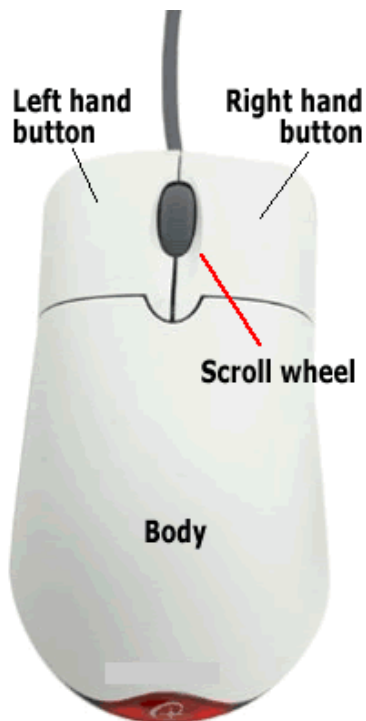# St. Albert Public Library

Computer Basics and Mouse Tutorial

The mouse manages the cursor and allows you to input instructions to the computer. Where and how you click and move the mouse determines what instructions you give the computer.

Left Hand Button
- Of all the parts on a mouse, the left hand button gets the most work.
- The left hand button is used to **select items**, and **move the mouse cursor** from one location to another location.

Right Hand Button
- The right hand mouse button is used to **activate any available menus** from whatever you click on.

Left Click and Right Click

- From time to time you will hear people say "left click on that" or "right click on this". This simply refers to which mouse button you should use.
- Left click means click on something using the left mouse button and right click means use the right mouse button.
- A **click** often selects an item on the screen. To click - press and release the left mouse button.
- A **double-click** often opens a document or starts a program. To double-click - quickly press and release the left mouse button twice.

Mouse Pointers

- When you move the mouse on your desk you can see a corresponding movement on the screen. You see the mouse pointer moving on screen as you move your hand.
- Mouse pointers change shape depending on what you are doing.

Pointer	Name	Action
⬉	Arrow	Points to an object on the screen that you want to use.
⧖	Hourglass	Tells you the computer is thinking. Usually wait until the hourglass stops before continuing.
☝	Hand	Shows you where a link on the internet is. Click when you see the hand to follow that link.
I	I-beam	Shows you where text will appear when typing.
✛	Move Arrow	Allows you to move an object, like a picture or window, on the screen.
↔	Double Arrow	Lets you click and drag to resize windows.

Taken from: Akron-Summit County Public Library. Mouse Skills for Beginners.   Fall 2005. February 2, 2009.
<http://ascpl.lib.oh.us/training/handouts.html>

Scroll Wheel

- The scroll wheel allows you to move the web page, document, or anything that scrolls up and down on your computer screen without having to move over to the scroll bars on the right-hand side.
- You simply roll the scroll wheel up or down.

Let's take a look at some of these functions:

Right Clicking: When you first start to use a computer you will find that you do not use the *Right Click* function very often. Right clicking brings up a box with options. These options differ depending on where you are on the computer when you right click (whether you are on the computer's desktop or in another program, such as Microsoft Office Word.) The following instructions will give you some examples of the types of option boxes that occur when you right click on different areas of the desktop.
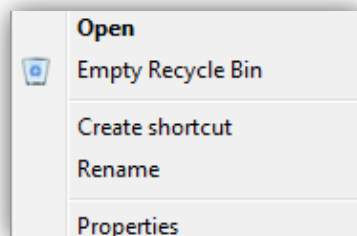
1.   Right click on a blank area of the desktop:
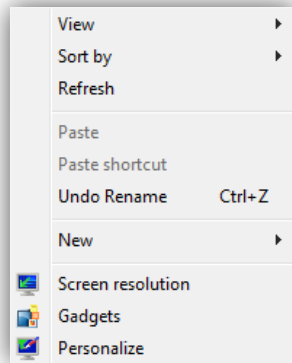
2.   Right click on the Internet Explorer icon on the desktop:
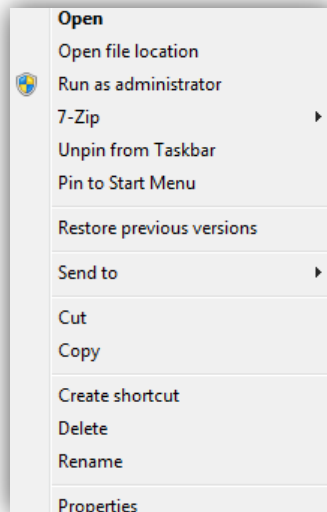
3.   Right click on the Recycle Bin on the desktop:

Dragging and Dropping

Dragging and dropping can be used to move an image to a different area of your screen.
1.   Find the recycle bin icon on the desktop
2.   Drag and drop the recycle bin icon to the middle of the desktop by clicking and
      holding down on the left mouse button and then moving the mouse towards the
      right.
3.   Move the recycle bin back the same way.

Single Clicking and Double Clicking (Left Clicking)

We will open a program or file on the computer in four different ways to illustrate
where and when you would use a single click vs. a double click.
    1. Double clicking on an icon on the desktop:
        a. Double click (left click twice quickly) on the Internet Explorer Icon
            on the desktop.
        b. This will open Internet Explorer which is a browser that allows you to
            load and view web pages.
        c. Notice the title bar – this tells you where you are on the Internet. In this
   case we are at the St. Albert Public Library site.
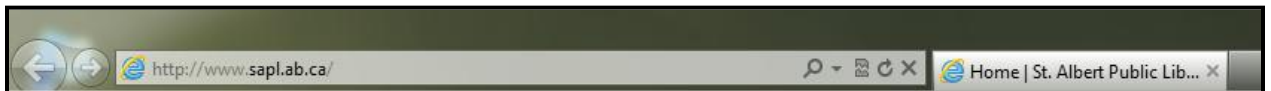
        d. Notice the three small squares in the top right hand area of the screen.

   e. Hover over each of these boxes to display their functions.

            Minimize Button:
            • The first box that looks like a hyphen is the ***Minimize
              button***.
            • Left click on this button. Your Internet Explorer screen is
              now down on the bottom of your screen – on what is called the
              task bar. The task bar shows what programs or files are currently
              open on your computer.
            • Move the mouse over the Internet Explorer Icon to see a
              miniature representation of the site. Click on the miniature
              representation to bring your Internet Explorer page back up on
   the screen.
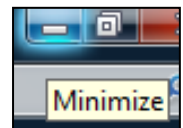
Restore Down/Maximize Button:

- The second box, beside the Minimize button is the *Restore Down/Maximize button.*
- This button allows you to have your page fill the monitor screen or only take up part of the monitor space.
- If you want to have more than one program displayed on your screen at the same time you would want to use the Restore Down mode.
- Left click on the *Restore Down/Maximize* button to make your page smaller or bigger.
- When your page is smaller you can then move this screen anywhere on the monitor by dragging the screen to a new location.
- To do this, move the mouse pointer to the title bar (found at top of the screen that contains the title of the page) then click and hold down the left mouse button with the pointer still on the title bar.
- Without releasing the left mouse button, move your mouse to the right and down to reposition this screen in the lower right hand area of the desktop.
- Left click on the *restore down/maximize button* again to restore the page to its maximum "full screen" size.
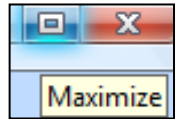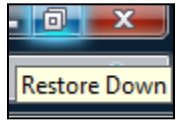
Close Button:

- The *Close* button is the last red box with the `X` inside it. It is used to completely close out of a program or file.
- Left click on the *Close* button to close out of Internet Explorer entirely.
- Notice that "St. Albert Public Library" is no longer on the task bar at the top of the screen, but has been completely closed or exited.
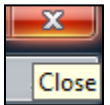
2. <u>Single click on an icon on the desktop and then hit *Enter:*</u>
   The second way you can open up a program from the desktop, particularly if you have trouble with double clicking, is to single click using the left mouse button and then hit the Enter key on your computer keyboard:
   a. Left click on the Microsoft Office Word icon. Left clicking on the icon will select this icon – you will notice a shadow box around the icon when it is selected.
   b. Press the Enter key on your computer keyboard.
   c. Microsoft Office Word is now open on your screen.

d. Again notice the same three buttons in the top right hand area of your screen.

e. Left click on the *Close* button to close out of Microsoft Office Word.
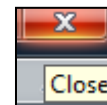
3. Single click on an icon on the task bar:
   Another way to open a program or file is to single click on its icon on the task bar (if it is displayed there):

   a. Let`s open Internet Explorer by single clicking on the small Internet Explorer icon on the task bar (if Internet Explorer is not open).
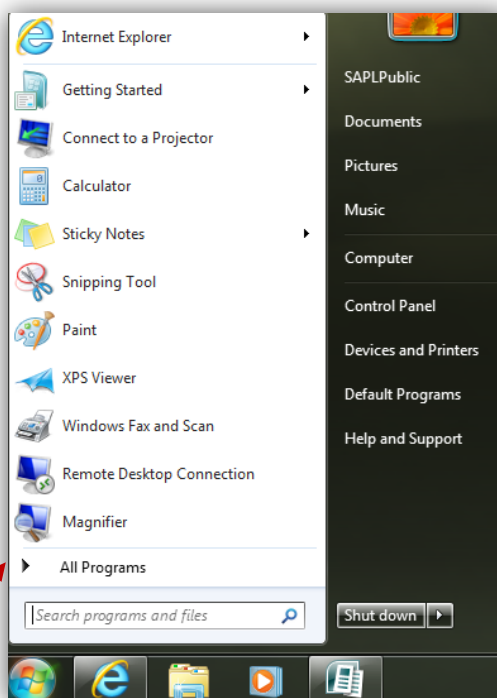   b. Close Internet Explorer by clicking on the Close button.
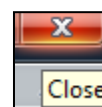
4. Single click on the Start Button:
   You can also use the *Start Button* to open up a program on your computer:

   a. Let's open Internet Explorer by single clicking on the **Start Button** (lower left hand corner of the screen)
   b. Notice the screen that is now displayed. It will look very similar to the following:

All computer programs available on your computer are listed under "**All Programs**" at the bottom of this screen.

c. Single left click on Internet Explorer on this list of programs to open Internet Explorer.

d. Close out Internet Explorer by clicking on the Close button (top right hand of screen.)
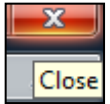
Scrolling

The scroll button is used to move up and down on a page – this could be a web page or a document you are creating. We are going to use the St. Albert Public Library homepage (www.sapl.ab.ca) to show the various different ways of scrolling up and down a page.

1. Open up Internet Explorer on the Library's computer by one of the methods above to display the Library's Home Page.

2. Notice that you are not seeing the entire page on the screen.

3. Roll the scroll button on your mouse up and down to move this page up and down.

4. There are a number of other ways to scroll up and down a page. Test out the following options to see how they can be used to navigate through a page:

   • There is a *scroll bar* located on the right hand side of the page on your screen. (Sometimes there will also be a scroll bar across the bottom of a document.)
   • There are some scrolling arrows (triangles) – one at the top of scroll bar area and one at the bottom.
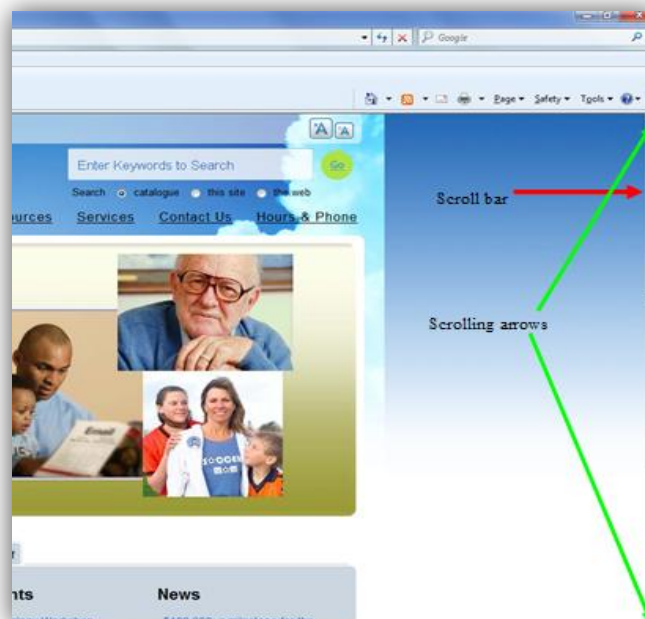
- You can move up a page by clicking on the scrolling arrow at the top of the scroll bar arrow.
- You can move down a page by clicking on the scrolling arrow at the bottom of the scroll bar arrow.
- You can click and drag on the scroll bar to move up and down a page.
- You can click on the space below the scroll bar to move down a page.
- You can click on the space above the scroll bar to move up a page.

More Mouse Practise

We are going to use two different programs, available on most computers, to get more practice using your mouse.

> Please Note: If instructions say to "Click" this means to use a single, left click.

1. **Solitaire**
   a. Click on the Start Button.
   b. Click on "All Programs".
   c. In the new screen click on "Games". You may have to use the scroll bar beside the list of programs to scroll down to the yellow "Games" folder.
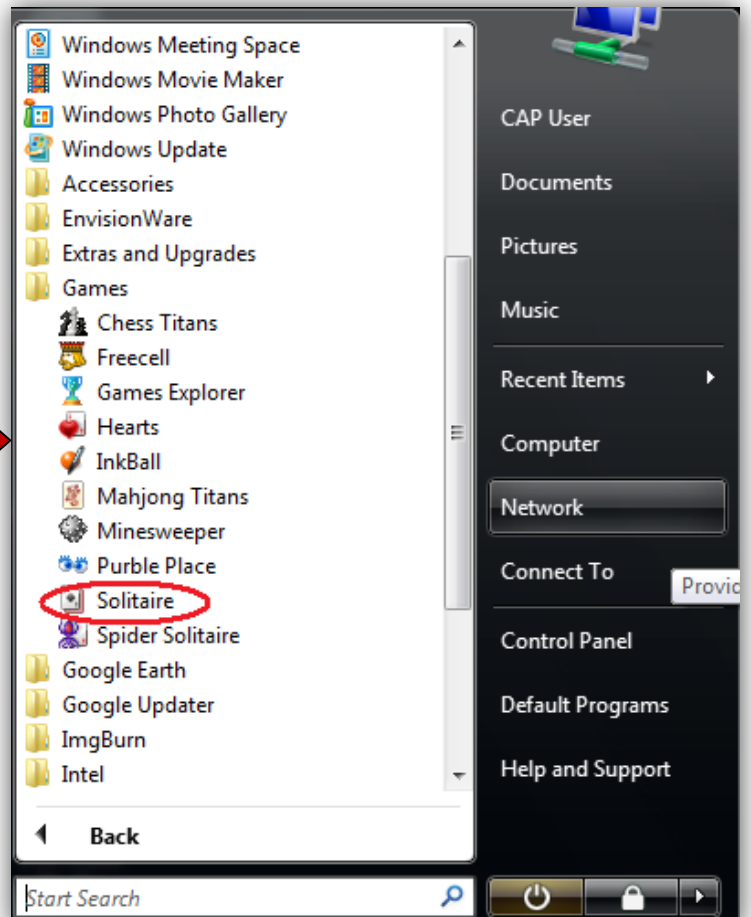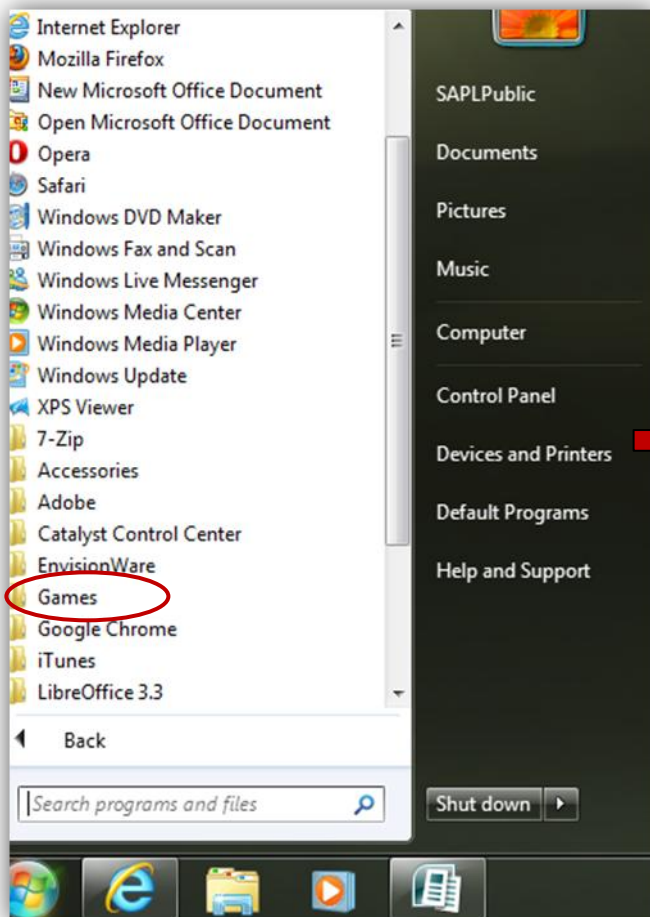
d. Once you have clicked on the Games folder you will see a list of the games on your computer. Click on "Solitaire" to load the Solitaire program on your computer.

e. The Solitaire game will open on your screen. Play a game of Solitaire for extra practise using the mouse. You may want to use the *Restore Down/Maximize* button to have the game completely fill your monitor's screen. Playing Solitaire requires you to do a lot of clicking and dragging to move the playing cards.

f. When you are finished click on the Close button to close out of the program. A box will come up asking you if you want to save the game you were playing. Click on "Don't save" to close out the program without saving the game.
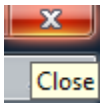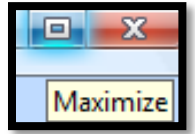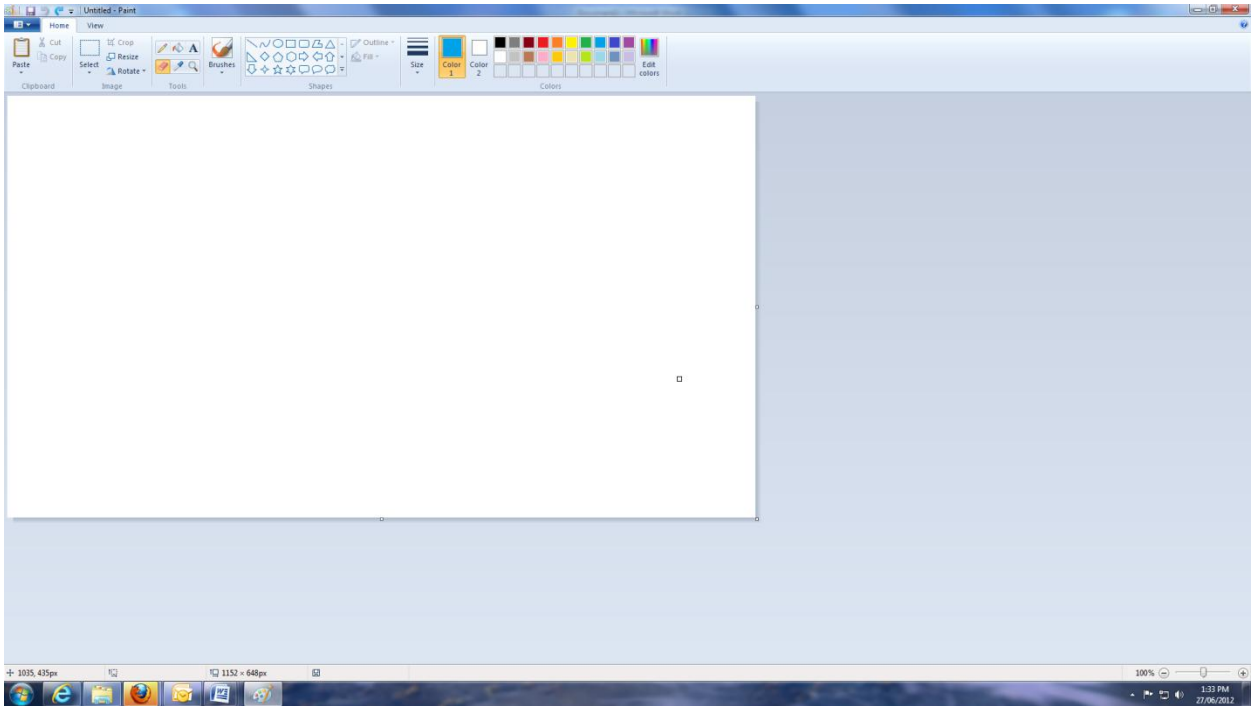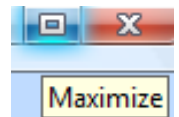
2. **Paint**

a. Another good program for mouse practice is called "Paint".   Paint is a program that helps you create pictures and graphics.   To open up "Paint" click on the Start button at the bottom left of your screen.

b. Left click on "All Programs"

c. Left click on the Accessories folder and from this folder left click on "Paint".
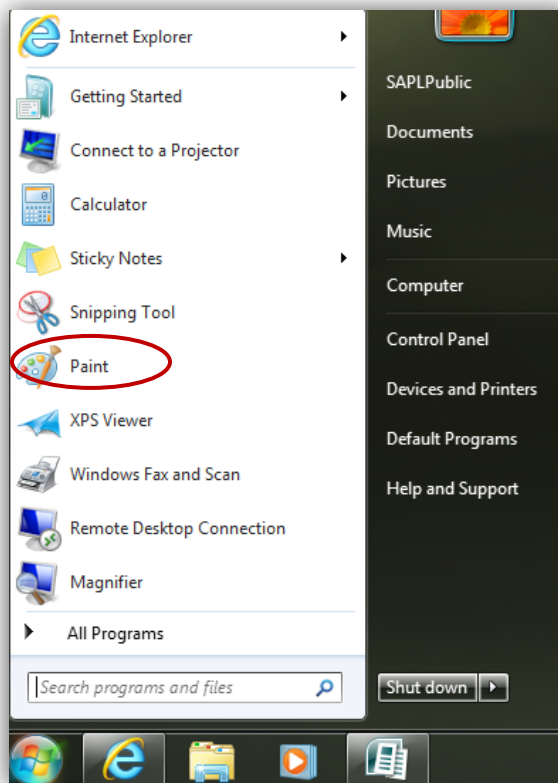
d.   You will see the Paint program loaded on your screen:

e. Again, you may want to have the image fill your screen by using the **Restore Down/Maximize** button.

f. Left click on the **Brushes** option from the Paint tool bar. Icons for the various brush styles will appear (i.e. brush, airbrush, crayon). Click on the brush style that you would like to draw with.
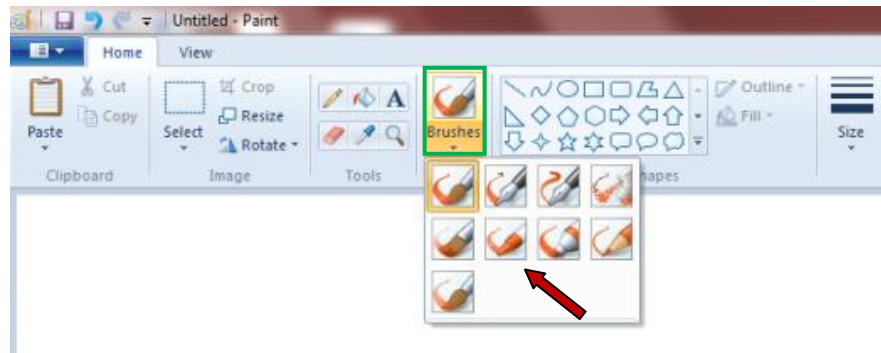

g. Now choose one of the colors from the color palette across the top by left clicking on your desired color.
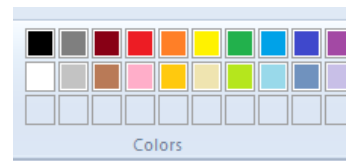
h. Move your mouse pointer into the white area of the window (the palette).

i. Hold the left mouse button down and move the mouse around. As the mouse moves, a line is made on the page. The line stops when the mouse button is released. Experiment with different colors and the drawing tools. Using Paint will help you gain control over the mouse!

j. There are two different ways you can erase the parts you don't want:

i. Click on the **Undo** icon on the quick access menu located in the top left corner of the screen.
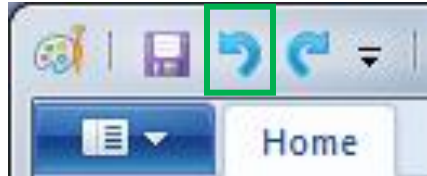
ii. Click on the **Eraser** icon from the paint tool bar. Next, click and hold down the left mouse button, then drag it over what you want to erase, just like a real eraser.