## PART I: Mouse

The mouse is used to interface with your computer. If you're right-handed, rest your right hand comfortably over the mouse and your index finger will be on the left-click button, your middle finger will be on the wheel, and your ring finger will be on the right-click button. Some left-handed people find it more comfortable to move the mouse to the left of the keyboard and adjust their fingers accordingly.

Here are the ways you can use your mouse:
- Navigate on your screen
  - Move the mouse and the pointer on your screen moves in tandem with your motion. This allows you to find and select items intuitively
  - Wheel: spin the wheel up or down to go up or down the 'page' of your screen (great for use on the Internet)
- Select or launch something on your screen (left-click)
  - Left-click is the most common mouse action. If someone says to click on something, they mean left-click
  - Left-click on an icon to select it
  - Double-click means click twice very rapidly on the left side:
    - For something on your desktop or in file explorer, a single left-click will select the item. This allows you to move, delete, or otherwise arrange the item
    - To launch an item that can be moved around in this way, you need to double-click
    - Note that if you're in an application in which you cannot move around the items (on the Internet, for example), then a single left-click will launch what your pointer is resting on
- Get a contextual menu (right click)
  - Right-clicking on an item gives you a short-cut menu, that is specific to what your pointer was resting on. Shown to the right is the contextual menu you get when you right-click on the desktop
- Drag objects on your screen to arrange items in order
  - Use the mouse to move objects around. To do this, put your mouse pointer on what you want to move, then left-click and hold the button down. When you move the mouse the object will also move
- Drag to select a piece of text or other item on your screen
  - In an application like Word, put your cursor at the beginning of the text you want to select, then left-click and hold the button down. Move your mouse so you've encompassed all the material you want. When you let the button go, that portion of the text will be selected and can then be deleted, changed, moved or what-have-you
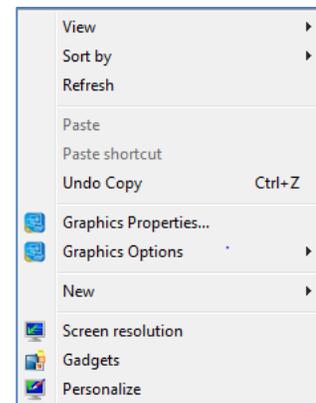
## PART II: Keyboarding

Learning to touch type is a slow process. It's a marathon, not a 100 yard dash. Allow yourself lots of time to practice and don't be hard on yourself when you make mistakes. Also, don't look at the keyboard while you're typing.

### Computer Keyboard:

There is a lot more going on with a computer keyboard compared to a typewriter. Here's an illustration of a typical Windows keyboard—note, however, that there are variations according to manufacturer, and your keyboard may be a bit different
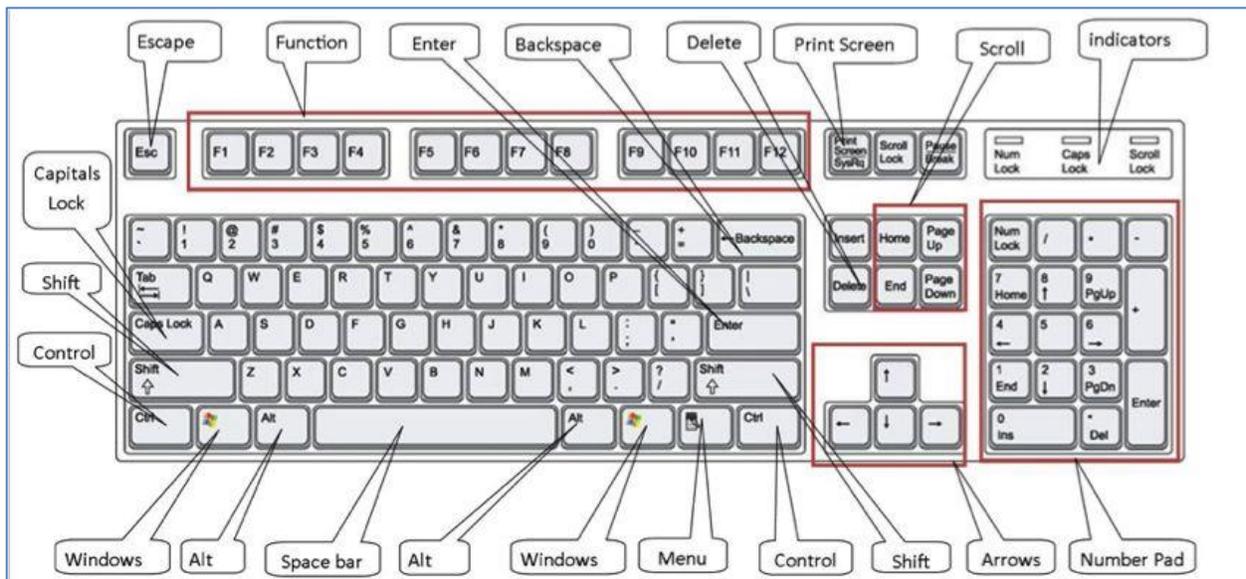


We'll start at the lower left and circle around the keyboard looking at the non-letter keys:
- **Control:** This is a modifier key, when pressed in conjunction with another key, you get a specific function. Ctrl+A, for example, selects All material in the application. There's another Ctrl key at the lower right of your main keyboard
- **Shift:** Press and hold this key in conjunction with a letter and you'll get an upper case letter. There's another Shift key on the right side of your keyboard beneath the Enter key. Shift+one of the number keys on top gives you the symbol indicated. For example, Shift+2 gives the @ symbol
- **Caps Lock:** This turns on upper case letters and all subsequent letters types will be capitals until you press this key again. No need to hold it down like the Shift
- **Escape:** This key cancels or interrupts whatever the computer is doing at that moment. It can be used to close pop-up windows, or to cancel full screen view

- **Function Keys:** These used to be much more popular, but they're less necessary now as computers have improved. Because these primarily evolved in a Windows environment, and because Windows can be adapted to run on many different manufacturer's computers (Asus, Dell, HP, etc.) Function keys can vary from machine to machine. No wonder many people stopped using them, preferring mouse controls instead.
    - These keys give keyboard access to "Functions" like Help (F1), Rename (F2), Search Feature (F3), Repeat last action (F4), Refresh (F5), Rewind, Play/Pause, and Fast Forward (F6-F8), Mute (F9), Menu of open application (F10) and volume controls (often F11 or F12).
    - However, there is a fair amount of variety between computer makers, so the list above may not correspond to the F keys on your computer
- **Enter:** This is like a hard return on a typewriter, and can often be used instead of clicking on things like "log in"
- **Backspace:** This deletes the character to the left of the cursor
- **Delete:** This deletes the character to the right of the cursor
- **Print Screen:** This allows you to capture a screenshot of what's on your desktop
- **Scroll Keys:** Page up and Page down, Home, and End allow you to use keys to navigate to a new location without having to use the mouse
- **Indicators:** These light up to show if you have Caps Lock on, or Num Lock, or Scroll Lock (not used much anymore, except in some applications like Excel)
- **Number Pad Keys:** These are arranged like an adding machine and are really handy for entering numbers and formulas. Note that to use the keys as numbers, you must first click on Num Lock; otherwise the keys are more like scrolling keys
- **Arrows:** These move your cursor through a document, webpage, or whatever, without having to use the mouse
- **Menu:** This gives you a contextual menu, just like pressing the right-click
- **Windows key:** launches Start to give access to Microsoft Windows options. On some keyboards there's a Windows key beside each ALT key on either side of the spacebar. Some keyboards have a FN key substituting for the right Windows key. This is used in conjunction with the Function keys
- **ALT:** On either side of the spacebar, this is another modifier key like Ctrl or Shift. ALT + Tab switches between currently open windows, for example. In Windows, ATL + a number will give a special character—used in foreign language typing or for mathematical symbols

## Home Row:



The Home Row is the row of keys your fingers will rest on. This is your default position and it's where your fingers will go back to after typing a letter not on the Home Row.

There is a small bump on the F key and the J key. Your left index finger rests on the F key and your right index finger rests on the J key. The bumps help you know that your fingers are in the right place without having to look.

The rest of your fingers are naturally arrayed out on the adjacent keys as follows:

- Left pinkie: A
- Left ring finger: S
- Left middle finger: D
- Left index finger: F

- Right index finger: J
- Right middle finger: K
- Right ring finger: L
- Right pinkie: ;

Your thumbs rest on the space bar.

To type keys not on the Home Row, each finger is responsible for nearby keys. Take a look at the illustration below. It takes a lot of practice for your fingers to learn the muscle memory necessary to automatically find the needed letter.



Image from: http://www.bristol.k12.ct.us/page.cfm?p=886
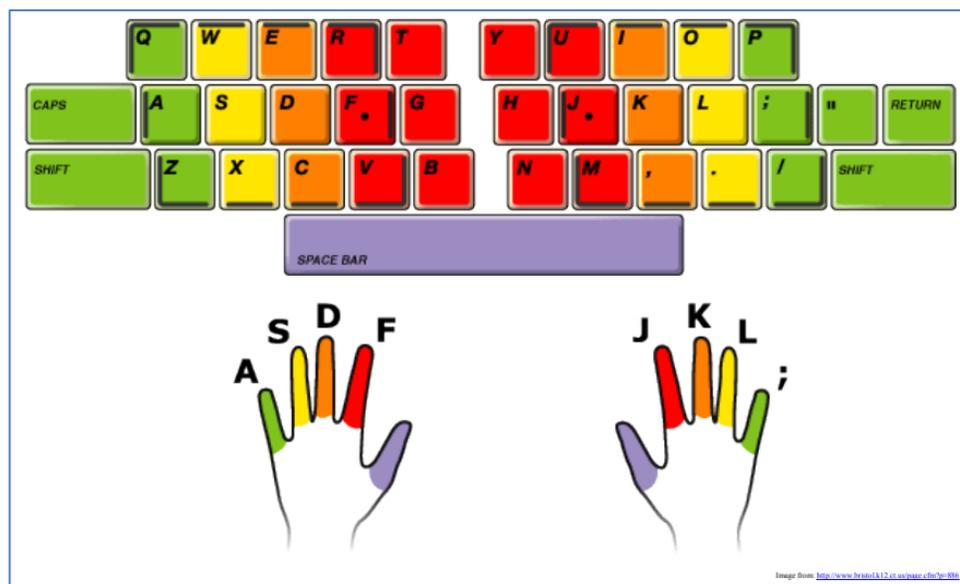
## PART III: Learn More

**Mouse Skills:**

Skillful Senior Mouse tutorial: http://www.skillfulsenior.com/skills/mouse/index.php
TLN Technology Mouse tutorial: http://tech.tln.lib.mi.us/tutor/intro2.htm

**Typing:**

Lynda.com: www.nvcl.ca > Research & Learn > Online Resources A-Z > Lynda.com: search for "Learning Typing"
GCF Learn Free: https://edu.gcfglobal.org/en/typing/typing/1/ This is a terrific resource where you can both learn and practice

GCF stands for Goodwill Community Foundation and they provide great online courses for free on lots of topics.