

COMPUTER & LIBRARY TRAINING

Computers for Beginners: Use the Mouse



Learning Outcomes

In this Class You Will:

1. Observe proper techniques of mouse handling and movement
2. Learn how to operate mouse buttons and scroll wheel
3. Review parts of the keyboard including Letters, Numbers, Backspace, Enter, etc.
4. Practice clicking and dragging
5. Identify and understand various shapes of mouse Pointers/Cursors
6. Demonstrate understanding of techniques through completion of Mouse Tutorials
7. Review Mouse movements such as open, close, minimize, maximize and moving of open windows on desktop

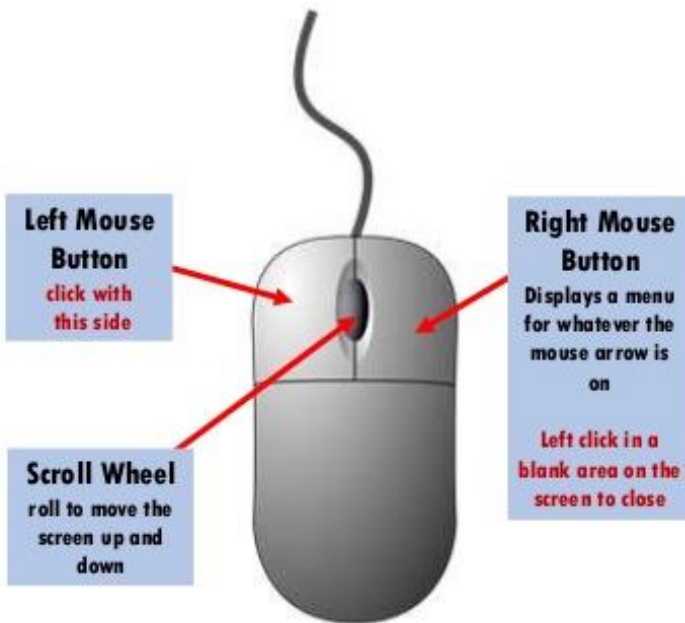
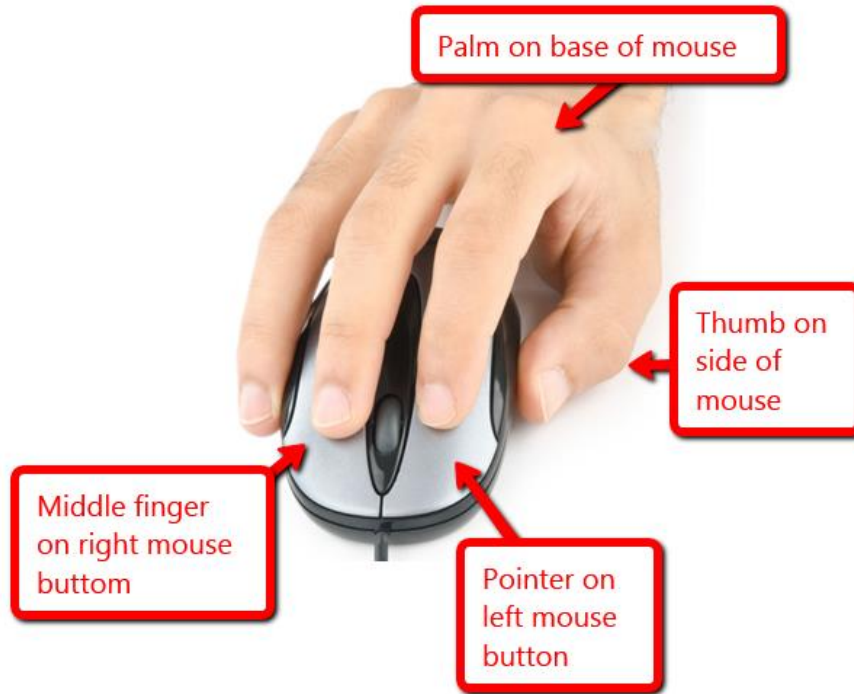
Pre-class Questions

What do you know about the Computer Mouse? What are you hoping to learn in this class? Write your answer below then turn to the person beside you and discuss (3 min)



What other topics would you be interested in learning about?

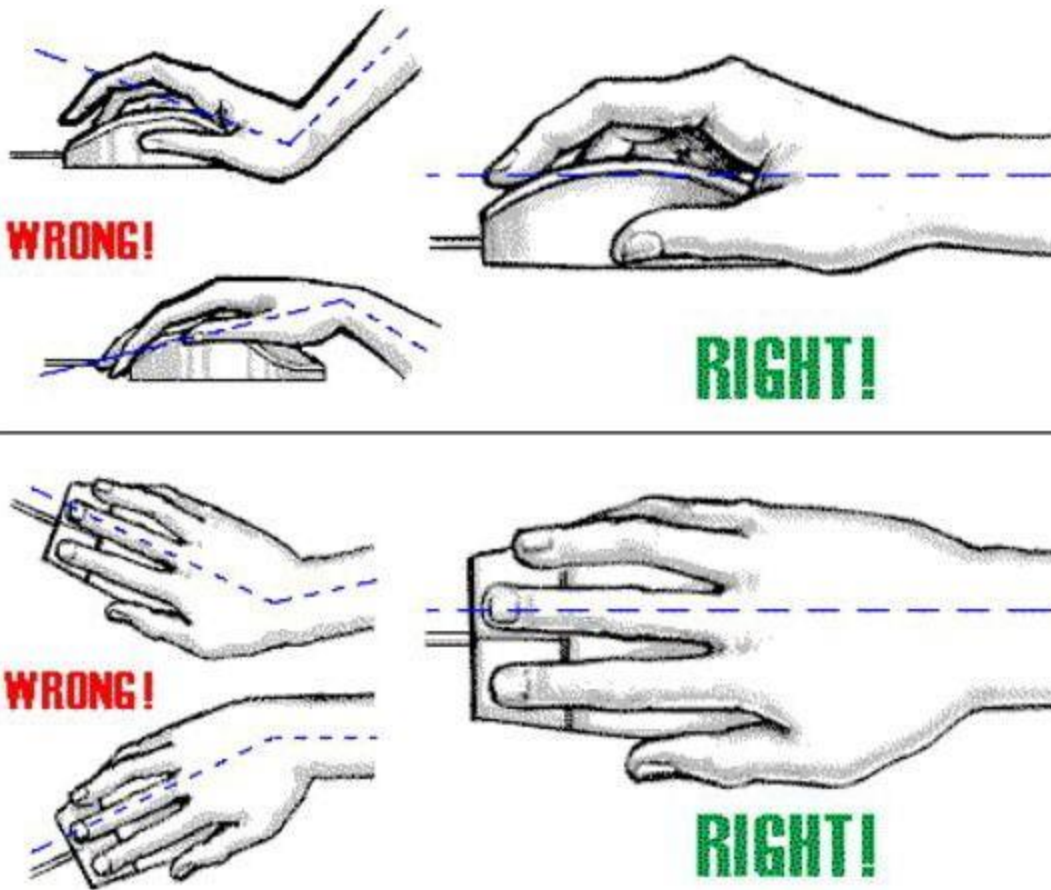
Mouse - similar to a keyboard, a mouse helps the user communicate with the computer. Think of it as a TV remote. With the help of a mouse, you tell the computer what you want it to do.



Holding the Mouse

Hold the mouse in the palm of your hand and keep your hand on the table

Rest your index and middle fingers on the two buttons



Exercise 1: Hand, Arm & Wrist Position

- Relax your wrist and hold the computer mouse loosely
- If you are using your right hand, place your index finger on left button and middle finger on right button (left handed people can change the mouse settings to work better for them)
- Place your thumb on the side of the mouse and rest your palm on the base of the mouse
- Keep your upper arm hanging close into your side
- Elbow should be bent at 90 degrees
- Use your whole arm and shoulder to move the mouse rather than the small muscles in your wrist
- Let the mouse do all the work
- Take frequent breaks!

Let's See your Mouse Position!

Exercise 2: Moving the Mouse

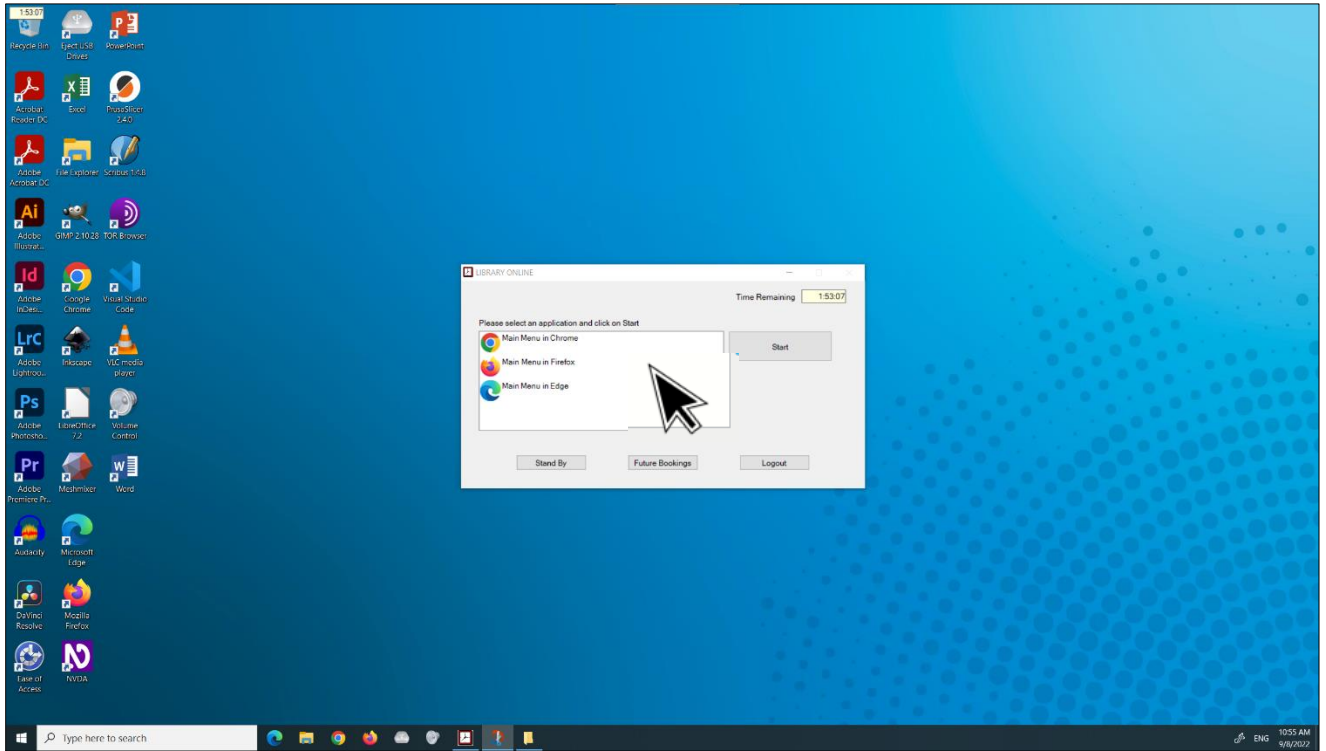
In order to navigate a screen or page you are viewing you must now physically maneuver your mouse to the desired location.

1. Use the mouse grip you learned to get your hand in position
2. Slowly push and slide your hand forward, side to side and downward to get comfortable with how the mouse feels in your hand



TIP: If you run out of space for your mouse to move simply pick it up and place it where you have more space. This is also known as **“Mouse Hopping”**, watch as your instructor demonstrates.

3. See how your movement changes where the location of the pointer is on the screen
4. Try moving the pointer in circles without twisting or turning the mouse
5. Try moving the pointer in a diagonal line – but keep that mouse straight



Single Click Versus Double Click

Single Click

- Primary action of mouse
- Used when clicking the left mouse button once
- Use this to select or highlight an object, or activate your cursor

Double Click

- Click your left mouse button quickly two times
- Use this to open a folder, activate a desktop shortcut, or select text
- To perform this: hover mouse over item/object and press the left mouse button quickly two times fast.

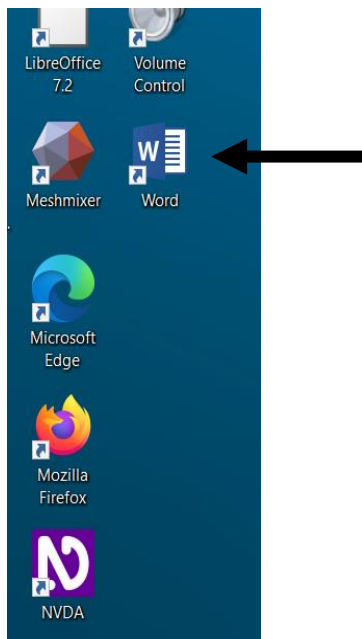
TIP: Imagine a quick knock on a door



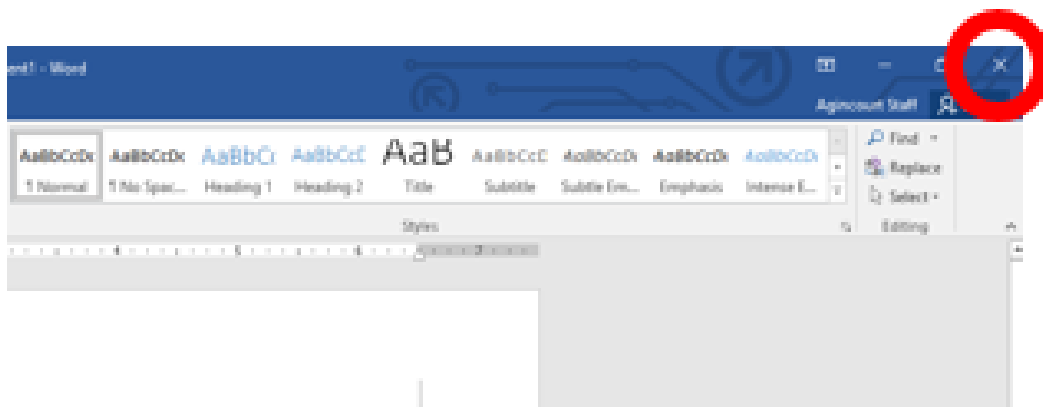
Exercise 3: Practice: Double Click



1. Locate the **Microsoft Word Icon**
2. Move your mouse so that the pointer hovers over the Microsoft Word Icon
3. **Double Click** the left mouse button to open program
4. Don't worry if this doesn't work the first time - **using a mouse takes practice**



1. If done correctly, you should see a screen like the picture below
2. If you do, you have **successfully completed the double click function!**
3. Let's close the Microsoft word program - locate the **X in the top right corner and click once this time**



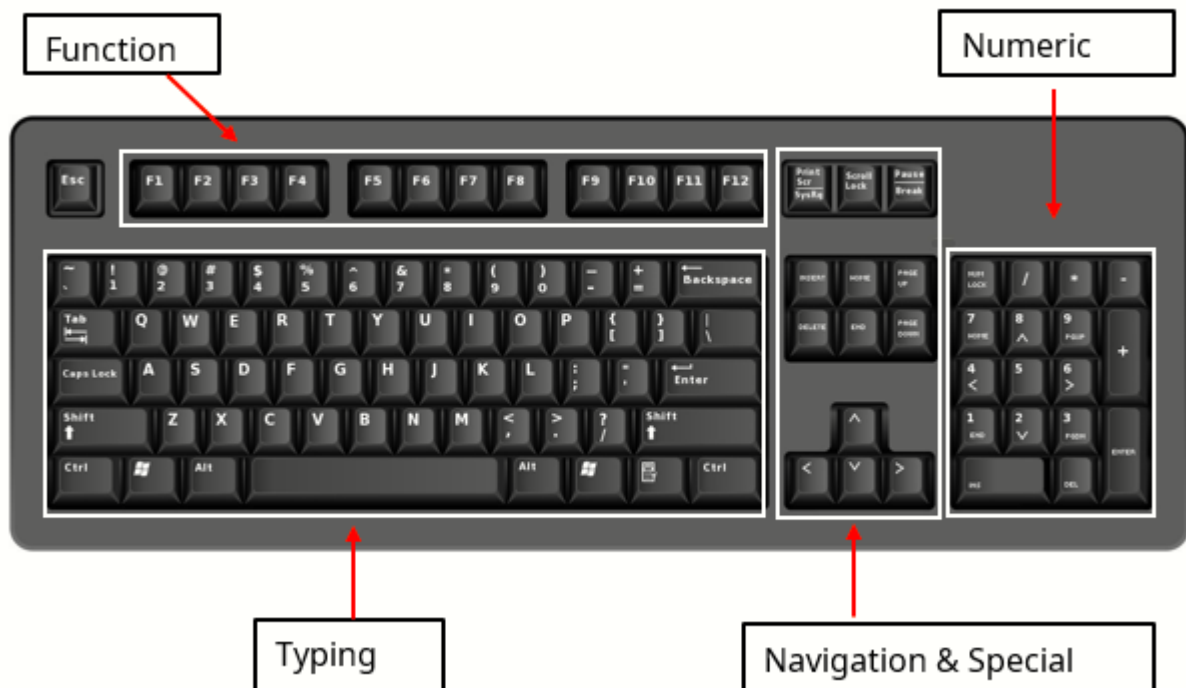
Tour: What is a Keyboard?

The keyboard is a piece of equipment used to communicate with a computer. It allows you to enter data into a computer and is comprised of:

1. Function Keys
2. Typing Keys
3. Navigation & Special Keys
4. Numeric Keypad
5. [Optional] Laptops also include a Touchpad, which functions like a mouse

Keyboarding begins with having your fingers sit lightly on the **home row** keys and your thumb on the **space bar**.

NOTE: When you are a beginner on the keyboard, accuracy is more important than speed. Using one or two fingers when you first start out is normal. With practice you will get more comfortable.

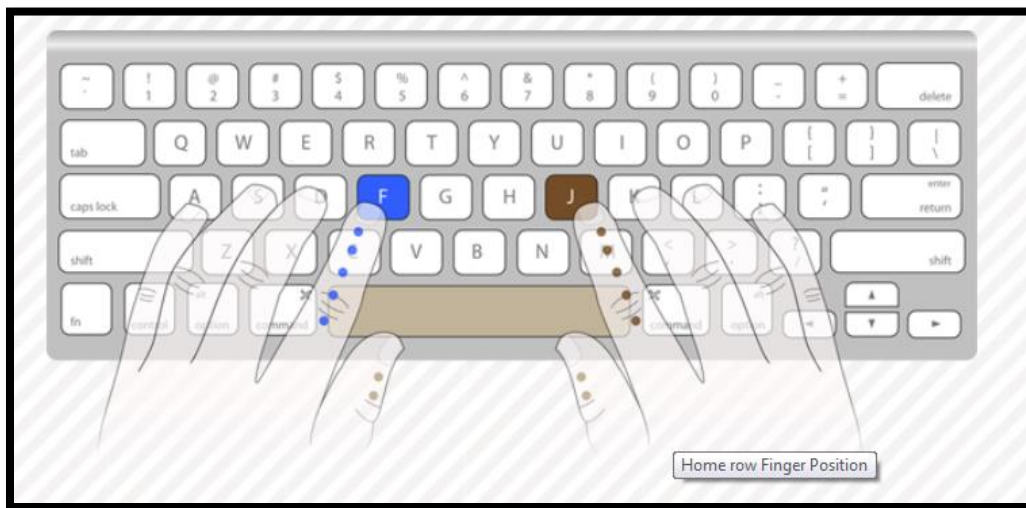


Touch Typing

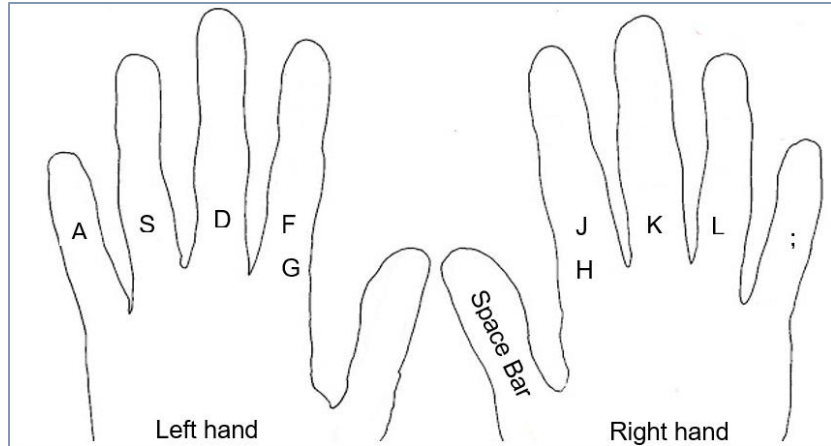
Touch typing is the ability to use muscle memory to find keys quickly using all fingers. Touch typing is an acquired skill that takes practice. **For now, we will NOT be learning Touch Typing. Don't worry if you use only a few fingers when you type. You will get more comfortable with practice.**

In this diagram you can see the usual starting position for typists, with fingers positioned over the Home Row in the middle.

The **F** and **J** keys often have small raised bumps that act as a tactile aid to guide typists back to the home row.



Typing practice exercises in books and online are designed to get you familiar with each of the 3 main letter rows: Home Row (middle row), Top Row, Bottom Row. Let's take a look in more detail.



Top Row

Q	W	E	R	T	Y	U	I	O	P
---	---	---	---	---	---	---	---	---	---

Home Row

A	S	D	F	G	H	J	K	L	;
---	---	---	---	---	---	---	---	---	---

Bottom Row

Z	X	C	V	B	N	M	,	.	/
---	---	---	---	---	---	---	---	---	---

Remember: This is a new skill. With practice you will get more comfortable.

Stretch and Relax



Let's practice:

1. Shake out your hands out gently, stretch your fingers, rotate your wrists
2. Stand up if you are able, stretch, roll or drop your shoulders.
3. Roll your neck gently to relieve neck strain.
4. Focus your eyes away from the screen for at least 20 seconds





Tour: Mouse and Pointers

The mouse is the primary device we use to interact with the computer screen. The term mouse can also refer to other pointing devices, such as touchpads found on laptops, trackballs, and pointing sticks built into notebook computers.

Most tablets and some laptops have Touch Technology will allow you to use your finger to interact with the computer. Often artists will use smart pens instead of a mouse.

Physically moving the mouse on the surface of your table also moves the pointer on the screen. The pointer may have a variety of shapes. Each of these has a different meaning will tell you something useful about what is happening.

There are many different pointer shapes. Here are four you will see most often.

Shape	When Used
	Standard Pointer: Used for most objects
	Link Pointer: Used for links to websites
	Text Pointer, or Cursor: Used for inserting text in a document or Address Bar
	Background-Busy Pointer: you will see this pointer if the computer is busy working on a task

Exercise 4: Mouse Tutorial

Now that you have reviewed the keyboard, read and observed the proper techniques for mouse handling, movement and operation it is time to practice! First, we need to use an internet browser.

Web Browsers

A **web browser** is a type of software that allows you view websites on the Internet. There are many different web browsers, but some of the most common ones include **Google Chrome**, **Internet Explorer**, **Safari**, **Microsoft Edge**, and **Mozilla Firefox**.

The Toronto Public Library offers three ways to access the internet on its computers. You have the option to use either:

Google Chrome, Mozilla Firefox, or Microsoft Edge:

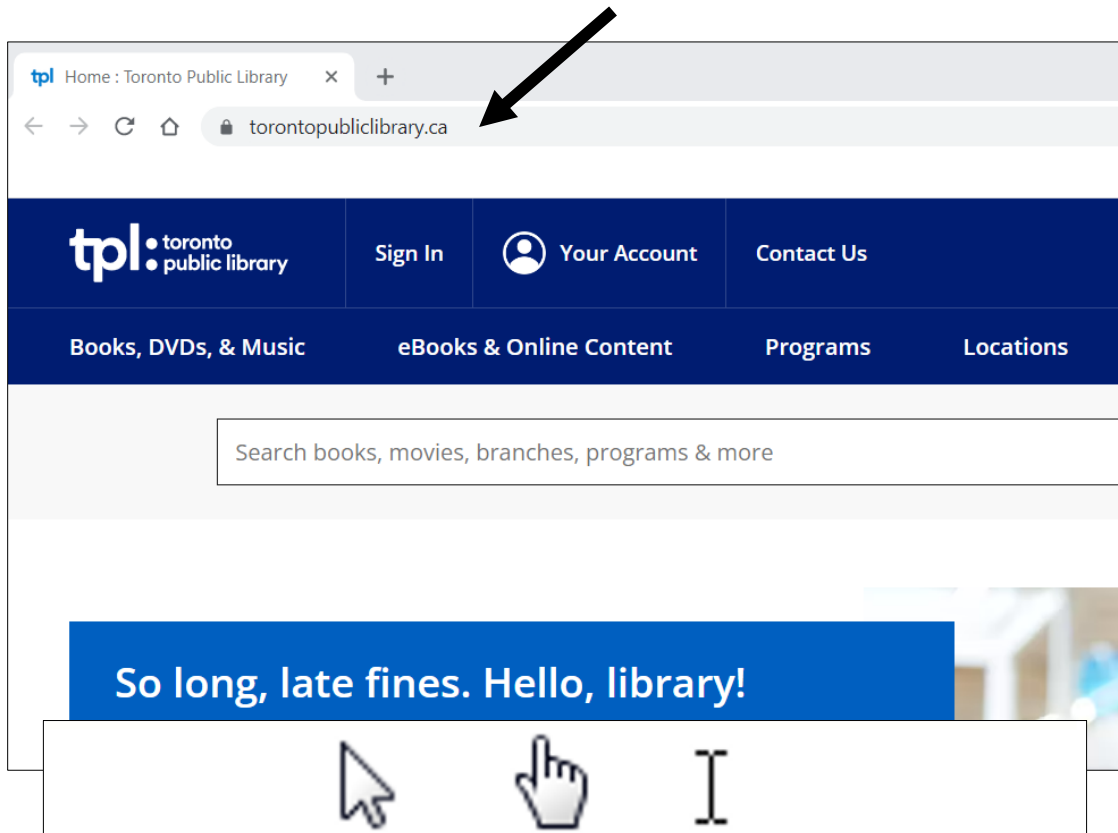


Take a look at your computer screen and see if you can locate each of these.

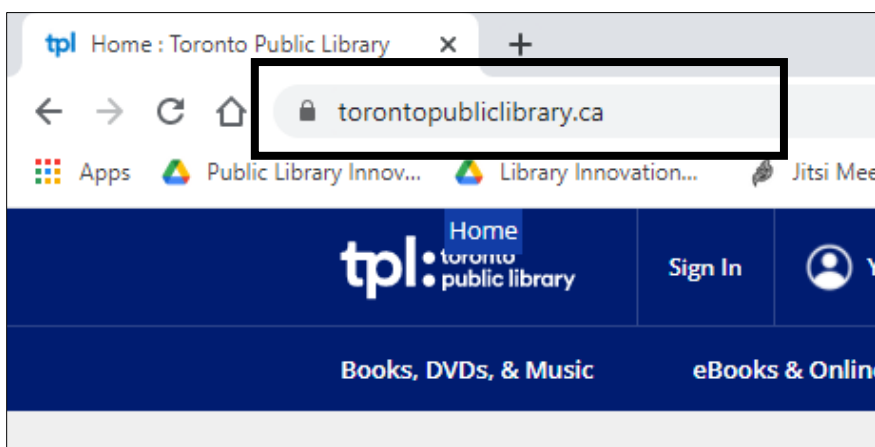
1. For the next exercise, we will be using the browser called **Google Chrome**. To Open the browser, move the mouse pointer on top of the Google Chrome icon, then **Double-click** (click 2 times quickly) the left mouse button.
2. Note: we used this same method – double clicking – to open Word!



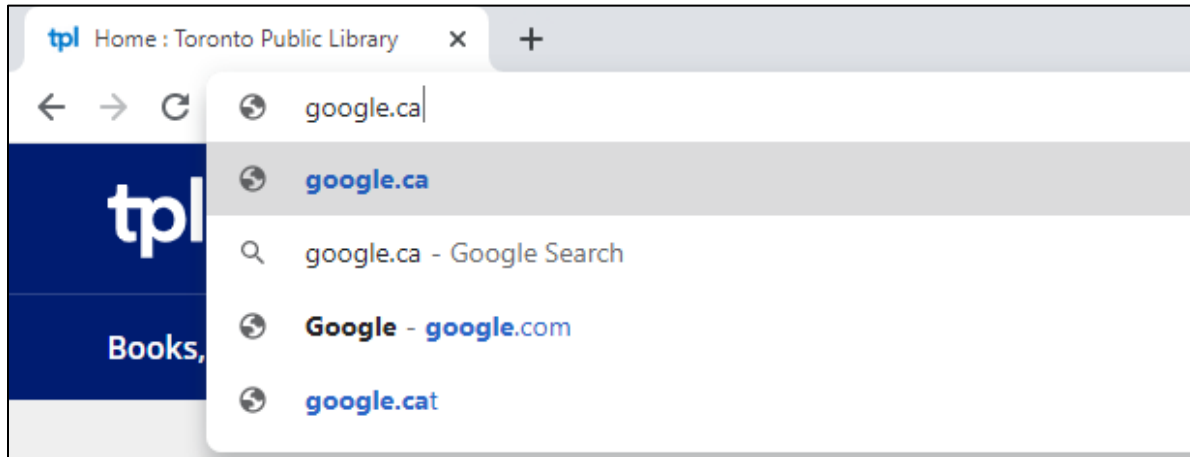
TIP: Imagine a quick knock-knock on a door.



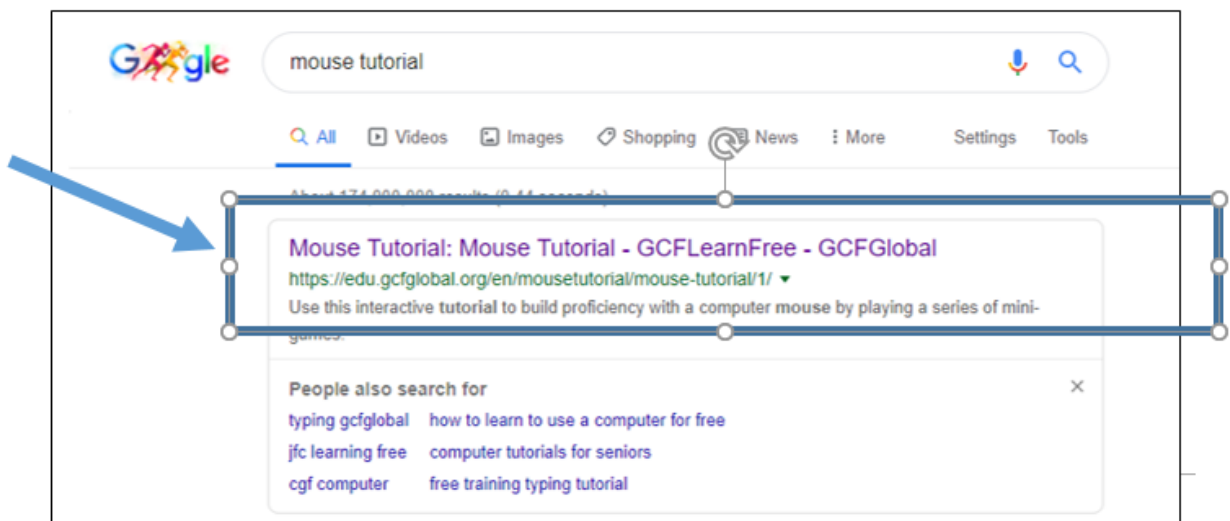
3. In the library, the web browser opens at the TPL website by default
4. Take a minute and **explore the web page with your mouse** to see the various pointer options
5. Use the **scroll wheel** on your mouse to move up and down the page
6. **Click on the address bar** at the top of the page and use the **backspace button on your keyboard to delete** the TPL website listed



7. In its place type **google.ca** into the web address bar and **press Enter on the keyboard**
8. Google will make suggestions as you type, so always **check the screen**



9. In the Google search box type in the words **Mouse Tutorial** and press **Enter on your keyboard.**
10. Choose the first **link: Mouse Tutorial - GCFLearnFree**

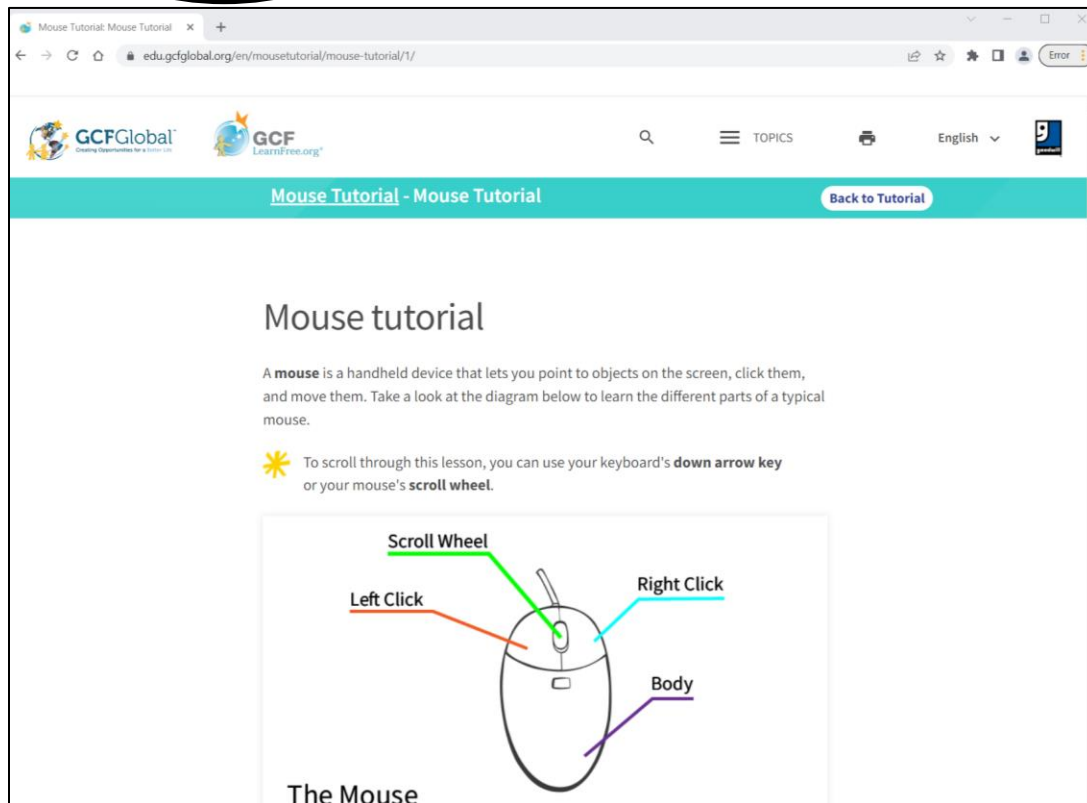
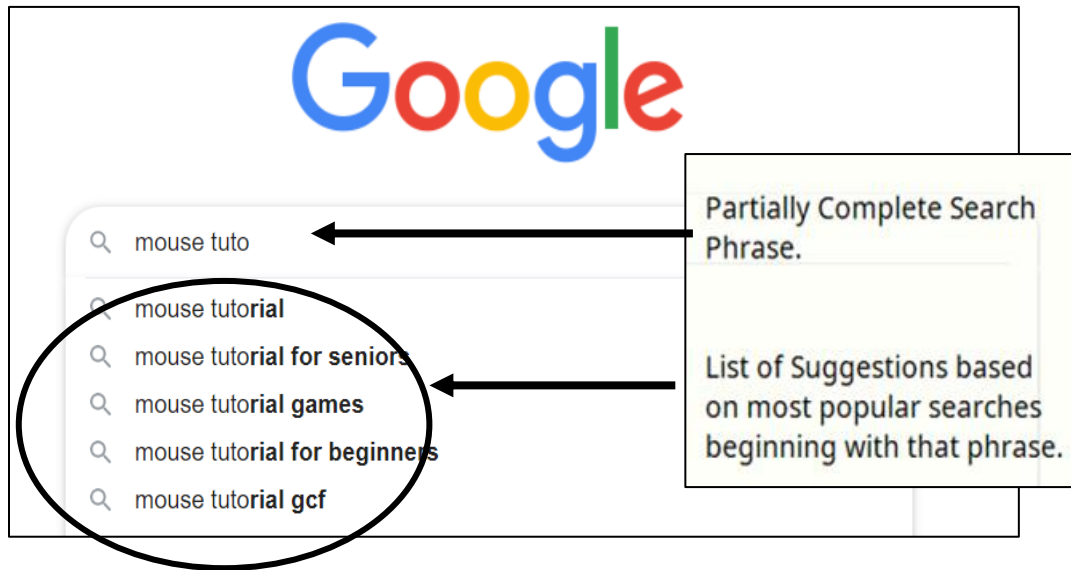


OR use this URL: <https://edu.gcfglobal.org/en/mousetutorial/mouse-tutorial/1/>

11. **Next:** We will follow the online tutorial **step by step**

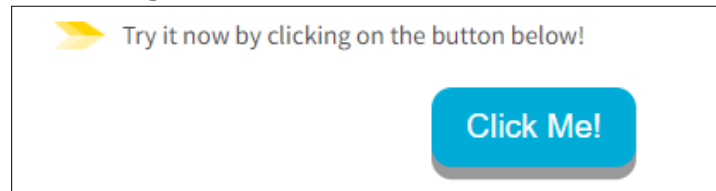
TIP: Always check the screen: Google has an “autofill” feature that can save you time when typing.

When you begin to type in a search, you will notice that a drop-down box appears it with a list of suggested search phrases. If you see one that matches the search you want to do, just click on it and the results for that search will load.



Clicking

Let's start off with **clicking**. When you click, you're interacting with the computer, telling it what to do. In order to click, press and release the **left mouse button** with your index finger.



Rollover

In many instances, when you place the cursor over an icon, it will change its appearance. This is called a **rollover** effect. It might mean that you can interact with the icon, or maybe it's just highlighting where your cursor currently is.

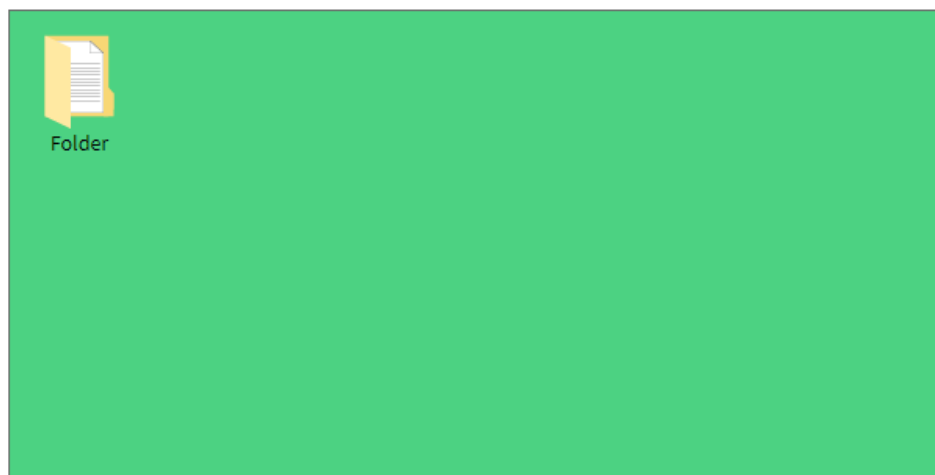
1. Hover your cursor over the icons below to see some different rollover effects.

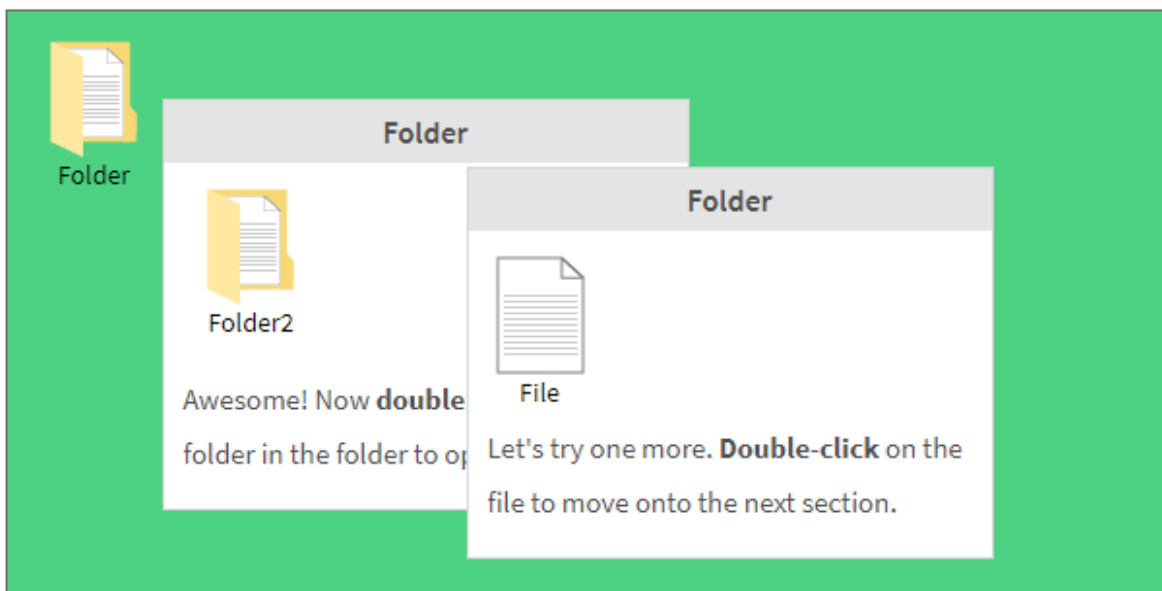
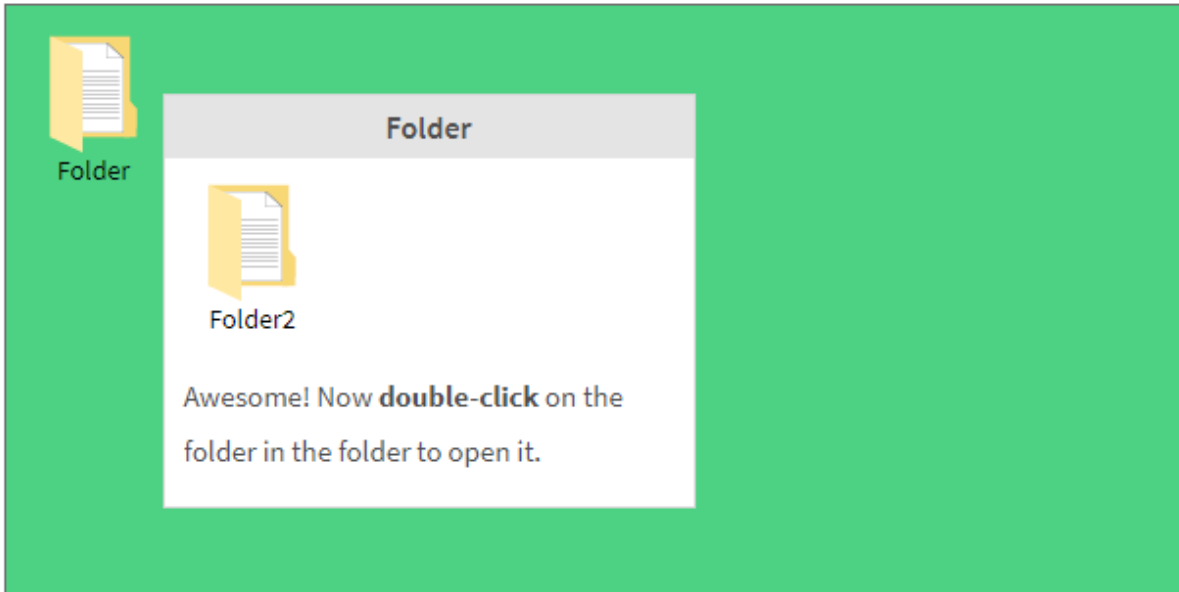


Double clicking

A **double click** is when you quickly click the mouse button twice. This can be used to open folders, files, or start programs on your desktop.

1. Practice double clicking in the activity below.



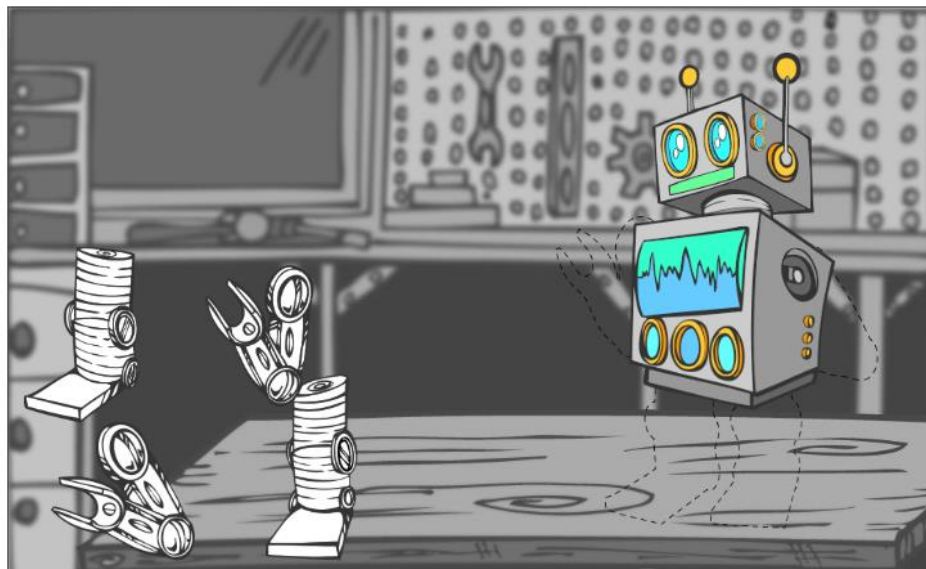
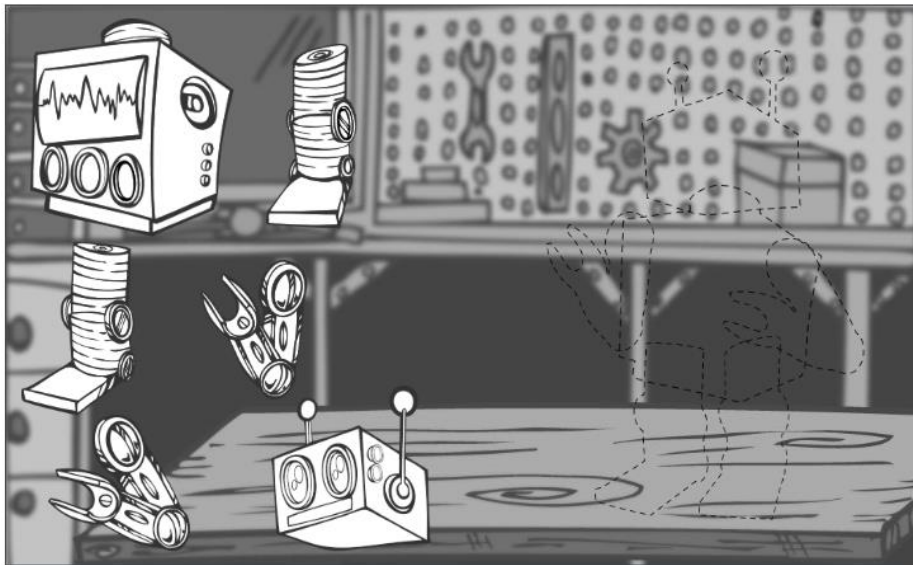


Drag and Drop

Includes fun activities giving you the opportunity to practice your newly learned skills. You will learn that this function is frequently used when organizing your computers desktop and adding files to folders.

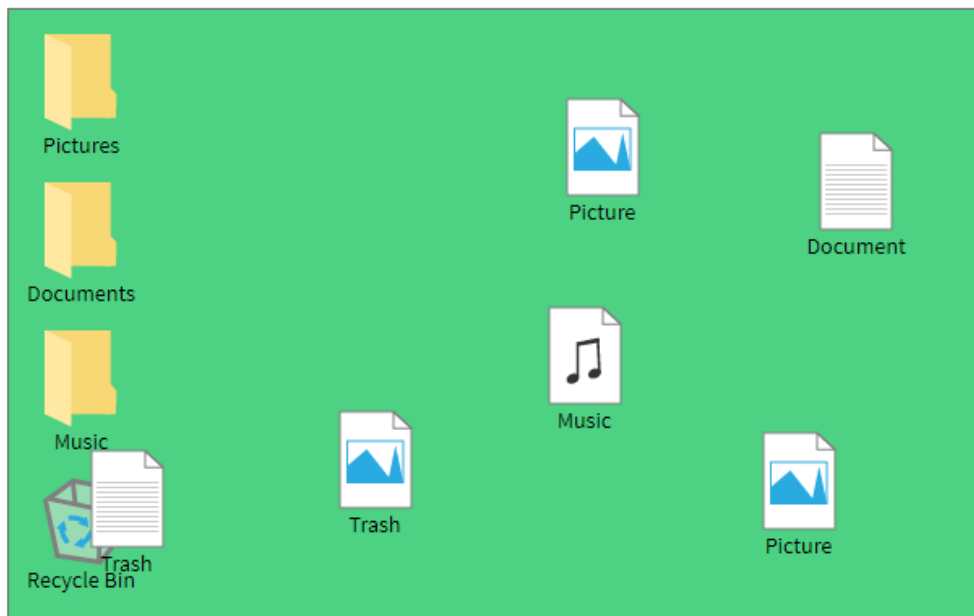
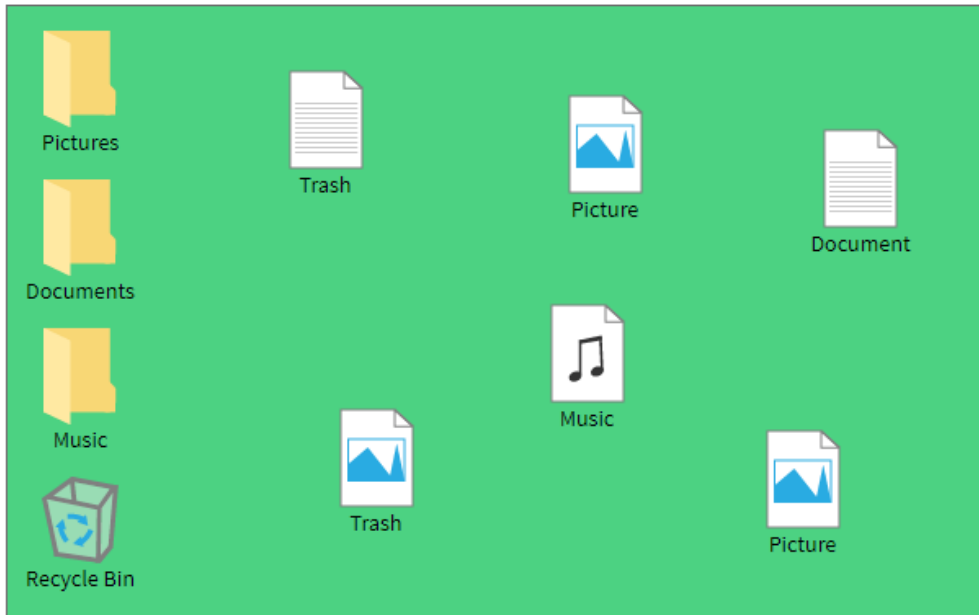
You may sometimes need to **drag** and **drop** icons to move them around. This can be used to place files in new folders, delete them, and more.

1. Practice your drag and drop skills by constructing the robot below



Now let's try dragging and dropping things in a more practical manner.

1. To tidy up your desktop below, **drag and drop the files** into their appropriate folders.

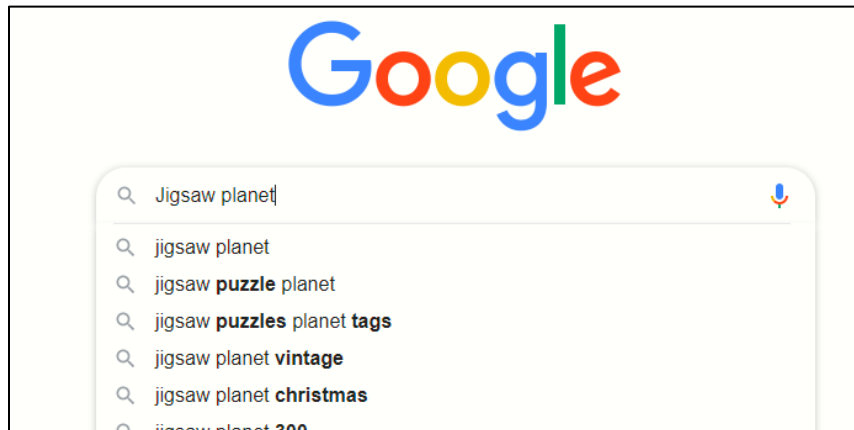




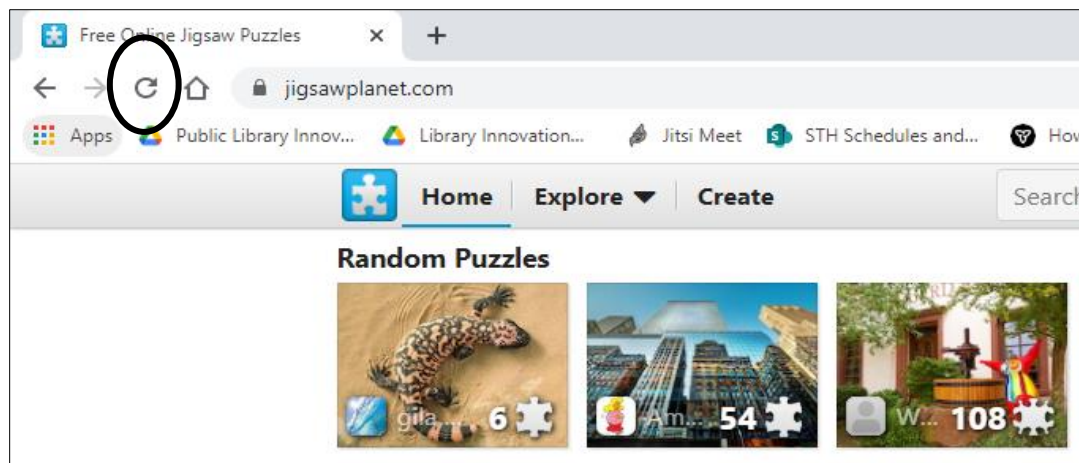
Exercise 5: Jigsaw Puzzle

Now lets try another exercise using left click, drag and drop:

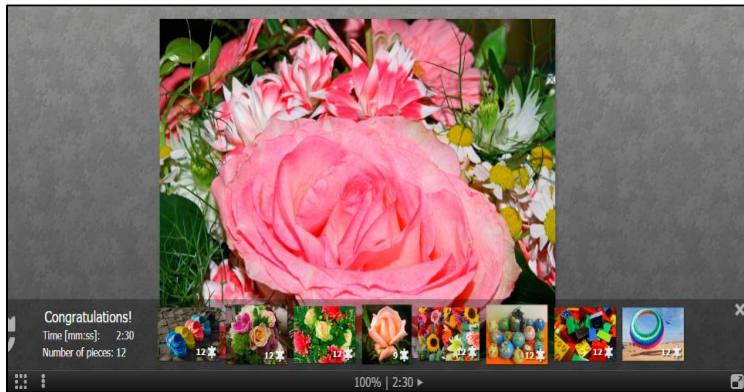
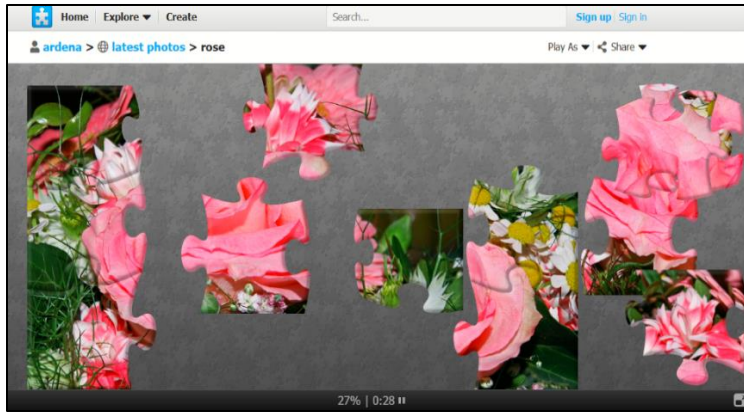
1. Use the address bar in your browser to go to **google.ca**
2. Type in **jigsaw planet** to the search box and press Enter on your keyboard.
Or you can type in **jigsawplanet.com** in the address bar.



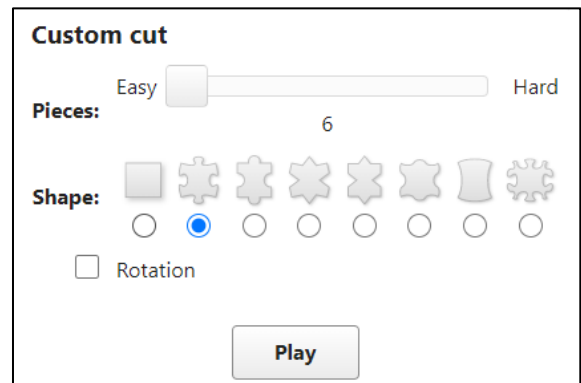
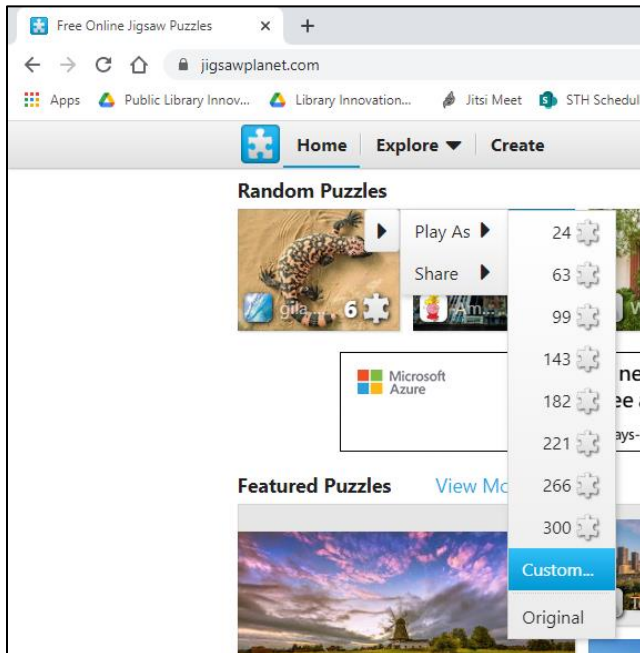
3. **Scroll** down the page until you see a puzzle with **6 pieces** – **ask for help if you need it!**
4. If you do not see a puzzle with 6 pieces, you can try **reloading the web page** by clicking on the **circular arrow**, left of the web address bar
5. **Left click once on the thumbnail to open** a puzzle you like



6. **Practice** the left click, hold, drag and release functions of your mouse to successfully piece together your puzzle:



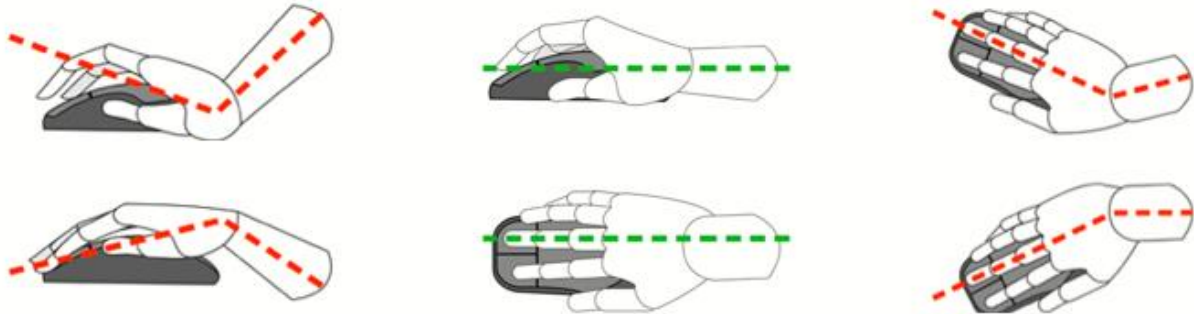
TIP: you can customize most image to the number of pieces you prefer by **hovering** over the arrow on the thumbnail, **hover** over Play As, **click on Custom**, then **click on the slider and drag left** until you have **6** pieces. **Click on Play**



Mouse Review Quiz

Question #1

Circle the correct hand and finger placement when holding a computer mouse



Question #2

How do you move the cursor around the computer screen to a desired location?

- a) Shake it until it lands on the proper spot
- b) Slowly push and slide your hand forward, side to side and downward
- c) Coax it with a piece of cheese



Question #3

Which of the Following is not an internet browser?

Circle the icon that does not belong



Question #4

Draw a line to match the Mouse pointer with its correct function:



A) Standard Pointer: Used for most objects



B) Link Pointer: Used for links to websites



C) Text Pointer, or Cursor: Used for inserting text in a document or Address Bar

Question #5

When interacting with your computer which part of the mouse do you use to click and release most often?

- a) The Middle wheel
- b) The Wire
- c) The Right click button
- d) The Left click button

Question #6

A Double-Click can be used to open folders, files, or start a program.

- a) True
- b) False

Quiz Answer Key

1. Middle picture. As much as possible try to keep you hand in a relaxed neutral position.
2. B
3. Second icon is for Microsoft Word, which is not a browser. Word is used for creating documents, Browsers are used to visit online websites and services.
4. C, B, A
5. D - you will use the left click on your mouse most often
6. A - True



Practice of Your Choice

Mouse Practice

- Mousercise - pbclibrary.org/mousing/mousercise.htm
- Jig Zone Jigsaw puzzles - jigzone.com
- Play Solitaire online - solitr.com
- Mouse Exercises - intouch-2000.net/seniornet/exercises/mousepractice.html

Typing Practice

Typing Tutorial

- edu.gcfglobal.org/en/typing

Free Typing Practice Online

- typing.com/student/lessons
- typing.academy

Website practice

- Toronto Public Library - tpl.ca
- Toronto City Services - toronto.ca
- 411 – online phone book, reverse search - canada411.ca
- 211 Central – Community Services - 211central.ca
- Groceries online (*there are many others*)
 - Grocery Gateway - longos.com
 - Instacart - instacart.ca
- Toronto News and more (from Metroland and Torstar) - toronto.com

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- gcfglobal.org
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