Elmwood Park
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Basic Computer Skills

In this class we will use a wired mouse, shown at the right. When holding the mouse in your right hand, it is important to place your thumb along the left side of the mouse to hold it in place. If possible, keep your middle finger, ring finger, and pinky wrapped around the right side of the mouse, out of the way. This will free up your index finger to perform the clicking. Using the palm of your hand, glide the mouse on the desk surface and watch the arrow move across the screen. It is important to keep your wrist flat on the desk to avoid strain.
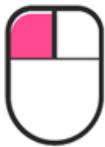
Left clicking selects an object or performs an action. Usually, you only need to click once. Opening a file or program may require double clicking.
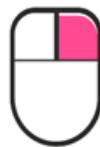
Right clicking presents a list of possible options. For example, if you right click on a link, you may open it in a new window or tab. Left click on one of the options to select it.

Practice
Visit http://www.pbclibrary.org/mousing/mousercise.htm to practice your mouse skills.

Keyboard
The keyboard allows the user to type words and commands into the computer. In addition to letters and numbers, the keyboard contains numerous function and command keys. The **Spacebar** is the long horizontal key that sits below all the letters. Hold down **Shift** and press a letter to capitalize that letter. **Shift** is also used to enter the top symbol on keys that are shared by two characters. For example, hold down **Shift** and press 2 to get the @ symbol. Hit the **Backspace** key to remove a character to the left of the cursor or the **Delete** key to remove a character to the right of the cursor. Use the directional arrows to move the cursor around a document, or to scroll up and down on a web page. **Caps Lock** capitalizes all letters when it is engaged. Using the keyboard takes practice. Get started with these lessons: https://www.typingclub.com/. Improve your typing speed with this free typing game: http://play.typeracer.com/. Click on Practice to begin on your own.

Using windows

These three buttons appear at the top right corner of every window. To close the window, click on the X. To make the window its largest size, or to restore a large window to a smaller size, click the middle button. To minimize a window to the taskbar, click the minus button on the left.

The Desktop

The desktop is the computer's starting point. It houses shortcut icons to programs and files, the start menu, and the taskbar.

1. Shortcut icons

3. Start button

2. Taskbar

1. Shortcut icons: Double click on one of the shortcut icons on the desktop to open the program or file. You can add shortcuts to frequently used programs and files to the desktop for easy access. **2. Taskbar:** The taskbar runs along the bottom of the screen. It contains the clock, volume controls and Internet connection information on the right. The start button is on the far left of the taskbar. Programs can be pinned to the taskbar for easy access, similarly to the shortcut icons on the desktop. To open a program that is pinned on the taskbar, you only need to click once. Programs you have open will appear on the taskbar with a clear outline around the icon. If you minimize a window, you will find it on the taskbar. Hover the cursor over one of the open program icons to see a preview of the window. **3. Start button:** Click the start button once to open the start menu. This contains a list of all the programs on the computer, recently used programs, a search box for programs and files, as well as links to your documents, pictures and music. Computer settings can also be found in the start menu. This is also the place to go when you are ready to shut down or restart the computer.

Quick tips for troubleshooting: If the computer is freezing up or acting unusual, the first thing to try is restarting the computer. If one program freezes up, hold down **Ctrl, Alt** and **Delete** at the same time. This launches the task manager, from which you can force a program to quit or restart the computer.

Questions? Contact Adult Services at <u>askref@elmwoodparklibrary.org</u> or 708-395-1217.