Mousing Matters Teaching Script

Surrey Libraries Computer Learning Centres

The expectation is that all participants registered for this class have not used a mouse before, or they need more experience. This session will introduce users to the mouse. The learning outcome is that participants will operate the pointing, clicking, dragging, dropping and the scrolling properties of the mouse. Please use this script as a general outline or follow it as it suits your teaching style.

Time: 1-1.5 hours

Preparation Work

1. Use mousing links or All the Right Type to deal with different levels of skills in the class (one to three).
2. Set up the projector, if necessary.
3. Prepare evaluation sheets and handout.

**What is a Mouse?**

A mouse is a device that allows you to select objects on the screen. The user controls the mouse by moving it around on a mouse pad and by pressing the button. Sliding the mouse on the mouse pad moves the pointer on the screen. If you move the mouse forward and backward, the mouse pointer moves up and down on the screen. If you move the mouse left and right, the mouse pointer moves left and right. If the pointer cannot be reached at the desired point on the screen, life the mouse up and then move it.

**How to Hold a Mouse**

Reach out and grab the mouse as if you were shaking hands. The rounded top fits into the palm of your hand and the cord extends away from you. Your thumb rest on the left side of the mouse, your index finger rest on the left button, your middle finger rest on the right button and your remaining two fingers grip the right side of the mouse.

###### **Mouse Clicking**

1. Clicking – Pointing to an item and quickly pressing and releasing the mouse button.
2. Left Clicking – Clicking the left mouse button will select an object while the pointer moves over it. To single click, gently press down and release the mouse button. Single click is to select something. To double click, press the button twice in a row. Keep your finger resting on the button and do not take it off while double clicking. Double click is to open something.

1. Right Clicking – Clicking the right button while the pointer is over an object on the screen will bring up a menu of options. This menu lists things that can be done with that object, e.g. copy and paste.
2. Dragging and Dropping – Press the mouse button and keep it down. To drag and drop an item, first click on the object you want to drag, hold the mouse button down and drag the object to a new location. Then release the mouse button and the object is in a new location.
3. Scrolling – Scrolling means moving up and down within a computer window. Use the mouse to move the “elevator” up and down within the scroll bar at the far right of the screen. To move one line at a time, click the “up” arrow at the top of the scroll bar or the “down” arrow at the bottom.

**Mouse Wheel: Scrolling**

The mouse wheel is an additional plastic or rubber disc found between the left and right buttons on a mouse. The mouse wheel facilitates the scrolling movement within a window. Scrolling allows you to move up and down a page or document.

**Mouse Cursor Styles**

The look of the mouse cursor can change:

1. Arrow – This is the default mouse cursor. It is used for pointing.
2. Hand – The hand cursor is shown when the cursor is over a link to another webpage. By left clicking, the linked webpage will be displayed.
3. Capital I – When the cursor looks like a capital I, the mouse cursor is either hovering over text, or it can be used to add text. By left clicking the mouse, the capital I cursor will start flashing and you can now start typing.

**What is the Mouse Used For?**

1. To move around the screen
2. Scroll
3. Click
4. Drag & Drop

**Let’s Practice!**

*Mouse Exercises:*

* <http://www.pbclibrary.org/mousing/mousercise.htm>
* <http://www.seniornet.org/index.php?option=com_content&view=article&id=1048:mouse-exercises-seniornetorg&catid=49:helpcategory>
* <http://www.gcflearnfree.org/mousetutorial/mouse-tutorial/1/>

**The Keyboard**

Give the participants a brief orientation to the keyboard, demonstrating the important keys:

1. Escape key: To stop or cancel a dialog box. In games it is often a ‘pause’ button.
2. Shift key (note two Shift keys): To alternate between typing capital and lowercase letters. If you don’t have the Caps Lock on, using shift will let you type capital letter.
3. Enter key (note two Enter keys): To ‘enter’ the desired process. Also operates like a carriage return on a typewriter.
4. Space bar: For entering spaces as you type.
5. Caps Lock key: To toggle on all capital letters. Press again to remove Caps Lock.
6. Backspace key: To erase/delete typing.

**Typing Practice**

In the Computer Learning Centre, participants can use All the Right Type to practice typing.

Outside the CLC, participants can use free online typing websites:

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

Thank You and Class Evaluation.

Remind learners of their next session.