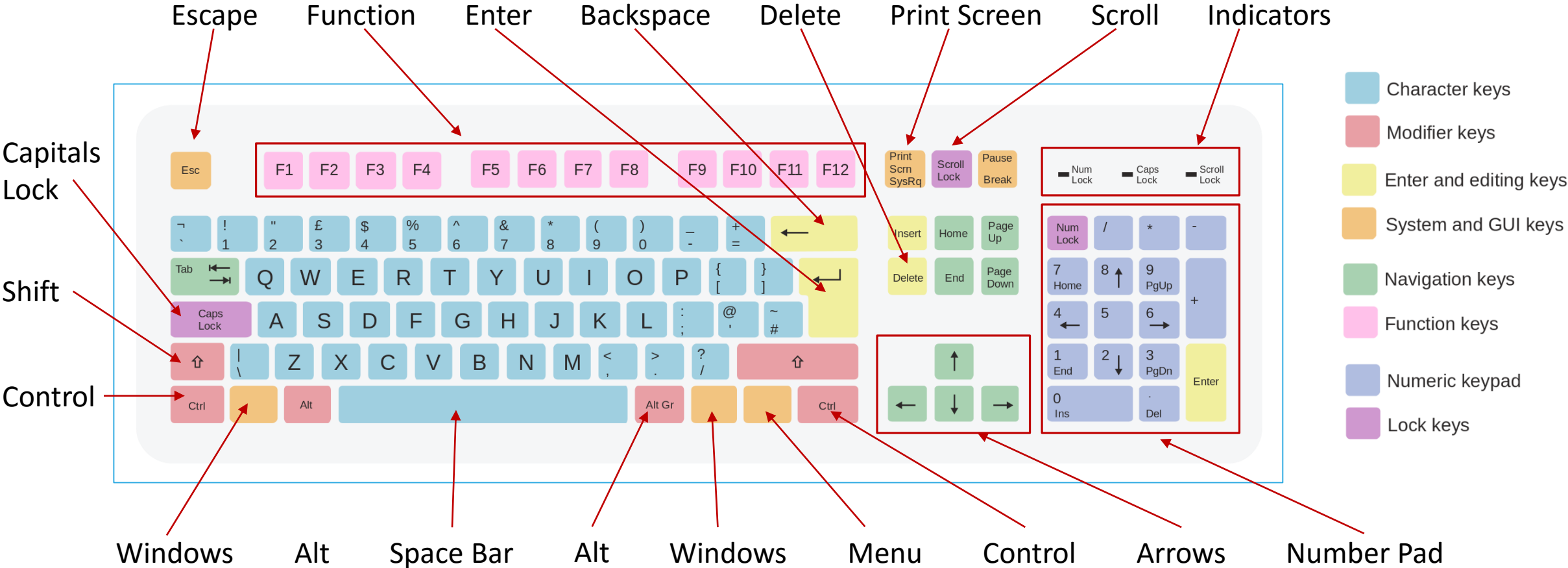# Session 03A

LEARNING TO USE THE KEYBOARD
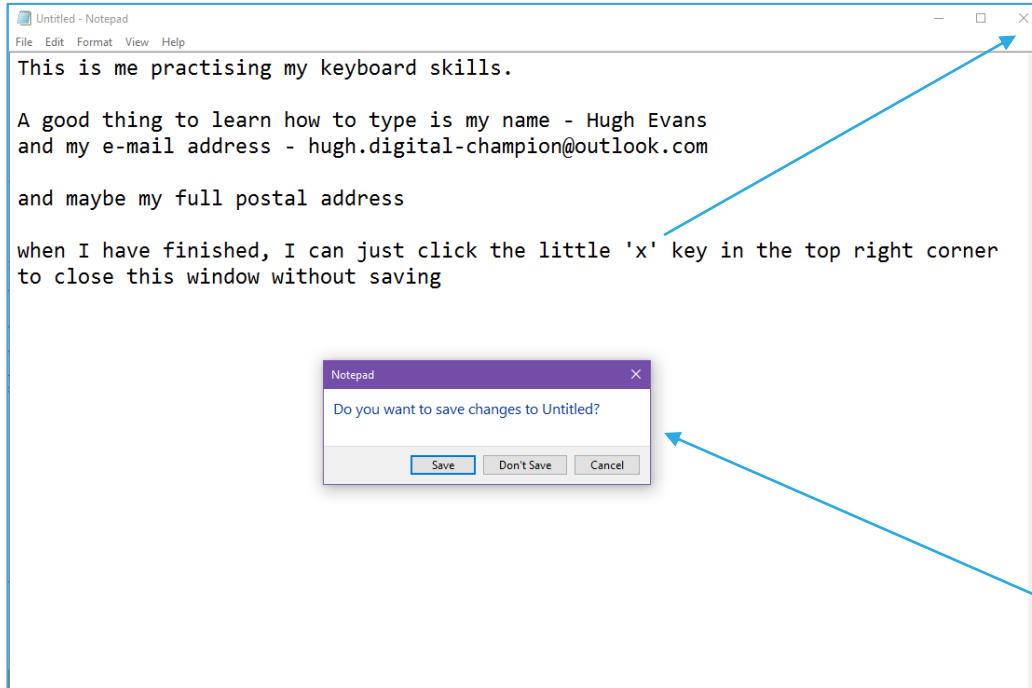
The PC keyboard

Key things to note

- The main keys are the letter keys. When you type just using these, you get lower-case print. But, if you hold down a 'shift key' at the same time as you type, you'll get UPPER-CASE letters.

- If you make a typing mistake, there's always a remedy. To delete a letter, place your cursor (mouse pointer) just after the letter and click. Then press **Backspace** briefly. (Always press briefly – otherwise, you'll get repeated deletions, spaces, letters or whatever.) Or place your cursor just before the letter, click and press **Delete.**

- The 'Windows' key comes in a number of different designs. It does exactly the same thing as the Windows button on the taskbar on your computer screen. You can choose to open the 'Start' menu by pressing this key or by clicking the button on the taskbar with your mouse.

- There are a number of ways that you can move round a web page. Try using the keys shown here to see where they take you.

- Some of the things that you use the mouse for can be done with keyboard shortcuts. These require you to **hold down** one key while pressing another, and often involve using the 'Ctrl' and/or 'Alt' keys. Some people prefer using them to using the mouse.

There are many keyboard shortcuts – check out the list provided by Microsoft.

Basic Keyboard Practice

Untitled - Notepad

File Edit Format View Help

This is me practising my keyboard skills.

A good thing to learn how to type is my name - Hugh Evans
and my e-mail address - hugh.digital-champion@outlook.com

and maybe my full postal address

when I have finished, I can just click the little 'x' key in the top right corner
to close this window without saving

Notepad

Do you want to save changes to Untitled?

Save   Don't Save   Cancel

- Before you get online, you can do some basic keyboard skills practice by using the Notepad program that comes with Windows

- Type Notepad into the search box – to the right of the Windows "Start" button

- A blank window will open up – just start entering some text

- When you are finished, click with the mouse on the 'x' button
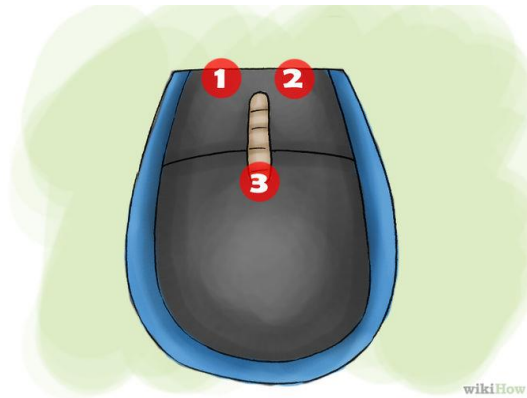
- And click on "Don't Save" when this little box appears

Session 3B

LEARNING TO USE THE MOUSE (OR TRACKPAD)

The "anatomy" of a PC mouse

❶ LEFT (primary) button
❷ RIGHT button
❸ Scroll Wheel
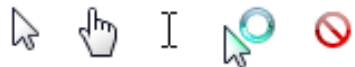
The correct way to hold a mouse (right-handed)

- Mice can be wired or wireless
- Wireless mice need a battery
- Don't lose your USB transceiver if you have a wireless mouse!
- Mice come in all shapes, sizes and colours
- They cost anything from £5 to over £50
- You can buy left-handed mice! …
- or use Windows to configure your mouse to switch the operation of the buttons
- There are many other options that can be configured as well – speed, size of pointer, etc.
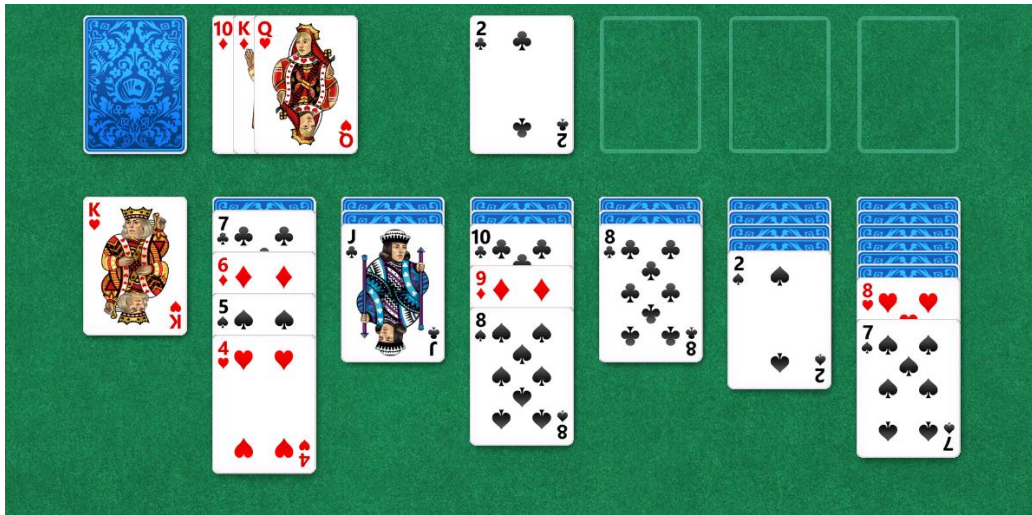
Mouse and Pointers

- The mouse is the primary input device used to interact with objects in Windows

- Physically moving the mouse on the desktop moves the graphic pointer (also referred to as the cursor) on the screen

- The pointer has a variety of shapes to indicate its current behaviour

- A mouse typically has a primary button (usually the left button), a secondary button (usually the right), and a mouse wheel between the two

- By positioning the pointer and clicking the primary and secondary buttons on the mouse, users can select objects and perform actions on them

- For most interactions, pressing a mouse button indicates the selected target, and releasing the button performs the action – that's called a (single) click

Basic Mouse Practice

- Before you get online, you can do some basic mouse skills practice by using the Solitaire program that comes with Windows

- Type Solitaire into the search box – to the right of the Windows "Start" button

- A window will open up – and you can start playing the game just as you would with real cards

- To move cards around, place the mouse pointer over the card, press and hold the left mouse button and, with the button still pressed, drag the card to the pile where you want to place it

- When you have finished, close the game by clicking the 'x' in the top right corner

Further Keyboard & Mouse Practice

Frankly, once you understand the basics of getting online, the best way to practice your keyboard and mouse skills is to do something purposeful like composing an e-mail or entering text into a browser or search engine. Remember, you can always send a test e-mail to yourself!

- Here are some websites to explore if you just want to do some typing practice online:
  - Simple "notepad" with basic editing:
    - https://anotepad.com/
  - More for touch typing but some good exercises:
    - http://www.keybr.com/#!practice
    - https://www.typing.com/student

- Check out the mouse exercises on these websites:
  - www.seniornet.org/howto/mouseexercises/mousepractice.html
  - http://windows.microsoft.com/en-gb/windows-vista/demo-learning-to-use-the-mouse
  - www.pbclibrary.org/mousing/mousercise.htm
  - www.gcflearnfree.org/computers/mousetutorial/play