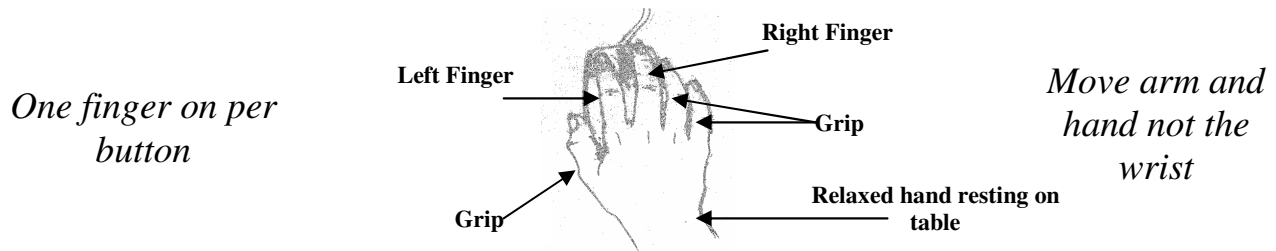


Windows 1: Learning to Use the Mouse and Keyboard

Holding the Mouse

Grip the mouse with your thumb and ring finger. Rest your index and middle finger on the two buttons like a peace symbol. Keep the palm comfortable and rest it on the table



Mouse Buttons

Click: to press lightly or tap a button **Hold:** to press a button and keep it pressed

Hover: Point to any button or symbol and wait for a couple of seconds. It will tell you its name.

Left Button (different types)

- **Click:** Press and release the button. Used to **choose** items or **select** options, like icons or buttons.
- **Click & Hold:** Press the button and **hold** it down now you can move your selection anywhere
- **Double-Click:** Quickly press the button twice to open programs or documents

Right Button: Press and release the right button for a list of shortcuts. To make it go away left click anywhere else.

Mouse Shapes

If the mouse looks different, don't worry! It will continue to change shapes. Each shape means something different. Check the list below for a translation.



Arrow: The mouse is a selector. Use to click on buttons, icons, text, pictures.



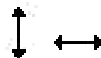
Hourglass: This means the computer is working and it is unable to do anything else.



I-Beam: Used to move text around or to select text.



Hand: used mainly with the internet, it shows links or doorways



Double Arrow: used to change the size of some items, pictures, windows, columns, ETC...



Four-Pointed Arrow: Click and hold to move objects around the screen

Keyboard

ESC: exits some small things like the right click window

Function Keys: F1 for Help The reset do not do anything

Backspace: Erase text and objects to the left of the cursor or insertion point

Delete: Erase text and objects to the right of the cursor or insertion point

NUM LOCK: Press this key to make the numbers keypad work. *A light on the keyboard glows to tell you it is on.* Click again to turn off

Lights: Tells you what is on, Make sure Caps lock is off and Num lock is on

Number Keypad Use this to type in any long numbers. (it is faster)

Tab: To make an indent when typing or to move from different fields in forms, like on the World Wide Web press once.

Caps Lock: Click to make all letters typed in capitals. *A light on the keyboard glows to tell you it is on.* Click again to turn off.

Shift: Hold down shift and hit other keys to get either capital letters or the upper symbol on the keys.

Spacebar: To make a space press once, hold down to make more spaces

Enter: Go to the next line when typing or to tell the computer you want to enter the information, press once.

Arrow Keys: allow you to move up, down, left and right and are very useful for word processing and the World Wide Web