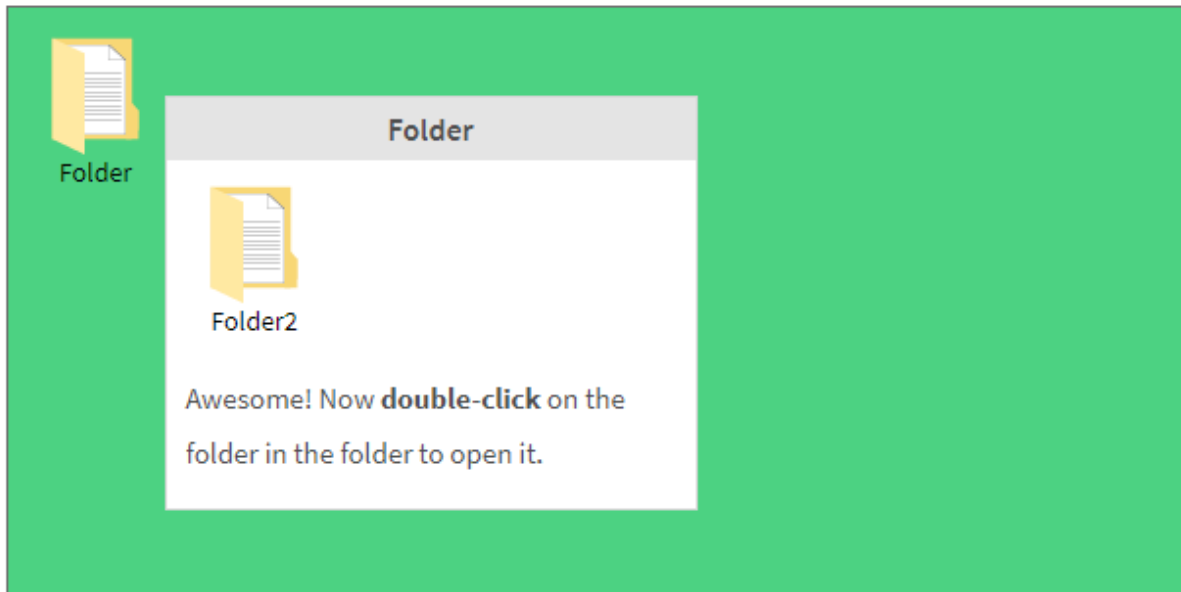


## Double clicking

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.



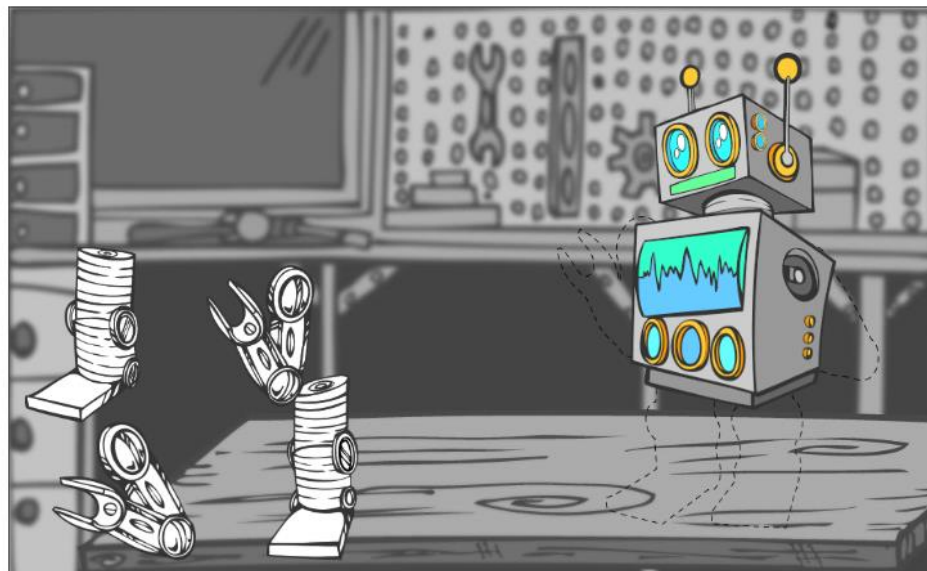
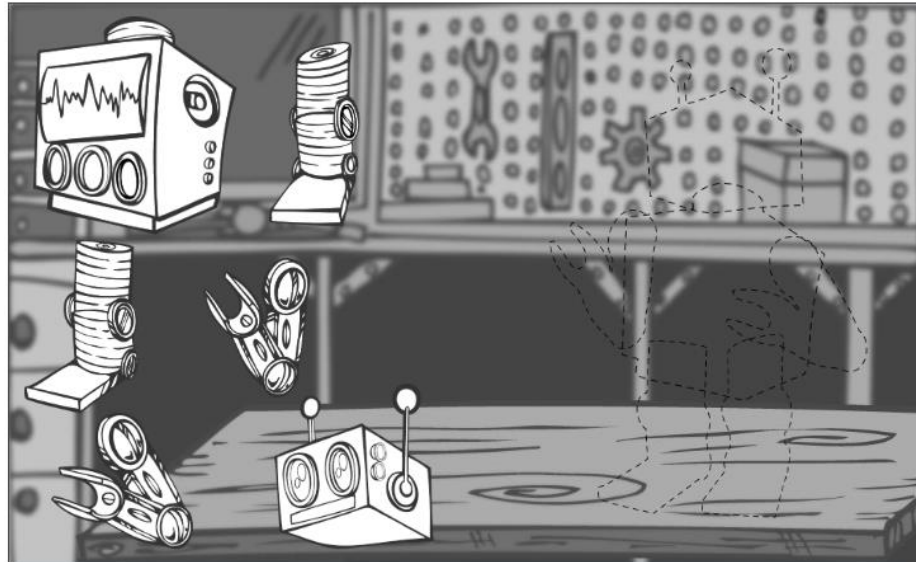


## Drag and Drop

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.

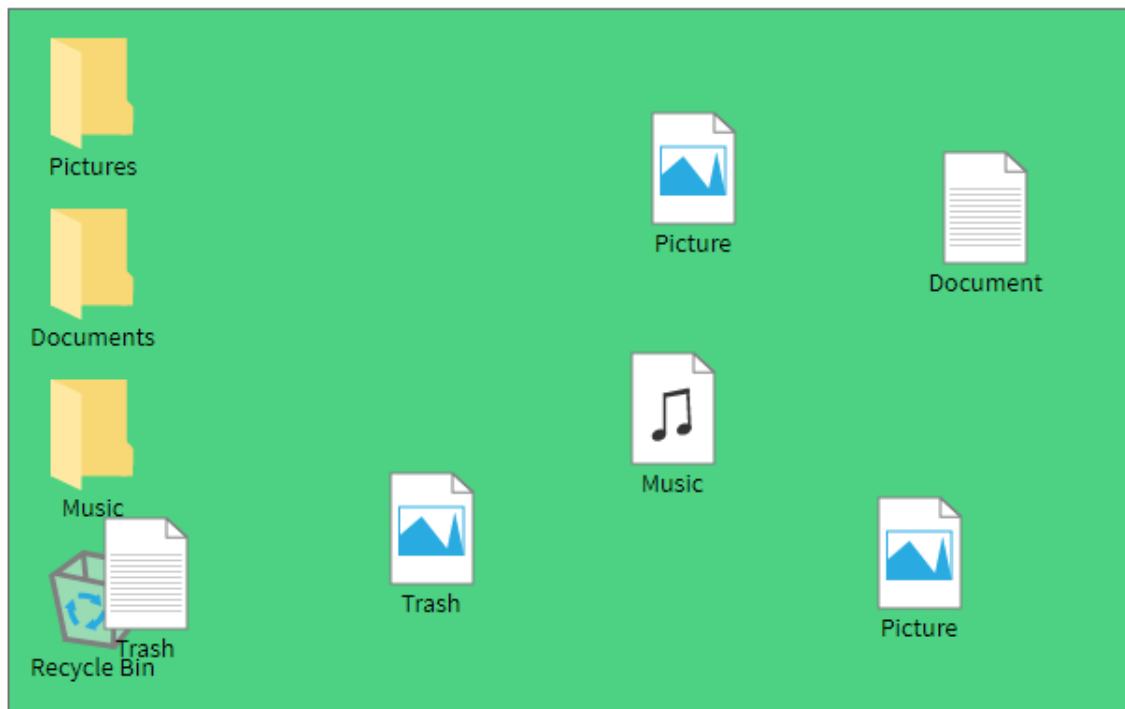
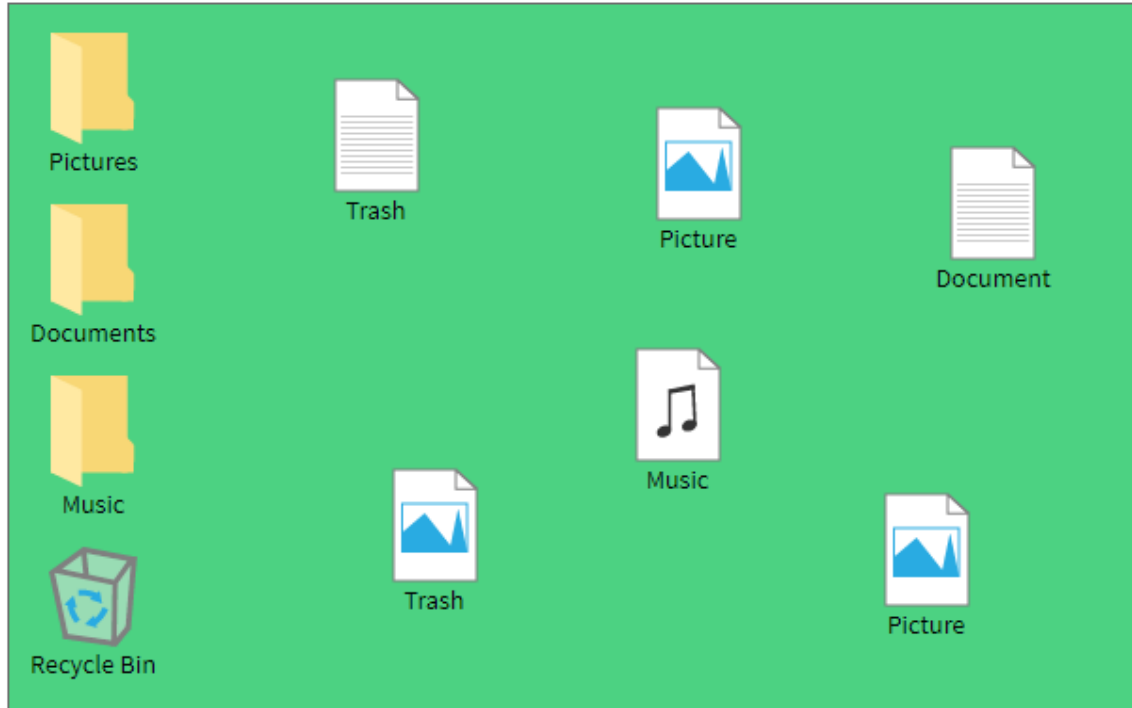
You may sometimes need to **drag** and **drop** icons to move them around. This can be used to place files in new folders, delete them, and more.

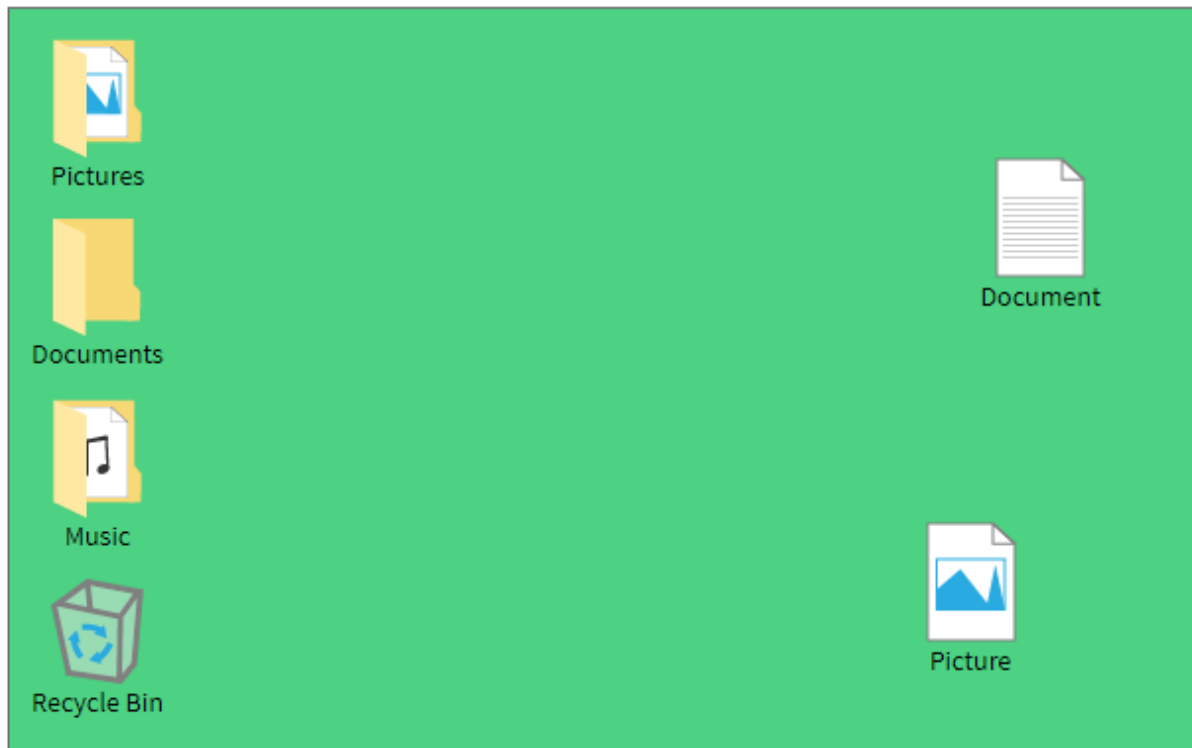
1. Practice your drag and drop skills by constructing the robot below



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.

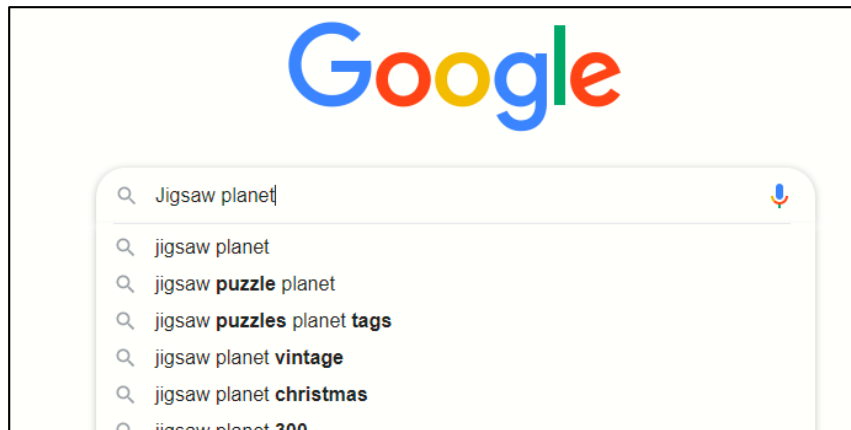




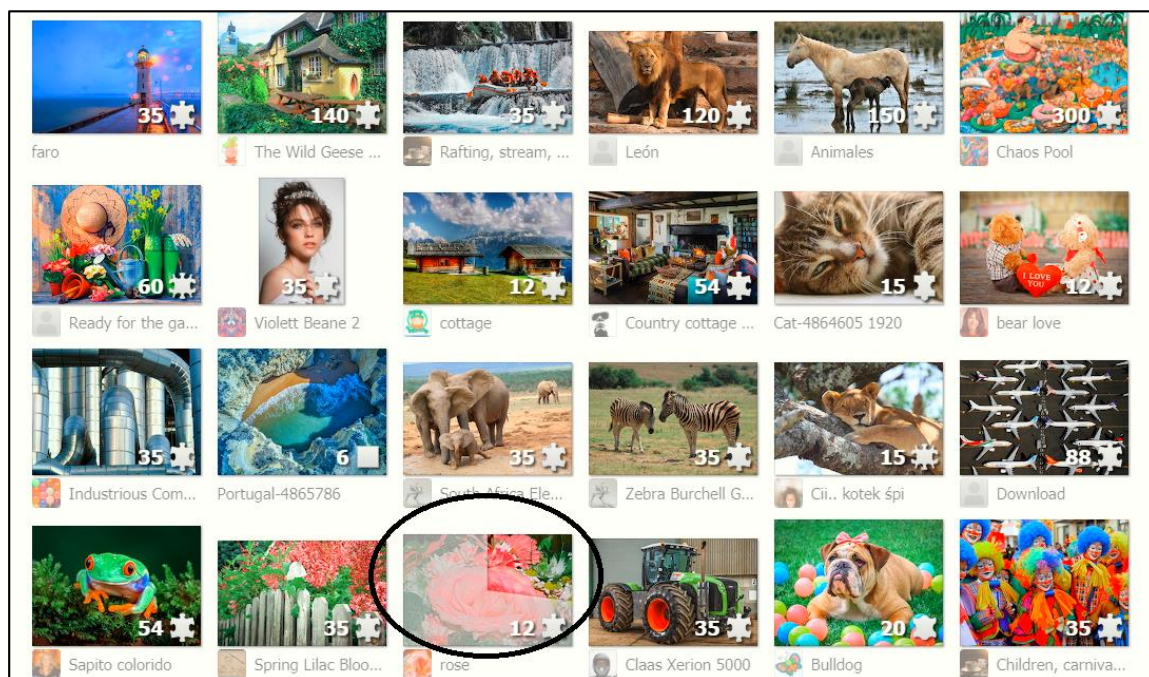
## Exercise 5: Jigsaw Puzzle

Now lets 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](http://www.jigsawplanet.com)

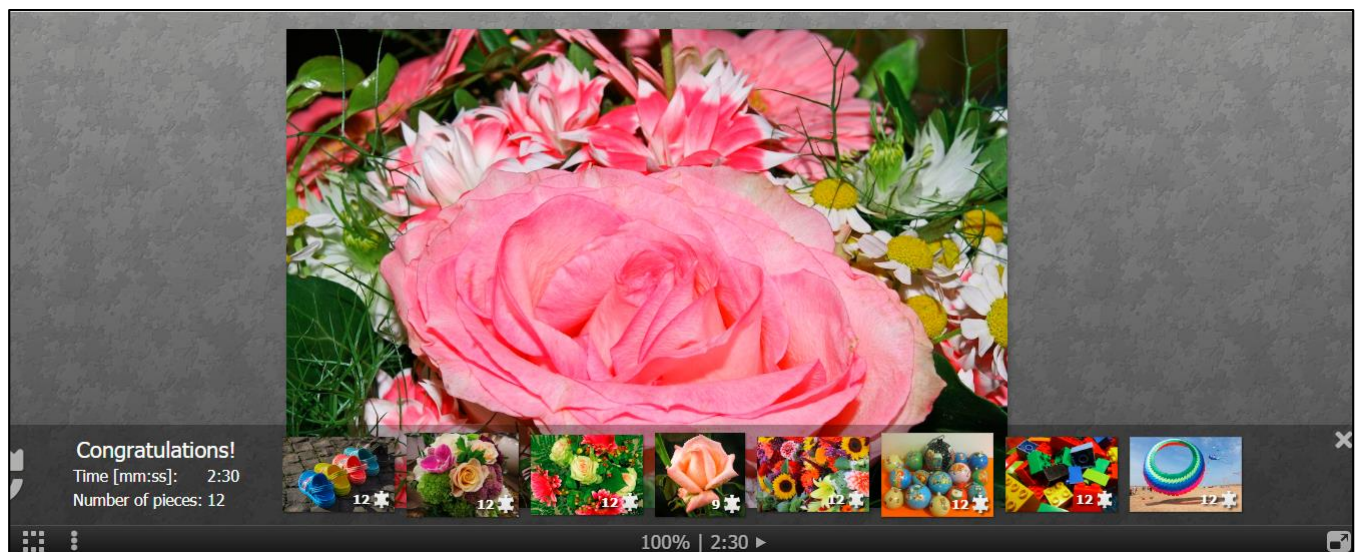
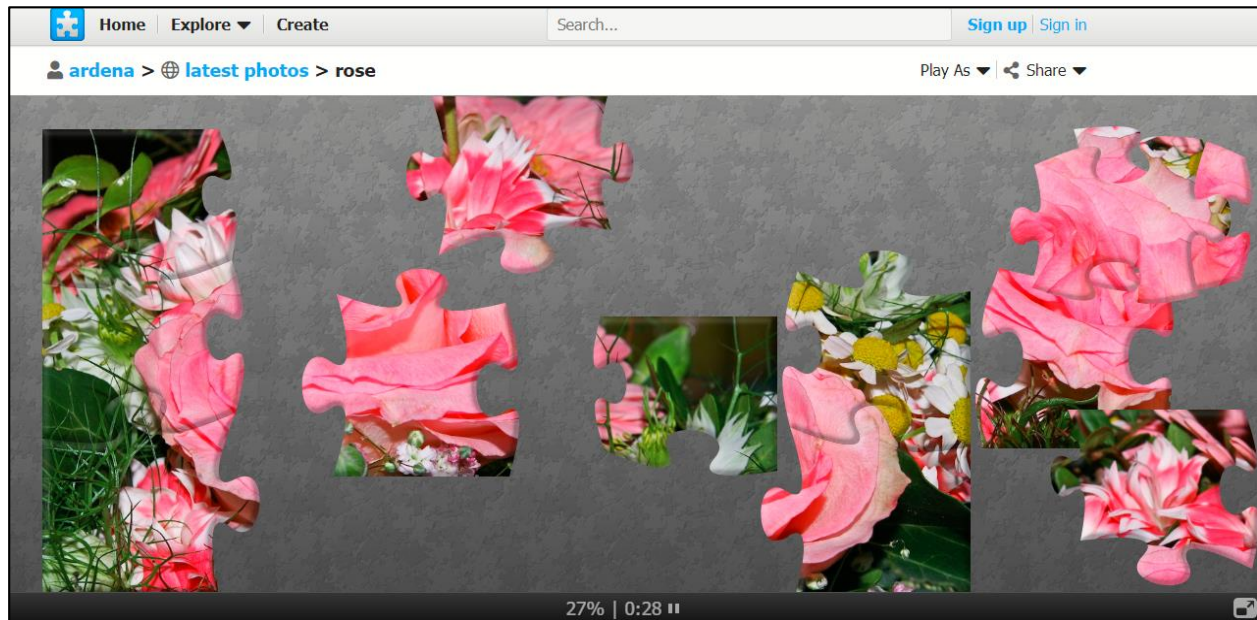


3. **Scroll** down the page until you see a puzzle with **6 or 12 pieces**
4. For example, the Rose Puzzle has 12 pieces in total and **left click to open**





5. **Practice** the left click, hold, drag and release functions of your mouse to successfully piece together the Rose Puzzle.

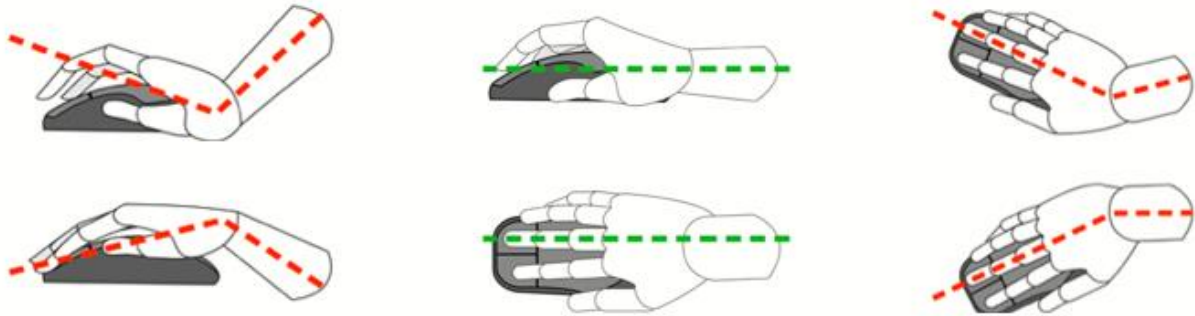




## Mouse Review Quiz

### 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



#### 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](http://pbclibrary.org/mousing/mousercise.htm)

#### **Jig Zone**

Jigsaw puzzles – [www.jigzone.com](http://www.jigzone.com)

#### **Mouse Exercises**

[intouch-2000.net/seniornet/exercises/mousepractice.html](http://intouch-2000.net/seniornet/exercises/mousepractice.html)

### **Typing Practice**

#### **Free Keyboarding/Typing Practice on the Internet**

[www.typing.com](http://www.typing.com)

#### **Typing Tutorial**

[edu.gcfglobal.org/en/typing](http://edu.gcfglobal.org/en/typing)

### **Website practice**

Toronto Public Library – for books, events, classes – [www.tpl.ca](http://www.tpl.ca)

411 - find a person, business, phone number, address – [411.ca](http://411.ca)

Grocery Gateway - order your groceries online –

[www.grocerygateway.com](http://www.grocerygateway.com)

Toronto information from Metroland publishers – [www.toronto.com](http://www.toronto.com)

Play Solitaire online – [www.solitr.com](http://www.solitr.com)

### **Computer Training**

#### **Computer and Internet Training**

[edu.gcfglobal.org](http://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

