

**MOUSE  
AND  
KEYBOARD**

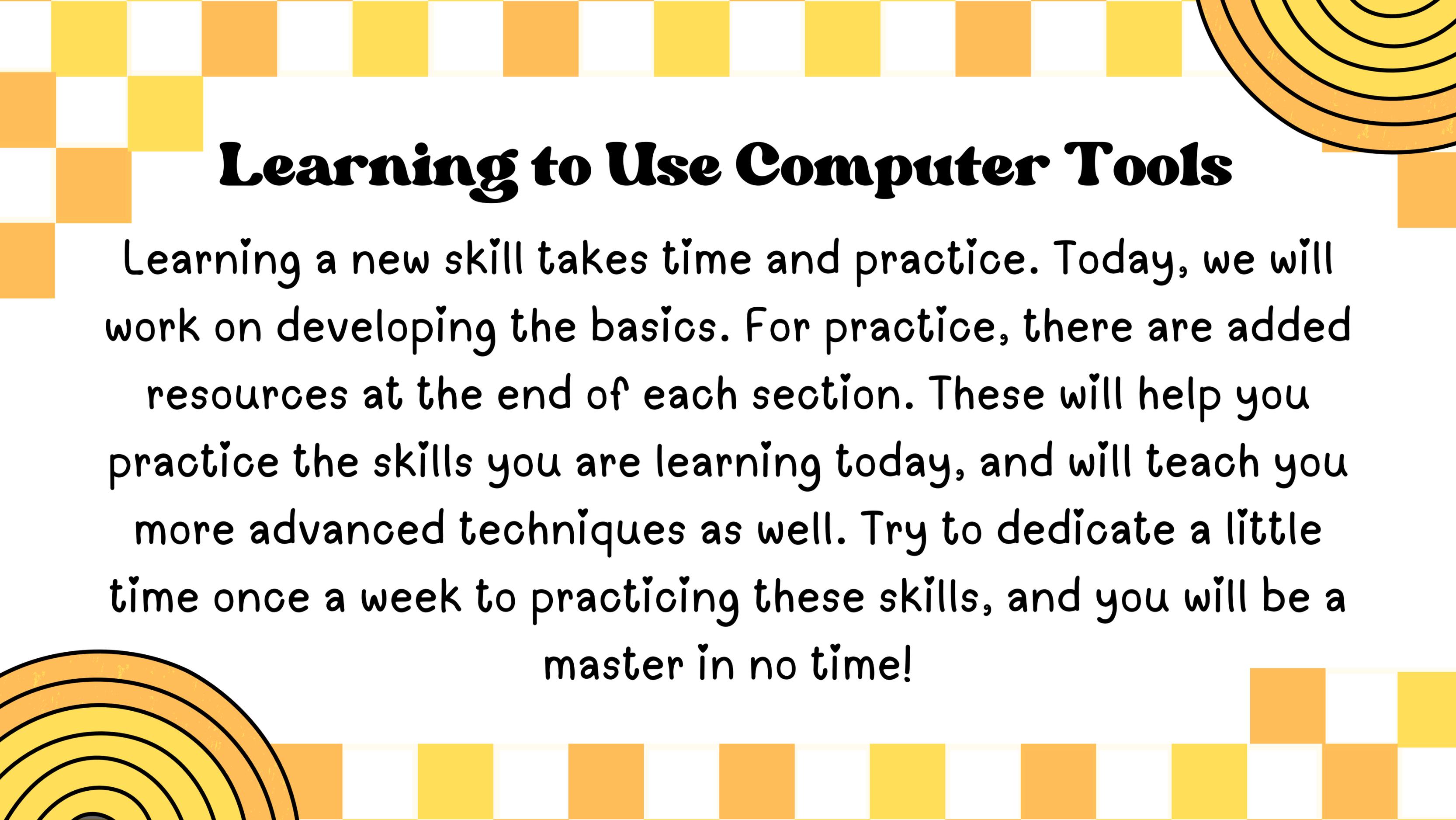
# **Nekoosa Help Desk Lesson #2**

## **Using a Mouse & Keyboard**

Today we will be covering...

- How to use a mouse
- How to use a keyboard
- Typing practice

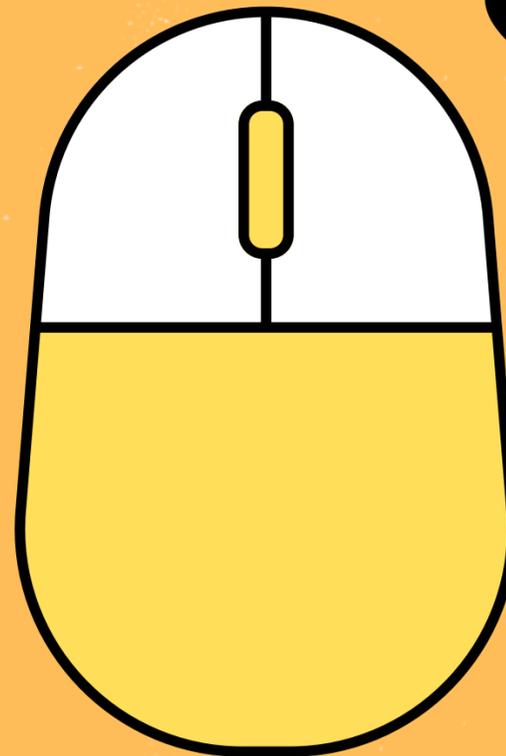




# Learning to Use Computer Tools

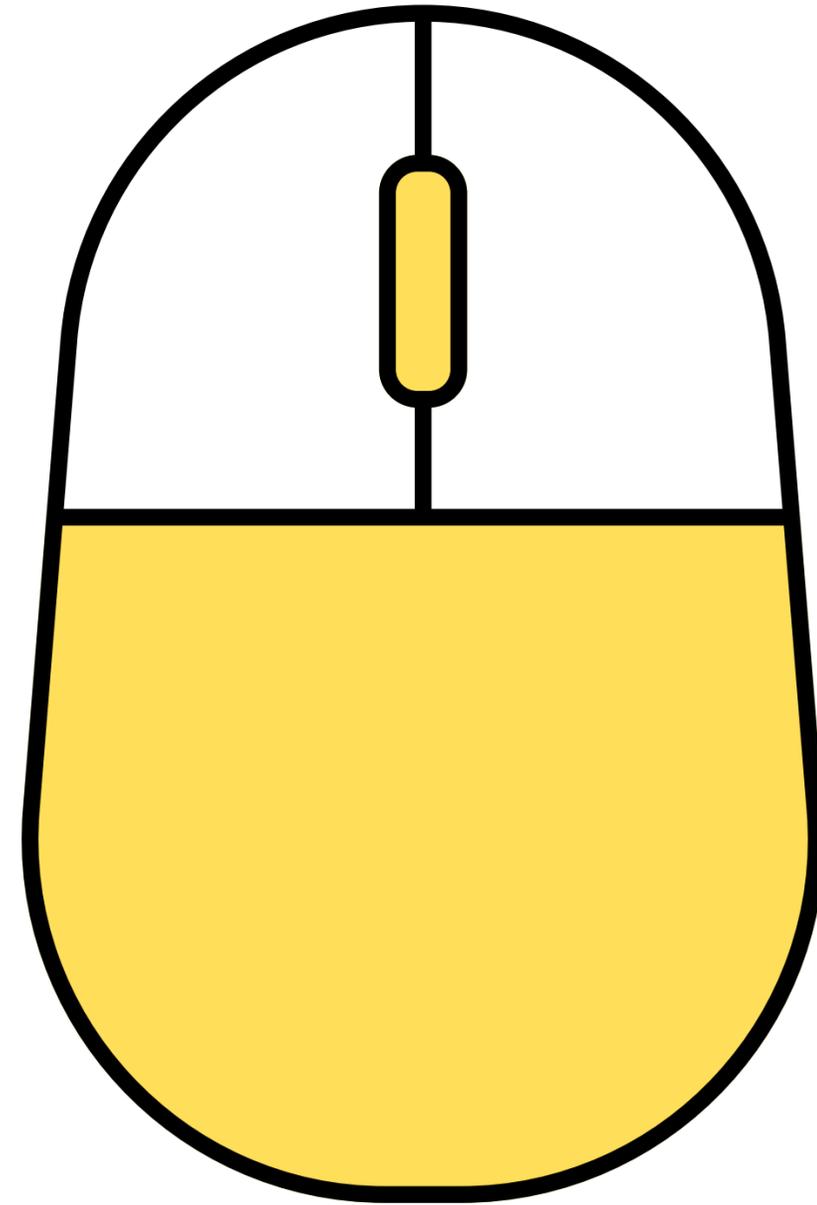
Learning a new skill takes time and practice. Today, we will work on developing the basics. For practice, there are added resources at the end of each section. These will help you practice the skills you are learning today, and will teach you more advanced techniques as well. Try to dedicate a little time once a week to practicing these skills, and you will be a master in no time!

# The Mouse



# What is a Mouse?

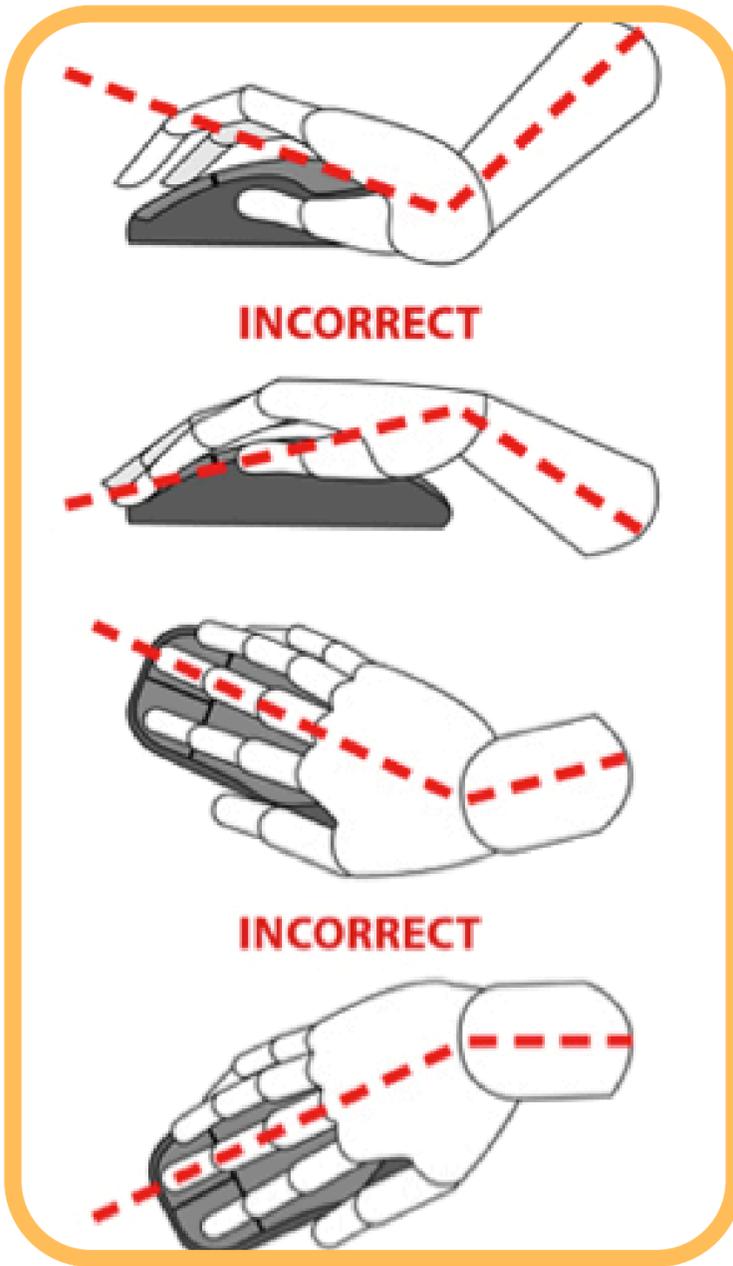
The computer mouse is a tool used to navigate around the computer. The mouse controls an on screen cursor you can use to open up programs, browse the internet, and much much more!





# Holding the Mouse

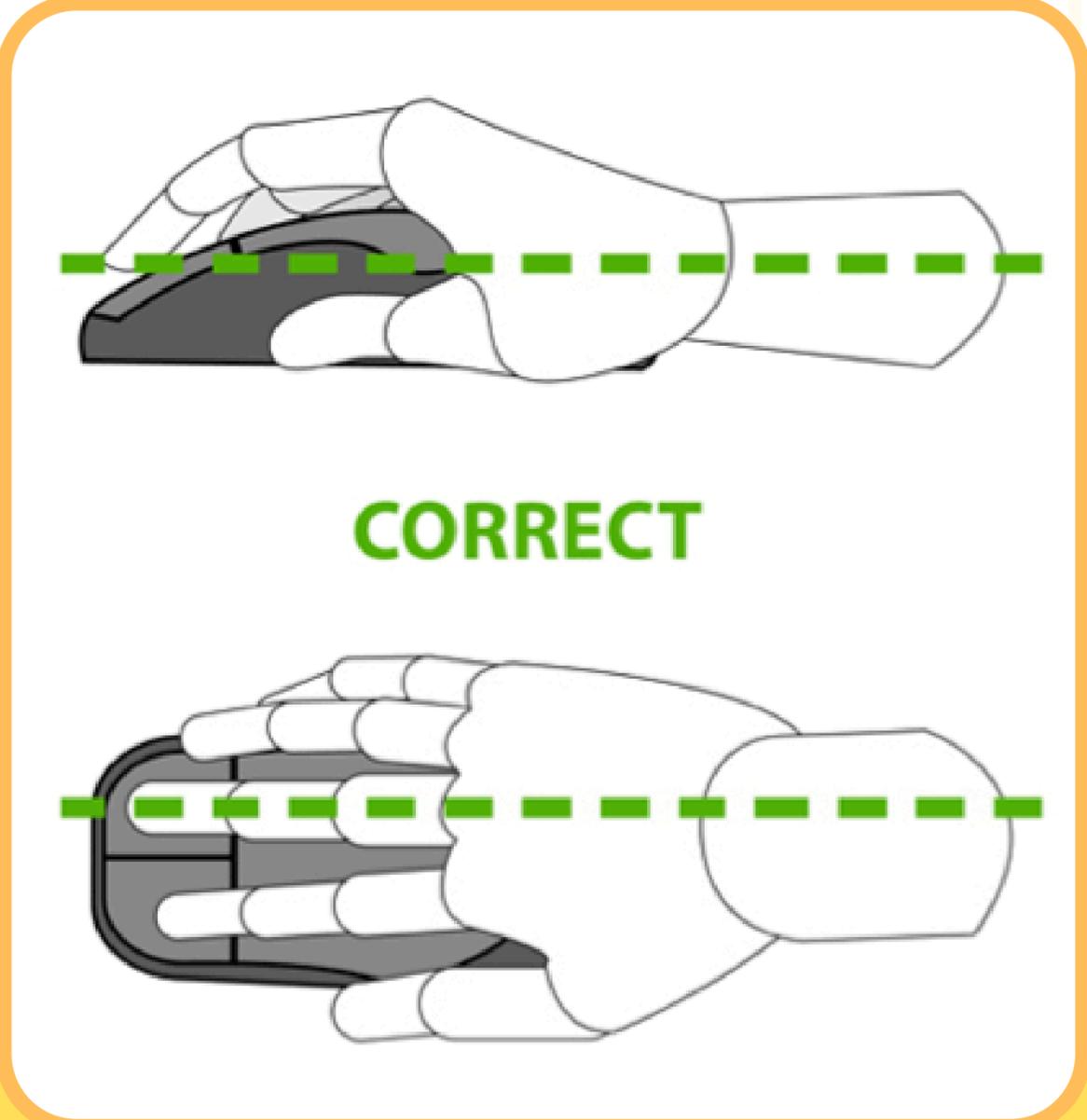
Try holding the mouse with the palm of your hand touching the base of the mouse, and placing your pointer and middle finger on the buttons like the pictures show.



<https://www.ebuyer.com/blog/correct-way-to-hold-a-mouse/>

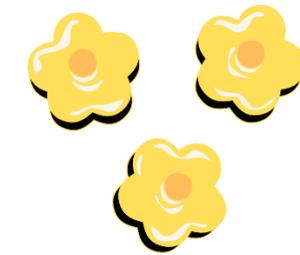


Quick Tip: Try to keep your wrist level when holding the mouse!





# Buttons on a Mouse



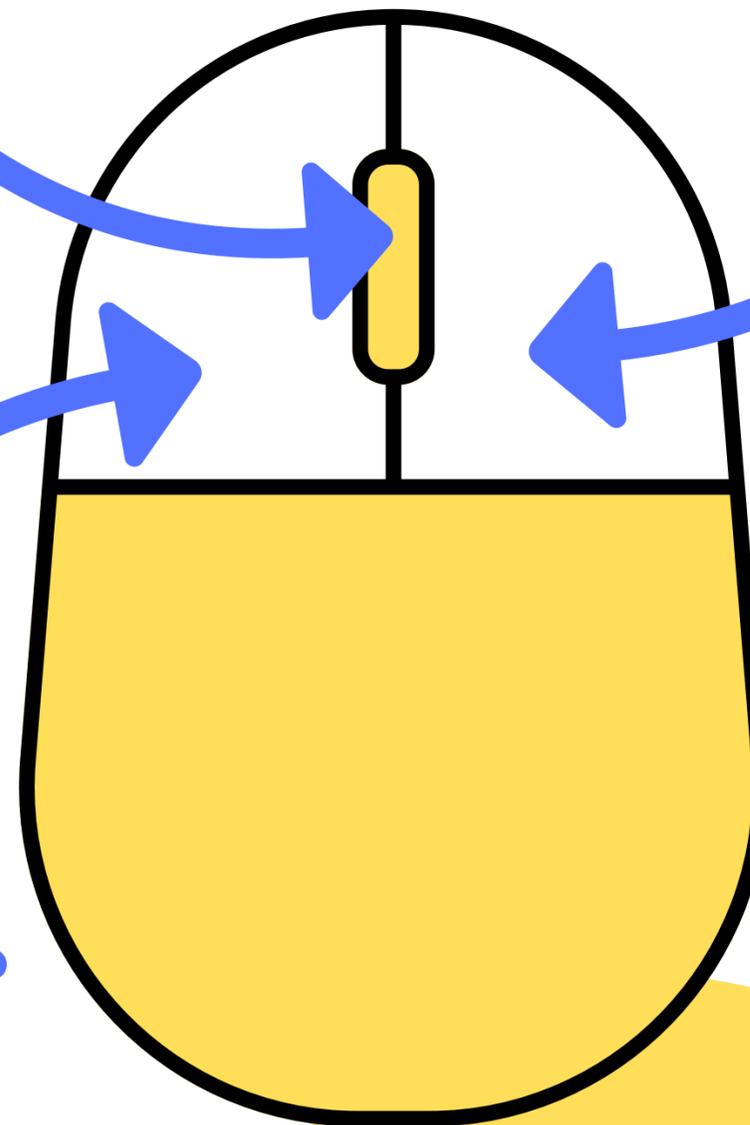
There are three main parts on a mouse. The left click button, the right click button, and the scroll wheel

*Scroll Wheel*

*Right Click*



*Left Click*



# The Left Click

The left click button is the most used button on the mouse. When someone asks you to “click” on something, they mean use the left click button. Use this button for opening links, pressing play on videos, or opening pictures.



# The Right Click

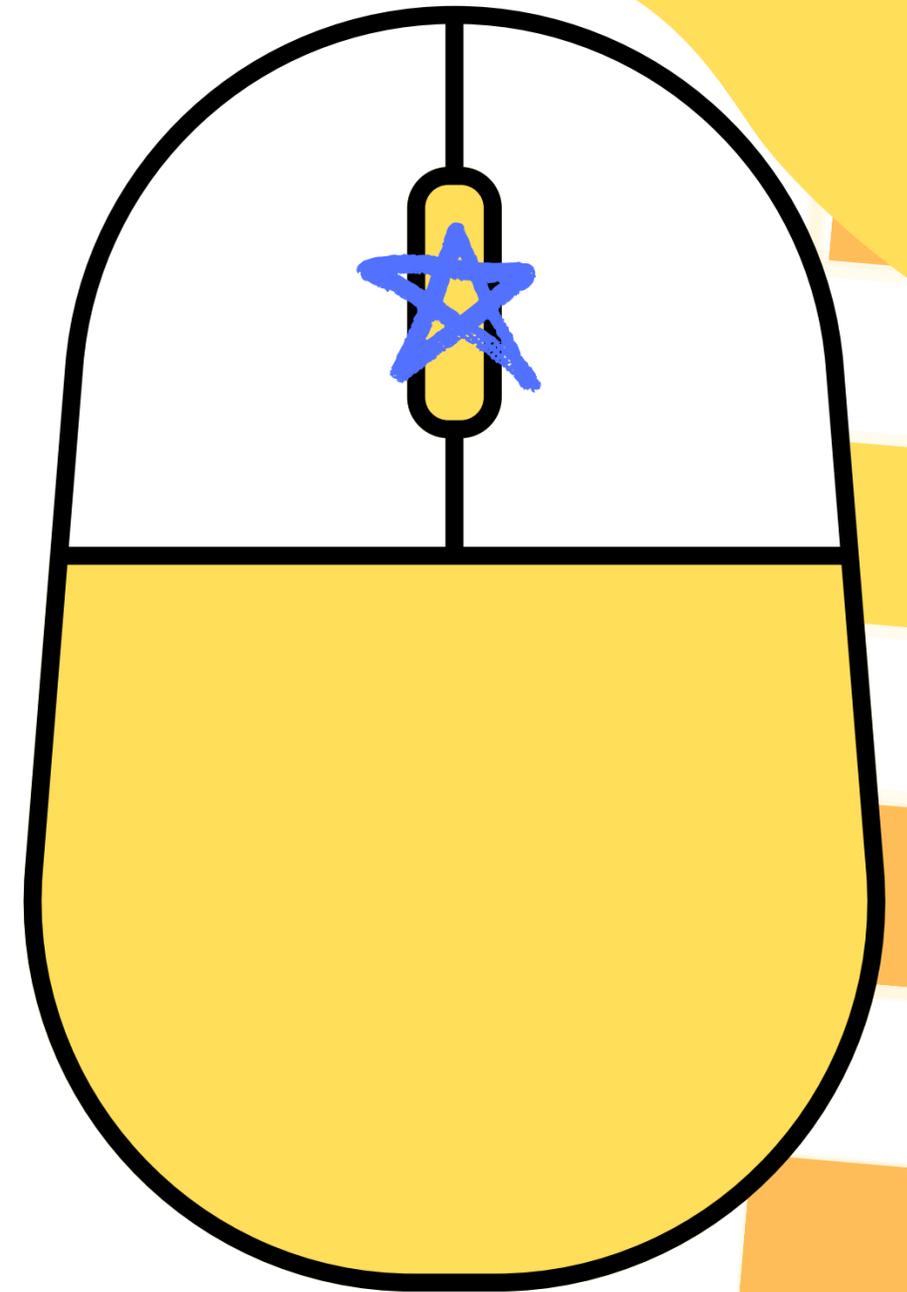
The right click button is used to gain context or extra information. When you right-click on something, you will usually get a menu or list of actions to choose from.



# The Scroll Wheel

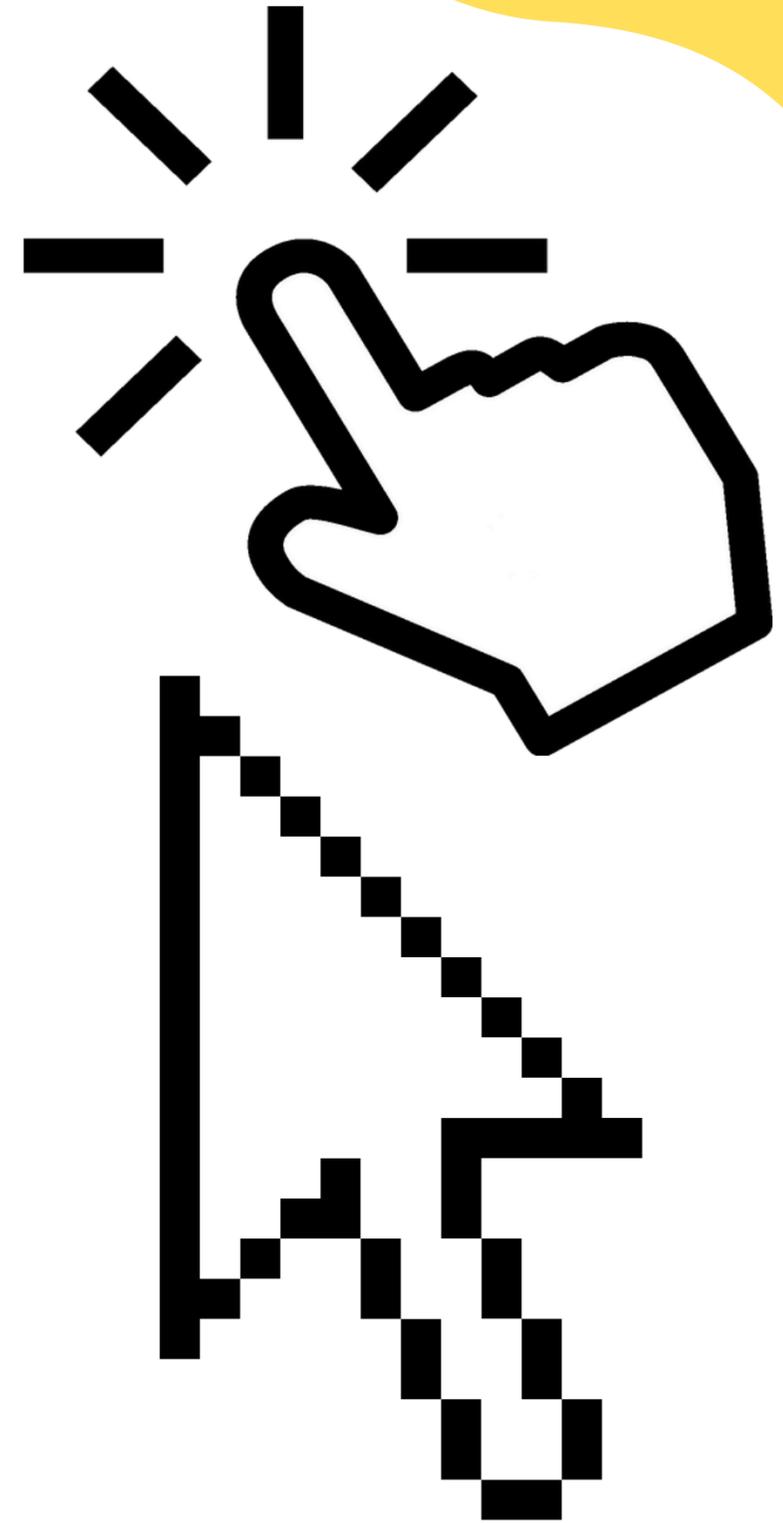
The scroll wheel is the bump between the left and right mouse buttons. You can use your index finger to roll it forwards or backwards.

When you are browsing the internet or reading a word document or PDF, the scroll wheel will move the page up or down, so that you can read more of the page. When you use it on a map or full-screen image it will zoom in or out.



# The Cursor

While the cursor is not a physical part of the mouse, it is still a very important part of the mouse's anatomy. The cursor is the little arrow, hand, or other small shape that you control on the computer screen when using the mouse.



# Mouse Actions





# The “Click”

A click is a single, quick press of the left mouse button. It is used to do things like open a hyperlink, select a menu option, place your cursor in word processing, select a form to fill, or activate a program from the start menu.



# The “Double Click”

A double click is two quick presses of the left mouse button in a row. It is similar to the single click in that it is often used to do an action. As a general rule of thumb, if a single click did not open the program you wanted to use, try a double click instead.



# The “Click & Drag”

Clicking and dragging is when you use the left mouse button to click and then hold (instead of releasing the button right away) on something like a file or some text. You can then drag the file to a new location (like from your desktop to the recycle bin, or from one folder to another folder).



# The “Right Click”

The right-click is a single, quick press of the right mouse button. It is a context-based button and is usually used to give a menu of options for whatever your cursor was touching at the time.

If you are having trouble opening a program, try right-clicking the icon, then using a regular left click to select “open” on the menu.

To dismiss a right-click menu (if it is in the way of text you want to read, for instance) do a regular left-click in any blank space that is not the menu area.



**Now it's time to practice!**

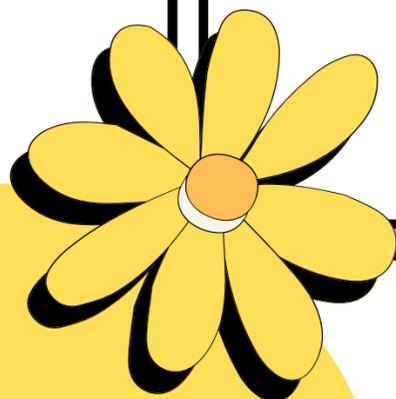
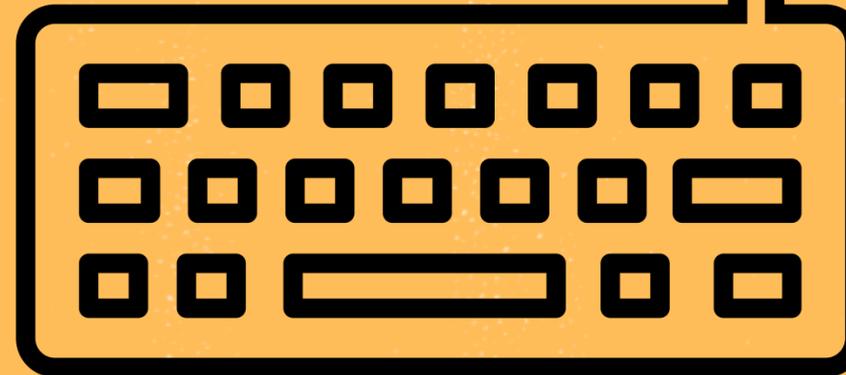
Now that we have covered the basics, it's time to practice! Use the link below to complete a mouse use tutorial.

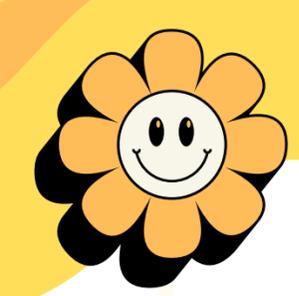
[Mouse Tutorial](https://edu.gcfglobal.org/en/mousetutorial/mouse-tutorial/1/)

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**The**

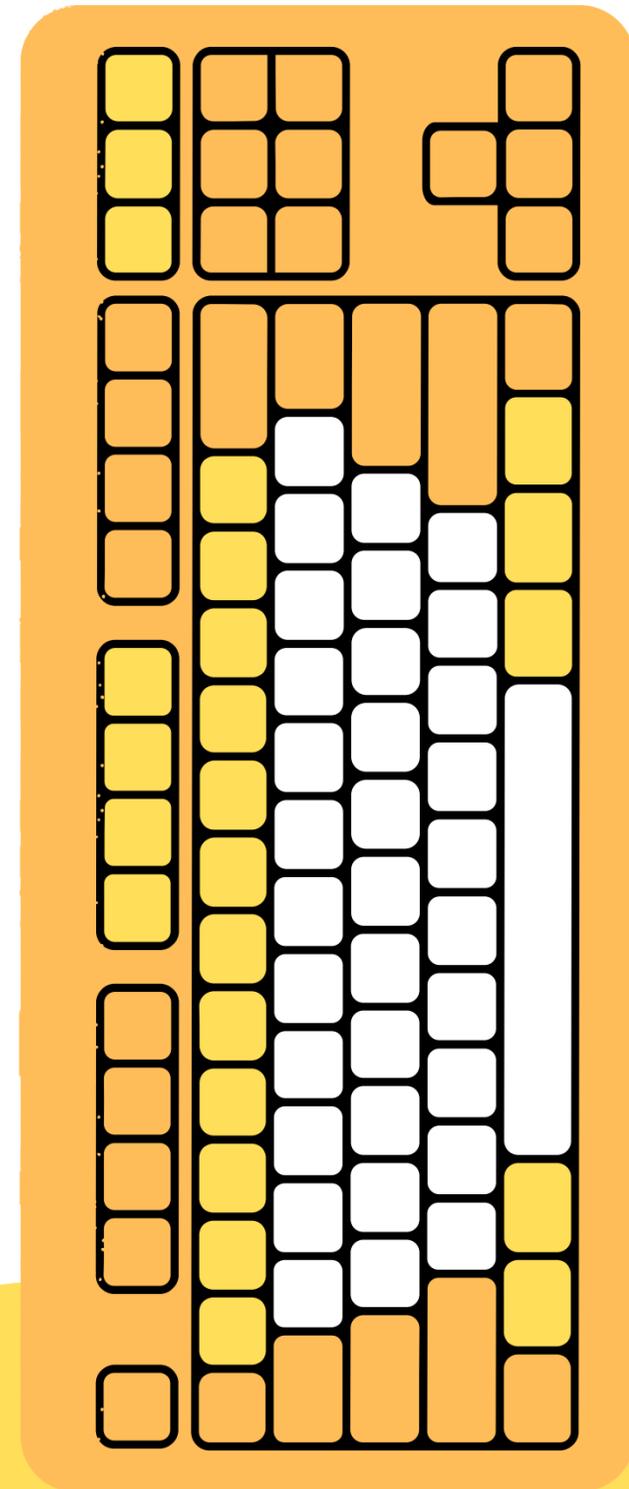
**Keyboard**





# What is a Keyboard?

The keyboard is a tool used to enter information into a computer using letter buttons. A keyboard can be used to search on google, type up a resume, and much much more!

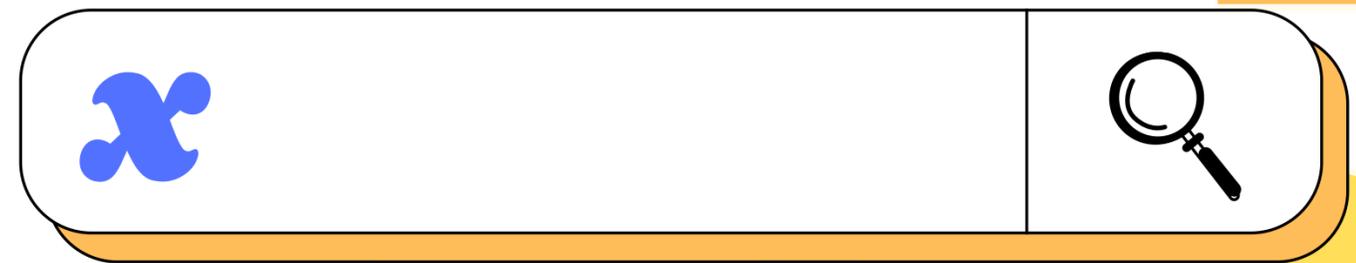
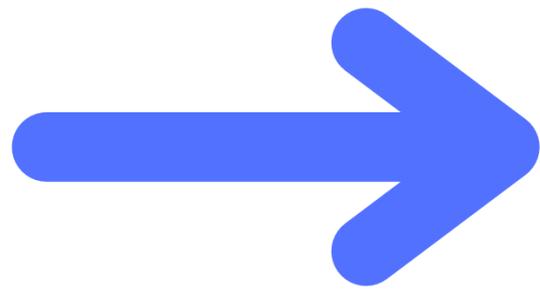




# Buttons on a Keyboard



The buttons on a keyboard are labeled with a letter or number. Pressing the button while in a program or text bar will make the letter appear on the screen. For example, if you click on a google search bar, then press the letter x, an x will appear.





# Special Buttons

There are three extra important buttons on a keyboard that you will need to know before you start.

These are the **Backspace**, **Shift**, and **Enter** buttons.



***Backspace***

***Enter***

***Shift***



# The Backspace Button

By pressing the **Backspace** button, you can delete the last letter to the left of your cursor, the flashing line on the screen that looks like this |. Use the backspace to correct errors made when typing.



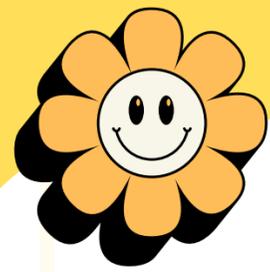
# The Shift Button

By pressing and holding the **Shift** button, you can change the letters you type to uppercase. First, press and hold shift. Then, press a letter. Last, lift your finger off shift. Now you have a capital letter! This can be tricky because it takes two hands, so practice this if you need to.



# The Enter Button

By pressing the **Enter** button, you can do many things! Pressing enter while searching on google will search whatever you typed, just like if you were to click the magnifying glass with your mouse. If you are in a word document, pressing enter will start a new paragraph.



# Typing Practice!

Now that we have covered the basics, it's time to learn to type properly! This guide will walk you through the beginner steps of typing. You don't need this to just search things on google, but it is helpful skill if you plan on typing emails with grace. Check it out!

[Beginner Keyboard Lessons](https://www.learntyping.org/beginner-typing-lesson-1a)

<https://www.learntyping.org/beginner-typing-lesson-1a>

# For Advanced Users

For those of you who already know how to type, either from using a typewriter or other computer experience, the site below is an easy way to practice and improve your typing speed.

[Typing Practice](https://monkeytype.com/)

<https://monkeytype.com/>

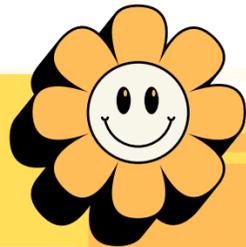


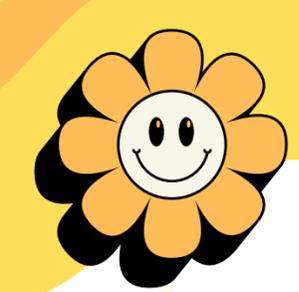
# Tech Help Page!

Thank you for checking out our mouse and keyboard tutorial. This presentation can be found on our website along with all of our other Nekoosa Help Desk resources.



**THANK  
YOU**





# Sources

<https://www.oppl.org/news-events/digital-learning/tech-tips-computer-basics-101-the-mouse/>

<https://www.ebuyer.com/blog/correct-way-to-hold-a-mouse/>

<https://edu.gcfglobal.org/en/mousetutorial/mouse-tutorial/1/>

<https://www.learntyping.org/beginner-typing-lesson-1a>

<https://monkeytype.com/>

