



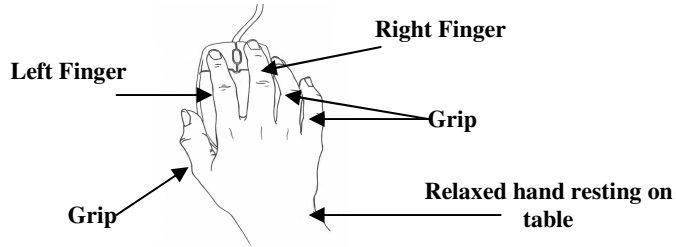
Windows I: Learning to Use the Mouse and Keyboard

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

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

One finger on one button



Move arm and hand not the wrist

Mouse Buttons

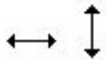
- **Left Button**
 - **Click:** Press and release the button. Used to **choose** items or **select** options, like icons or buttons.
 - **Double-Click:** Quickly press the button twice to open programs or documents
 - **Click & Hold:** Press the button and **hold** it down now you can move your selection anywhere
- **Right Button:** Press and release the right button for a list of shortcuts. To make it go away left click anywhere else.
- **Hover:** Point to any button or symbol and wait for a couple of seconds. It will tell you it's name.

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.



- **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



- **I-Beam:** Used to move text around or to select text. Text is anything written



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

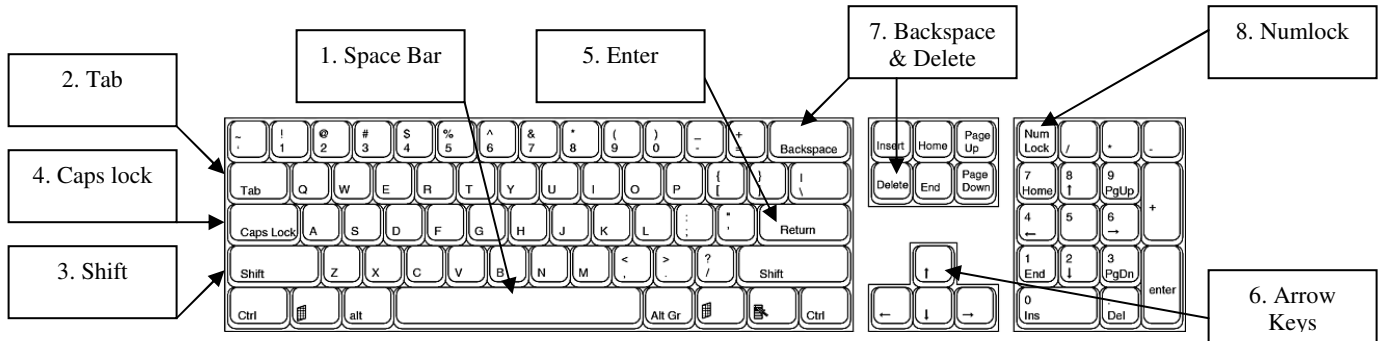


- **Hand:** used mainly with the internet, it shows links or doorways

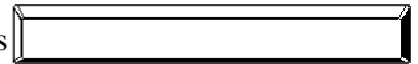


Keyboard

When typing always pay close attention to the **cursor or insertion point**. It is the blinking line that tells you where all the typing is going on.



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



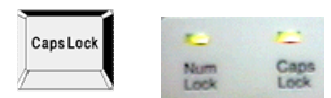
2. Tab: To make an indent when typing or to move from different fields in forms, like on the World Wide Web press once.



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



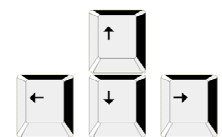
4. Caps Lock: Click to make all letters type in capitals. *A light on the keyboard glows to tell you it is on.* Click again to turn off.



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



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



7. 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



8. 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

