New Mexico Broadband Program

Basic Computer Skills

Module 2

Introductory basics

Keyboarding and Mousing Skills
Class Goals

- Acquire beginning computer operating skills
- Acquire mousing and keyboarding skills
To become familiar with your computer, you will need to know how to turn it on.
Turn on the Computer

The power button should be easy to find on your computer.
How to open and turn on a laptop

1. Depress or slide the latch in the front of your laptop to release the locking mechanism.
2. Lift up on the top portion of the unit. You may need to hold the bottom portion down.
3. Locate the power button on your computer. It is usually above the keyboard, at center or right.
4. Look for the power symbol.
How to turn on a desktop

1. Locate the power button on your computer. It will be on the face of your unit or tower.
2. Look for the power symbol.
3. To turn on the computer, press the power button firmly and slowly.
Turn on the Computer

Watch the monitor. You will see movement on the screen as the operating system engages. This process is called “booting up.”
Proper Treatment of a Computer

Keep open food and drink away from the computer.

Do not put anything on top of the laptop when it is open.
Proper Treatment of a Computer

Do not touch the display screen.

Do not insert any foreign objects into any of the ports.
Proper Treatment of a Computer

Keep the computer away from direct sunlight, extreme heat, extreme cold, or strong magnetic fields.
Proper Treatment of a Computer

The computer should be turned off by closing all the software before turning off the power. You should try to avoid turning off a computer by pressing the power button. We will review the correct way of turning the computer off later in this module.
Basic Computer Navigation

To use a computer, you will work with three tools:

- The screen, to observe information
- The keyboard, to enter information
- The mouse, to move around the screen, initiate actions, and deliver commands.
Basic Computer Navigation

Remember, in a laptop, all of these components are built in. The mouse is replaced by a touchpad. You can also plug in an external mouse to use with a laptop.
First, we’ll learn how to use the mouse.

The mouse allows you to interact with the information on the screen, to move to different places on the screen, and to type information and commands into the computer.
Positioning your Hand on the Mouse

How to position your hand

1. Place your right index finger here.
2. Place your right middle finger on this button.
3. Use your index or middle finger to move the wheel up and down.
4. Rest the palm of your hand on the lower part of this surface.
5. Your right thumb goes here.
6. Your right ring finger goes here.
• Take some time to become accustomed to moving your mouse around on the table or desk surface.
• Hold your mouse lightly on the sides and do not press down or click any of the controls.
• To move the mouse, gently slide it across the table surface. There is no need to turn or lift the mouse.
As you move the mouse across the desk surface, you will see a white arrow move across the screen. This arrow is called the cursor.

The cursor’s movement is controlled by the mouse’s movement.
Look for the position of cursor on the screen as you move the mouse on the table. It shows you how the movement of the mouse is changing your location on the computer screen.
The Cursor

The cursor begins as an arrow, but will change depending on what you are doing with your mouse.

It changes to a hand with a pointing finger when you point to a link.

Image courtesy of https://commons.wikimedia.org/
The Cursor

It changes to a flashing “I” beam when you insert the cursor into text.

And it changes to an hour glass or a spinning wheel when the computer is working and the user needs to wait.

The Cursor

Remember, the cursor indicates:

- where your mouse pointer is
- where any text you type will appear
- where you will interact with the information on your screen
Now let’s use your mouse to explore your desktop.
Please follow along on your own computer in these activities.
The Desktop

• On a computer, the *desktop* is what appears on your screen after you’ve turned on the computer but before you have opened any programs.

• The desktop in Window 7 includes
  o the **Start** button in the lower lefthand corner
  o a **taskbar** along the bottom of the screen
  o various small images, called **icons**, arranged in the around your screen.
The Windows 7 Desktop

Icons

Desktop

Taskbar
Taskbar

• The taskbar provides you with quick access to programs that you use most frequently.
• The *icons*, or small images, that appear on the Taskbar are shortcuts to these programs.
• Shortcuts on the Taskbar can be opened by moving your mouse over the icon on the taskbar and left clicking with your mouse once.
Single left click

To left-click once on an icon on the Taskbar:
First, move your cursor over the object on your screen by moving your mouse until the cursor is in the right position. The cursor should be directly over the object.
Single left click

Next, firmly but quickly press and release the left mouse button once. Keep your hand steady on the mouse to hold it still while you click, using only your pointer finger to depress the left-click button.

Photo courtesy of: http://www.tiresias.org/
Single left click

When you click, the icon should open into a window that fills or partially fills your screen.
Closing a Window

When this window is open, you will see three buttons in the top right hand corner of your screen.
• These are the minimize, restore, and close buttons.
• You will see them in the top right hand corner of almost all the computer or Internet pages you open.
Closing a Window

• The close button is the red box with the white “x” in it.

• To close a window, click on the close button.

• To re-open an icon from the taskbar, left click the icon again using the left mouse button.
Practice Activity

Opening and closing icons on the Taskbar.
Double Clicking

• Another important action you will perform with your mouse is the *double-click*.

• When we talk about the double click, we are always referring to a *double left-click*.

• A double click requires *two left clicks in rapid succession at the same location*.

• When you double click, make sure that you hold your mouse still so your cursor remains in the same place for both clicks.
Icons

- **Icons** are small images on your desktop that indicate **shortcuts** to a file or a website.
- Shortcuts provide direct access to files, programs, or web locations. Without these shortcuts, you would need to search on the Internet or on your computer for specific websites or programs.
- Icons on the desktop can be opened by moving your mouse to the icon and **double-clicking** (clicking quickly two times) on your left mouse button.
Double left click

To double-click on an icon on the Desktop:

First, move your cursor over the object on your screen by moving your mouse until the cursor is in the right position. The cursor should be directly over the object.
Double left click

Next, firmly but *quickly* press and release the left mouse button *twice*. Keep your hand steady on the mouse to hold it still while you click, using only your pointer finger to depress the left-click button.

Photo courtesy of: http://www.tiresias.org/research/
Practice Activity

Opening and closing icons on the Desktop with a double click.
Left-clicking on an icon highlights the icon.

To remove highlighting, move your cursor to an empty part of the desktop, or simply click on another icon.
Double Clicking

While a single click highlights an icon, a double click opens it and takes you to a website or a file.

Image courtesy of: http://www.dragonartz.net
Dragging and dropping

- We also use the mouse to perform an action called drag and drop.
- Dragging and dropping is used to move an item from one place to another, on your screen or in your document.
Dragging and dropping

Place your cursor over the icon and left click. Do NOT release the button.

Keeping left button depressed, slide your mouse sideways to move cursor and object.

When icon is correctly positioned in new location, release left button.
Practice dragging and dropping

Use the icons on your desktop to practice dragging and dropping.

PLACE   HOLD   DRAG   RELEASE
Practice Activity

Drag and drop icons on your desktop.
Using a scroll bar

One other important skill you will use the mouse for is navigating up and down, or left and right, across a window. For this, you will use **scroll bars**. Scroll bars are used to give the user access to a document that is larger than the window.

Using a scroll bar

Scroll bars appear on the bottom and right edges of your window. Sometimes, they are quite faint.

You can move up and down, or sideways, by clicking on the arrows at the end of the scroll bar.

You can also click and drag the box in the scroll bar to move more quickly.
Review

• Single left-clicks can highlight icons and open icons on your Taskbar.
• Double left clicks open icons on the desktop.
• The red close button in the top right closes a window.
• Scrollbars allow you to move up and down within a document or website.
• Dragging and dropping allows you to move information from one location to another.
Computer Keyboards

Before we begin practicing these skills, we need to look at the computer keyboard.
Computer Keyboards

Remember - the keyboard and the mouse are both important tools for interacting with the computer.
Important Key Functions

**Esc key** “escape”  To cancel an action or exit a full screen display

**Backspace key** Erases backwards

**Delete key** Erases forwards

**Enter key** Enters commands or moves to the next line of text
Important Key Functions

- **Caps Lock**: All letters print in upper case.
- **Shift key**: Prints upper case for a single letter or top symbol on key.
- **Spacebar**: Creates blank space.
- **Arrow keys**: Move right, left, up, or down one space at a time, in a document or a website.
Mousing practice

Use the following links to practice using your mouse:
http://www.pbclibrary.org/mousing/intro.htm

http://www.seniornet.org/howto/mouseexercises/mousepractice.html

http://www.pbclibrary.org/mousing/games.htm
Typing practice

Use the following links to practice your keyboarding and typing skills:

- http://typing-lessons.org/
Turning off your computer

Follow these steps to turn off a computer correctly.

1. Close all windows.
2. Click on the Start Button
3. Click on Shut Down.
4. Wait for computer to power down.
5. Turn off monitor or close.
Review

Turn on and off a computer
Proper care of a computer
Using a mouse and cursor
Desktop, Taskbar, icons
Single and double clicking
Scrolling
Closing a window
Important keyboard locations
We appreciate the time you spent with us.
We hope to see you at the next training!

These materials were created collaboratively by the New Mexico Department of Information Technology, Fast Forward New Mexico, and the New Mexico State Library, under grants provided by the National Telecommunications and Information Administration. These materials are not to be used for profit.

Connecting you to a world of opportunities