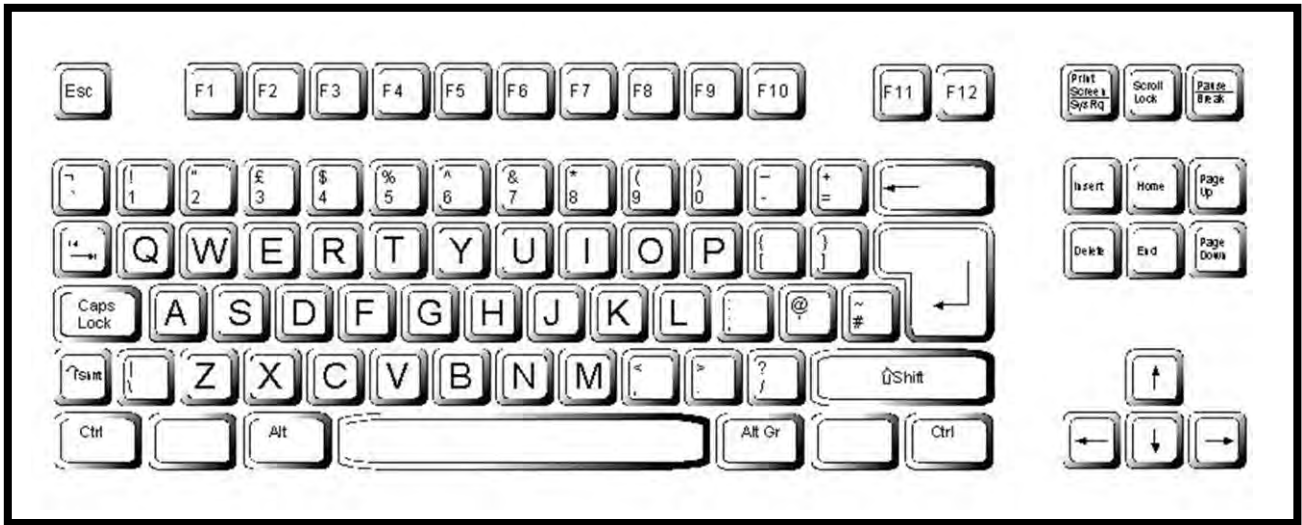


**An Introduction to Computers  
and the Internet for Absolute Beginners**

**No Experience Necessary**

Location: Central Library, Technology Room  
Visit Schenectady County Public Library at <http://www.scpl.org>



## Key Boarding

<http://www.powertyping.com>

(Includes key board lessons for “Qwerty” keyboard and skills games)

<http://www.sense-lang.org/typing>

<http://www.goodtyping.com>

(The following document adapted from <http://www.pbclibrary.org/mousing>.)

# Mousing Around

This tutorial will help you learn to use a mouse to interact with a computer.

## Introducing the Mouse

A mouse is a palm-sized device used to control the movement of an object on the computer screen called a mouse cursor or pointer.

## Mouse Buttons

Most mice have two buttons, while some may have additional buttons, or even a wheel between the buttons.

## Introducing the Cursor

The mouse cursor acts as our virtual finger inside the computer screen, allowing us to press buttons, to select items from menus, and to interact with other objects we see on the computer screen. To interact with objects on the screen, we move the mouse cursor over the object

The mouse cursor usually appears as an arrow on the screen, but its appearance will vary depending on where it is on the screen and what program you are using.

The cursor will change from the arrow shape



To a hand pointer



To an I-beam I



# Meet Your Mouse

## Positioning the Mouse

Place the mouse on the mouse pad with the cord pointing away from you toward the back of the mouse pad (or toward the back of the desk) on the right side of the computer keypad. (If you have a wireless mouse, hold the mouse in the same manner with the palm of your hand comfortably resting in the solid part of the mouse.)

## Holding the Mouse

Rest your wrist on the mouse pad or desk, with the palm of your right hand resting on the back portion of the mouse.

Hold the mouse between your thumb and last two fingers, keeping your palm on the back of the mouse.

Lightly rest your index finger on the left mouse button and your middle finger on the right button.



## Moving the Mouse

Slowly slide the mouse back and forth or up and down on the mouse pad (or on the desk surface.) Notice the movement of the cursor on the screen.

Do not twist the mouse; always keep it oriented with the cord pointed away from you. Lift the mouse to reposition it if you find yourself reaching or moving the mouse more than five inches.

## Clicking the Mouse

“Clicking” is the most common function of the mouse. To click, lightly press and release the **left** mouse button with your index finger. Be careful not to move the mouse while you are clicking. Keep a relaxed hold on the mouse while you press the button. Be gentle! Pretend you are holding a very fragile object in your hand.

When you are on an internet website, move the cursor (arrow) until the cursor changes to a pointing hand. This indicates a link to another place on the webpage or to a related (linked) website.

Sometimes words can be clicked to move to another page. Often the words are underlined and appear in a different color than the rest of the text. The mouse cursor will always change to a pointing hand when it is over a link.

## Double-clicking

Double-clicking involves clicking the **left** button twice in rapid succession without letting the mouse move between clicks. Keep your hand relaxed and do not press the button too hard. Think of the double-clicking as a quick, light tap-tap of your finger on the left mouse button. It also helps to keep your eyes on the computer screen rather than looking at the mouse.

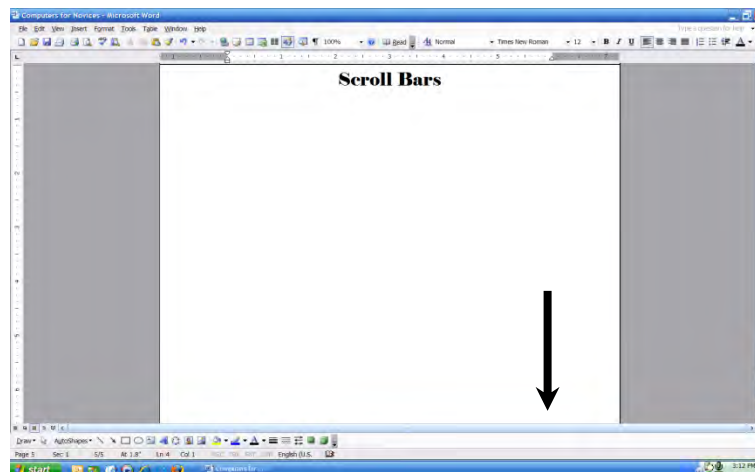
## Clicking and Dragging

“Click and drag” is a way to move certain objects on the screen. To move an object, place the mouse cursor over it, press and hold down the **left** mouse button, then move the mouse while still holding down the left mouse button. When you have “dragged” the object to the location you want, let go of the mouse button. Normally, this refers to moving a digital photo, clipart such as a jpeg, WordArt, textbox, etc.

## Advanced Mousing

As you become more comfortable with using the mouse, experiment with highlighting (selecting) text by clicking and dragging using left mouse button, then click the *right* mouse button for options such as cut and paste to another location. Or go to the menu bar for editing options.

## Scroll Bars



Sometimes a document will not fit within the size of a computer window. A scroll bar allows you to move a document so that you can see the parts that are not visible. Vertical scroll bars appear on the right side of a screen if the content is too long to fit within the window. Horizontal scroll bars appear across the bottom of the window if the content is too wide to fit within the window. Vertical and horizontal scroll bars work the same way.

## Using a Scroll Bar

1. To view the lower part of the document, click on the down arrow at the bottom of the scroll bar on the right side of the screen. Each click will move the document a small increment. To return to the top of the document, click on the up arrow at the top of the scroll bar.
2. To control the speed of scrolling, place the mouse pointer over the scroll box. Hold down the left mouse button and drag the scroll box up or down. Release the mouse button when you have reached the desired location. (You can also control the speed of scrolling by placing the cursor on either the up or down arrow of the scroll bar and holding down the corresponding arrow on the keyboard located in the lower right hand corner of the keyboard.)

# Clicking in Online Forms

Common ways of interacting with the computer include text boxes, menus, and buttons.

## Text Box

A text box represents a part of a page where we can type text. It may be part of an online form or website and look something like this:

Move your mouse cursor into the box and click once. A blinking bar appears in the left side of the box. This indicates that the computer is ready for you to type something into the text box.

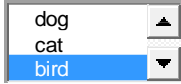
## Text Box with Drop Down Menu

Where would you like to vacation?

The box with the word 'Choose...' in it is a drop down menu. The drop down menu will appear when you click on the down arrow. When you move your mouse cursor over each option in the menu, notice that each option will be highlighted while your cursor is over it. Select one of the options by clicking on it.

## Text Box with Scroll Bar

Select your ideal pet...



A dropdown menu with a scroll bar. The options are 'dog', 'cat', and 'bird'. 'bird' is currently selected and highlighted in blue.

The right side of the menu has a scroll bar to enable you to access all the options. Select one of the options by clicking on the name of the option. Notice that the option you clicked on became highlighted.

## Check Box Form

Choose some dessert:

- Cake
- Pie
- Cookies
- Ice Cream

Check boxes allow you to select one or more options from a list of options. Select one or more of the options by clicking in their checkboxes. Clicking a second time unselects it.

## Radio Button Form

Where would your dream home be?

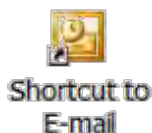
- beach
- mountains
- desert
- city

Radio buttons allow you to select one option from a list of options by clicking in the radio button. If you select a second option, the previous option will automatically be unselected.

# Icons

One way to start programs on your computer is to use the picture icons on the “desktop”. The desktop is the area that appears on the screen after the computer is turned on.

To start a program using the desktop icon, you can either click once on the icon and then press the “Enter” key on the keyboard OR double-click on the icon. Remember, the key to double-clicking is to click twice quickly but gently so the mouse doesn’t move. And keep your eyes on the computer screen – not your hand!



## Mousing Around Websites

<http://www.pbclibrary.org/mousing>

(Basic mouse plus Mousercise and Practice Games)

<http://www.ckls.org/~crippel/computerlab/tutorials/mouse/page1.html>

(Basic mouse plus mousing skills games)

<http://www.bcls.lib.nj.us/Classes/cns/>

(Introduces three basic mouse skills. Easy to use.)

<http://www.seniornet.org/howto/mouseexercises/placemouse1.html>

(Simple exercises to get you familiar with the mouse)

<http://tech.tln.lib.mi.us/tutor/>

(Designed for people who have never used a computer before)

<http://www.bbc.co.uk/webwise/abbeg/abbeg.shtml>

(BBC guide to the mouse for absolute beginners)