



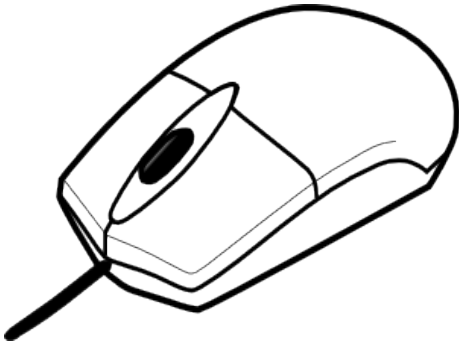
# Computer Beginners Boot Camp

## Part One: Basic Skills

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### Using the mouse and keyboard:

#### What is a Mouse?



A computer mouse is a hand-held pointing device that allows you to control the movement of a pointer on the computer screen. The pointer acts like a virtual finger that presses buttons and selects items on the screen. A mouse has two buttons (left and right) and often features a scroll wheel in the middle.

The ability to properly navigate a computer screen with a mouse is essential, as the mouse is used for virtually all movement within the computing environment.

#### The Pointer:

The display of your mouse on the computer screen (the *pointer* or *mouse*) may appear in several different forms, depending on where it is, what is on the screen, and what you are doing. There are many forms. Here are some common ones:



The pointer typically appears as an **arrow**.



If there is a button or a link to click on, the pointer turns into a **hand**.



The pointer turns into an **i-beam** when it is over a text entry box or in a document.

#### Holding the Mouse:

The key to good mouse control is a steady hand. Pinch the mouse firmly between your thumb and third and fourth fingers. Resting your whole arm—or at least your wrist—on the desk helps to stabilize the mouse; otherwise the pointer can jump around on the screen. Many of the items to be clicked are quite small, so you must be able to stop the mouse on that exact spot and then steadily click the left (or right) button. For easiest clicking, place your fingers toward the bottom of the right and left click buttons.

## How the Mouse Works on the Computer Screen:

To open or select something on the screen, use the mouse to place the pointer over it and click by quickly pressing and releasing the left button. Try not to move the mouse as you click. Sometimes double-clicking is necessary, which means pressing the left mouse button twice in very rapid succession.

The right mouse button is used only occasionally. Right clicking displays a menu with more options. The options change based on programs and what was clicked. When this menu appears, chose an option by clicking the left mouse button.

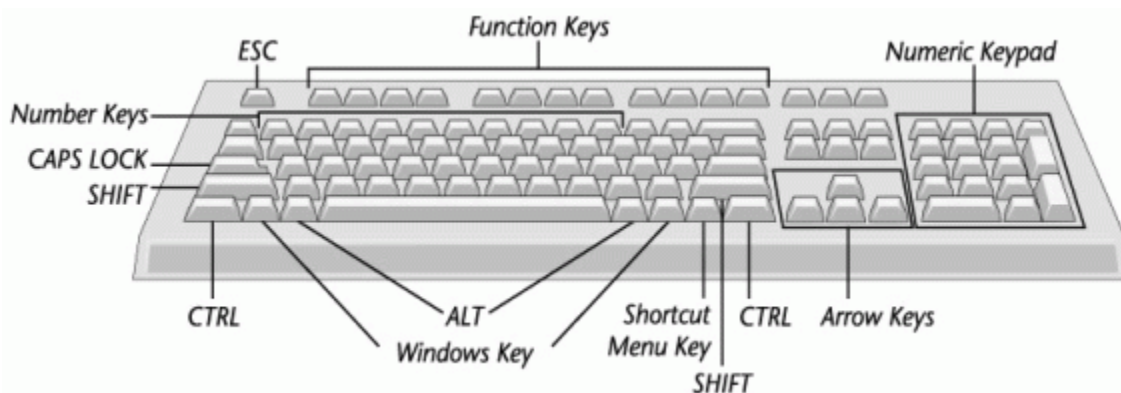
If the mouse has a scroll wheel, moving it up or down scrolls the page up and down the screen.

## Practice Using the Mouse:

Now let's practice using the mouse with an online tutorial. We will use [www.pbclibrary.org/mousing/intro.htm](http://www.pbclibrary.org/mousing/intro.htm) as our tutorial today. Along with mousing and keyboarding, it covers some other computer basics. Feel free to ask questions and use this tutorial as many times as needed to feel comfortable.

Additionally, Windows typically includes simple games that can help with mouse agility, including Solitaire, FreeCell, Hearts, and Minesweeper. They can be accessed through the start menu: left click *Start (bottom left corner Windows logo)*, left click *All Programs*, left click *Games*, left click the game of your choice.

## Keyboard basics:



The computer takes a familiar tool like a keyboard and empowers it with useful additions and functions. Although a computer keyboard is based on the old typewriter layout, there are some major differences in the ways that keys are used. Computer keyboards also have additional keys. Learning to use the unique keys and special functions of the computer keyboard can save you time and make you more comfortable with your computer.

## **Return or Enter Key:**

This key is usually marked Return or Enter, but sometimes is labeled with only a large arrow. This key is used to enter commands or to move the pointer to the beginning of the next line. Also, in every dialog box there is a default button or box that is recognizable by its bold or segmented outline. Pressing the Enter key will select that choice. (There is sometimes a second Enter key on the numeric keypad. This works exactly like the larger Enter key near the alphabet letters.)

## **Escape Key:**

The Escape key, which is marked ESC on most keyboards, is used to exit or escape from programs and tasks. In many cases, it will have no effect at all. However, it can sometimes get you out of trouble by making the computer go back or escape to a previous screen.

## **Caps Lock:**

The Caps Lock key is a toggle key. Pressing it once turns it on. Pressing it again turns it off. Some computer keyboards have a light or indicator that shows when the Caps Lock is on and when it is off. When Caps Lock is on, every letter that is typed will be a capital letter. Unlike a typewriter, the Caps Lock key on a computer keyboard affects only letters. It has no effect on the number or symbol keys. The Number Lock or Num Lock key works similar to Caps Lock.

## **Control Key (CTRL): \*ADVANCED**

The CTRL key is used in conjunction with another key to quickly do something without using the mouse. Holding CTRL down while pressing another key will initiate a keyboard shortcut. CTRL key combinations are defined by the application being used. Some, however, have become standard. The most commonly used are CTRL+C to copy and CTRL+V to paste. Also, in many programs CTRL+S will save the current file and CTRL+P will print the current document. CTRL+Z will often undo your last action.

If you need further assistance, don't hesitate to:

- Call us at **847-459-4100 ext. 2** for quick over the phone support or to set up a one-on-one session.
- Stop by **the Adult Services Desk** for basic assistance.
- You can view all of our course offerings and handouts on our Digital Learning Center page at [www.itpld.org/research/dlc](http://www.itpld.org/research/dlc)

Also, don't forget that all of the services offered by the library are free of charge. You can check out a full listing of our computer classes and registration options at <http://www.indiantrailslibrary.org/events/>



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