

Step - by - Step Tutorials

A Very
Warm
Welcome
to the
Exciting
World of
Computers



Let's get
Started
- It's easy
with my Step-
by-Step
Instructions

The Mouse



Tutorials are being taught at several High Schools, Community Centers, Retirement Villages and Public Libraries in Western Australia. They can now be downloaded from:

<http://www.a-to-z-of-manners-and-etiquette.com/computer-tutorials.html>

Course Originator and Author: Morna-Dawn Jacobs

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The Mouse

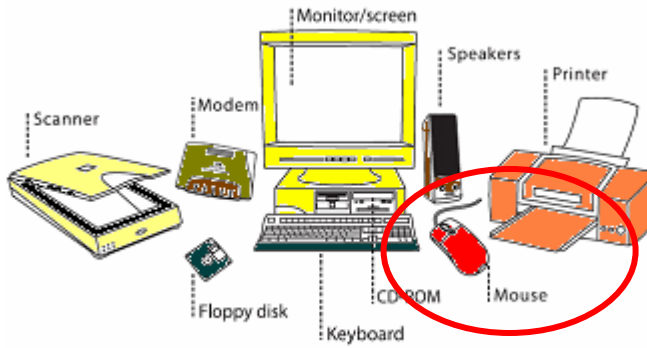
**All about that dreadful little rodent called the
MOUSE**

**I can do so many things.
I have a LEFT BUTTON
I have a RIGHT BUTTON
I have a SCROLL BUTTON
on the top**

**You can use me to drag
things all over the place. I
can make WINDOWS bigger
and I can make them
smaller**



Step-by-Step Tutorials



Let's get started.

THE DEATH GRIP

First of all there is no need to have the mouse in a 'death-grip' - it is not going to run away!

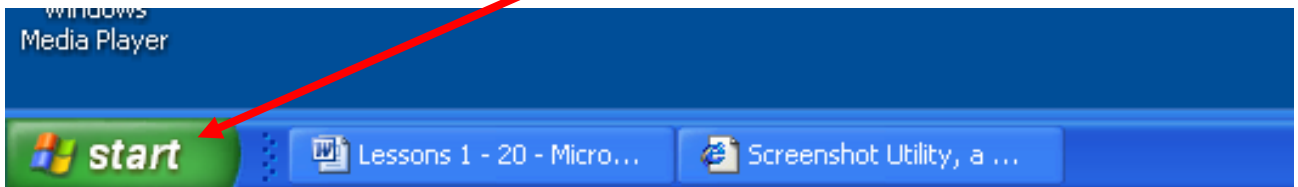
When you 'click' it is more of a 'tap' **or** 'tap-tap' if it is a double-click.

Ok let's get started.

First of all we are going to open a page in MICROSOFT WORD so that we can start work.

DO THIS

1. Move your mouse pointer down to the START icon at the bottom of your screen. It looks like this:



2. Left Click your MOUSE

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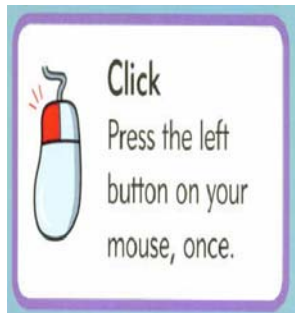
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3. Now just hold your mouse pointer over the word PROGRAMS you will see another MENU pop up to the side
4. Slowly move your mouse pointer up the MENU until you see the words MICROSOFT OFFICE
5. Hold your mouse pointer on the words Microsoft Office until another menu pops out to the side
6. Slowly move your mouse pointer across and down until you are on the word MICROSOFT OFFICE WORD
7. Left click your MOUSE

A new page will open up in Microsoft Office Word

8. Place the mouse pointer anywhere on this page and left click your mouse once.
9. See that little black flashing line? That is the pointer for

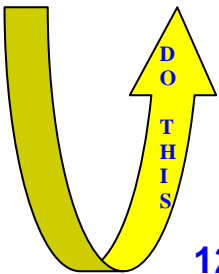


your mouse. Once again, click anywhere on your page. Can you still see the flashing line?

10. Now type the following words:

Let's get started

11. Now try to place the MOUSE POINTER on the left side of the 'L' in 'Let's get started' (can you see it flashing at you?) Did you manage to do that? Good, that is just to show you how you can control where you want to work. Now try the next exercise.



12. Place the pointer between the word 'get' and the word 'started' on your page.

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13. Now hit the **SPACEBAR** (that's the longest key on your keyboard) 3 times. Keep your eye on the screen when you do the spacing.

14. Now hit the **BACKSPACE** key 3 times.

15. Repeat steps 13 and 14 a few times and observe what happens on the screen.

The Double-Click

Ok, now we are going to try a neat little trick with



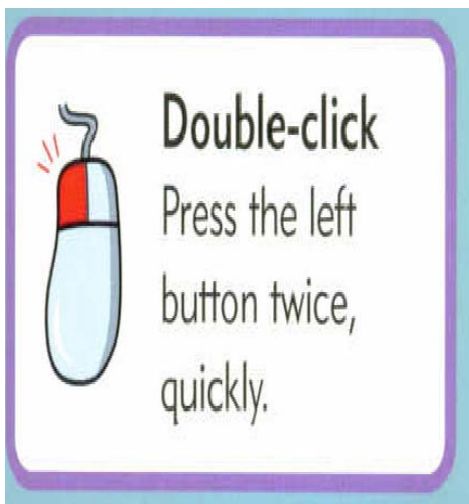
the **DOUBLE-CLICK**; remember it is not a

strangle-hold on the poor rodent **nor** is it a

hard **PRESS-PRESS**.



RELAX!



Lightly hold your hand over the mouse and tap-tap.

Try it now, just a quick tap-tap.

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Ok, let's try something with the **DOUBLE-CLICK**.

1. Place the pointer on the right of the word 'started' and hit the 'Enter' key on your keyboard a couple of times to move down a couple of rows.

2. Type in the word **MOUSE** on your page

3. Next double-click on the word:

MOUSE

– What happened?

Does the word **MOUSE** have shading around it like this?

MOUSE

If not, just keep trying, you will get it right, it just takes practice.

This is called **SELECTING** a word, picture or item. It is also called **SHADING**.



Font Color

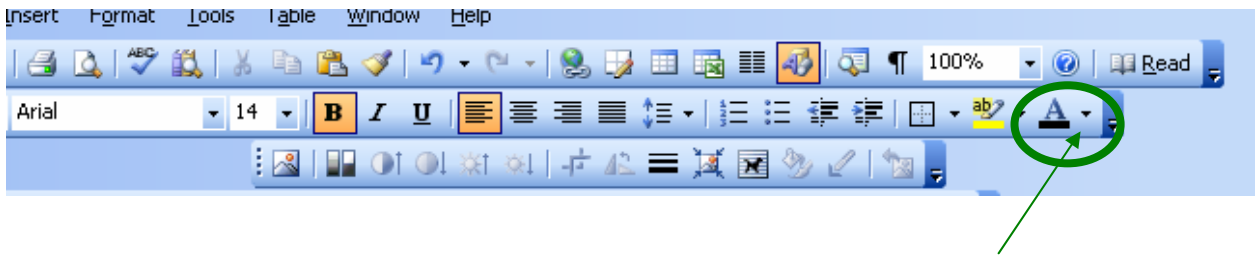
1. Place the pointer on the right of the word 'MOUSE' and hit the 'Enter' key on your keyboard a couple of times.
2. Type in the following three words. Make about 5 spaces between the words.

THIS IS FUN

3. Of the three words above, try to **SELECT** the word **FUN** by **double-clicking on it**


Don't worry if your typing is smaller than the typing here, if you know how to resize the font – go ahead and do it. If not, well that is in another lesson (smile) - we'll get to it later on.

While the word 'fun' is still SHADED, look at the top of your screen. You will see a TOOLBAR that looks like this:



4. Click on the little black arrow head on the right of the A
5. A drop down box with a variety of colors will appear –
Click on the color red in the drop down box.
6. Then click anywhere on the page.

Is the word **FUN** now the color red?

If not call for help  - if help is not at hand – just keep trying until it works. Don't give up!!

Now you know all about LEFT-CLICKING

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Also about DOUBLE-CLICKING

And as an added bonus, you know how to change the

FONT COLOR

Let's practice some more mouse skills. This one is to **LEFT CLICK**; hold down the LEFT BUTTON and **DRAG** the mouse.


Try it now.



1. Place the pointer on the right of the word 'FUN' and hit the 'Enter' key on your keyboard a couple of times.
2. Now, type the alphabet on your page. (Again hit your spacebar at least 5 times in between the letters)

Click on the right side of the letter **A** of the alphabet

3. Hold down the left mouse button and drag the mouse to the **LEFT** of the **A**.
4. Is the letter **A** shaded? If not, keep trying until you get it right.
5. Now click on the **FONT COLOR** icon and change the color of the letter **A**

(remember this icon  on the above TOOLBAR?)

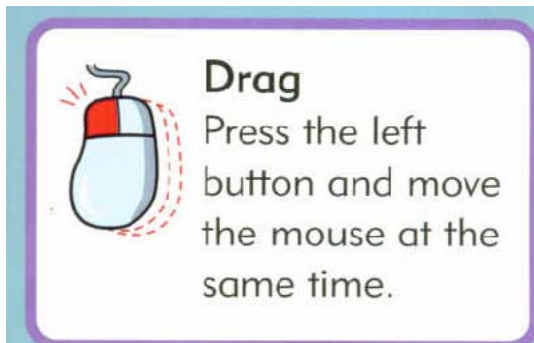
6. Continue now and make each letter a different color.



A **B** **C** **D** **E** **F** **G** **H**
I **J** **K**



Dragging



Let's do a little more of the **LEFT-CLICK** and **DRAG** movement. You can move

words or pictures doing this. Let me show you how. All you have to do: Click on the object you want to move, hold down the left button and drag. Ok? Have a go - first let's find a picture for you to move around.

DO THIS

6. Go to the top TOOLBAR and click on INSERT



7. When the drop down menu appears, click on PICTURE

8. Then click on CLIPART

9. In the 'search for' space on the right hand side of your screen type in the word 'MOUSE' (OR FROG, CAT, DOG ETC)

10. Click on GO (or SEARCH or hit your ENTER key)

11. Look through all the pictures that appear on the right hand side of the screen, choose one



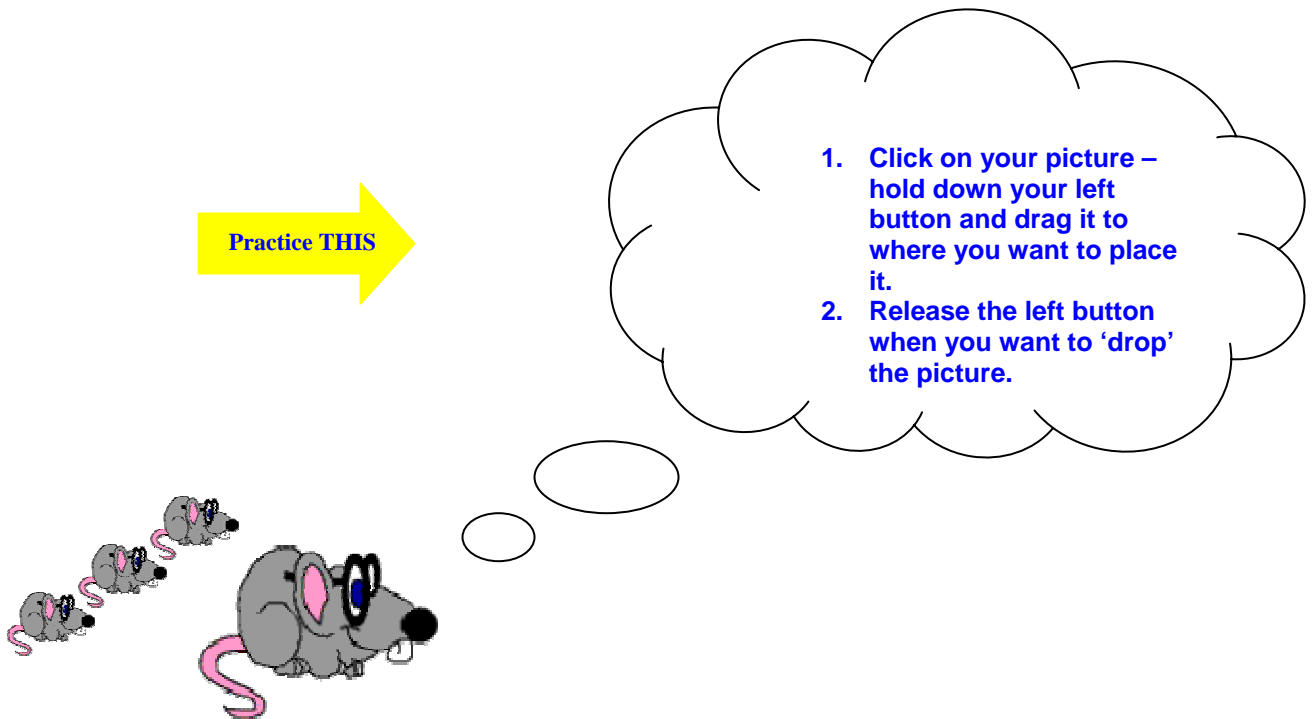
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you like and click on it. It should appear on your page. *Sometimes if you are using an older version of OFFICE you will have to work out where to click to actually insert the graphic you want, then you may have to click the **X** in the top right hand corner of your screen to close the CLIPART window so that you can once again see your page.*



See? It is quite easy. Practice a few times and it will be a breeze!

Sometimes graphics won't stay where you place them, but don't panic!

Just RIGHT CLICK. Then click on FORMAT PICTURE. Then click on

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LAYOUT tab. Then Click on TIGHT. Click OK. Now you should be able to move the picture anywhere on the page where there is text.

Drag and Drop a word

DO THIS

1. First of all left click on your page somewhere after the last word you typed
2. Hit your ENTER key a few times
3. Type in the word **MOUSE**
4. Now try to apply the DRAG & DROP with a word. Try it on the word **MOUSE** you just typed
5. Double click on the word until it has shading around it
6. Then with your mouse pointer over the word **MOUSE** hold down the left mouse button and drag the word mouse to a place above the alphabet you typed.

7. Release the left mouse button and DROP the word.

8. Did it work? No?

9. Ok, try again placing your flashing cursor over the word MOUSE

10. Double-click - is the word mouse shaded?

11. Yes? Now left-click on it holding the left mouse button down.

12. Drag the word mouse to anywhere on your page

13. Did it work? YES!!!!

14. Now try to put it back where you found it.

15. Keep trying until you get it right - Don't give up.



Ok, let's move on to the business of

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RIGHT-CLICKING.



Learn to right-click. It will often allow you to find a shortcut to a task. It might also help you to solve a mystery, or give you an

alternative way of doing a thing. Try it often. You will get a hang of things quickly.



1. Try this, **RIGHT-CLICK** on the picture you

got from **CLIPART** (or maybe

you would like to find another

picture to play around with?) **do you see the**

menu that popped up when you right

clicked?

2. Now **LEFT-CLICK** on the word **CUT**

3. Scroll up to the top of the page and left-click

somewhere on the page

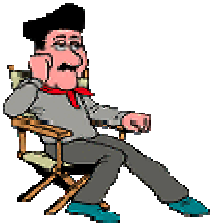
4. Now **RIGHT-CLICK**

5. Do you see the menu that popped up when you right clicked? Left click on the word **PASTE**

6. Did your picture appear on the page?

Don't panic if you cannot get the graphic to sit where you want it, remember what I said above about moving a graphic? Go back to that page and refresh your memory..

7. Now please practice placing your picture all over the page using the left click and drag method, then use the right click – cut and paste method.



The RIGHT button is the one that seems to create confusion!

You only have to use the right button when you want to see a MENU to make a choice to do something. It is usually a SHORTCUT - whatever you can do when you RIGHT-CLICK on your MOUSE - you can do in some other way as well.

There are always several ways of doing everything on the computer. So if you struggle with one way, we can always find another way so that you don't have to struggle.

So far this little exercise has taught you to:

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- 🖱️ LEFT-CLICK
- 🖱️ DOUBLE-CLICK
- 🖱️ SELECT AND SHADE AN ITEM
- 🖱️ CONTROL THE MOUSE
- 🖱️ DRAG AND MOVE
- 🖱️ CHANGE THE FONT COLOR
- 🖱️ ABOUT RIGHT-CLICKING

Well done!

Go through it AGAIN if you need to;

Practice makes perfect (smile)



See the next page for Mouse Aerobics

More about that dreadful little rodent called the MOUSE

Mouse Aerobics

(If you have access to the internet the following page may enable you to consolidate what you have just learnt)

These lessons are only accessible via the internet –

Note: these are not my web sites, and I have no control over the contents or quality, also, there is no guarantee that it will always be available for you to use.

I highly recommend that you try it while it is still available at the time of writing; it is an excellent way to improve your mouse skills.

Ok, let's get started.

1. Click on **START**
2. Place mouse pointer on the word **PROGRAMS** (another menu pops up)

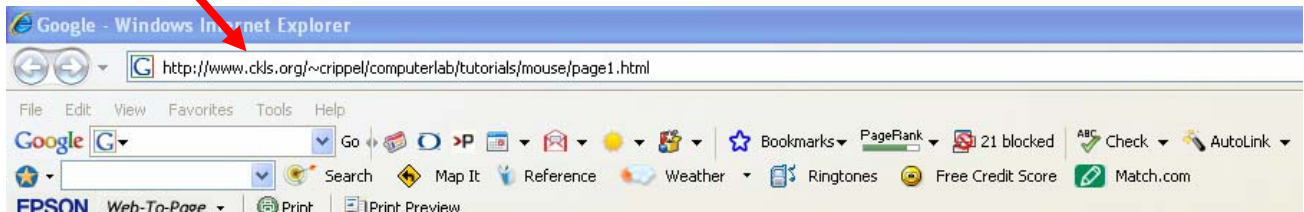
3. Click on **INTERNET EXPLORER** →



4. Now type the following address in the address bar (where the big arrow is pointing) **EXACTLY** as it appears.

http://monroe.lib.mi.us/computer_classes/mouse_exercise/mouse_exercise_2.htm

NOTE - underline the spaces



5. Hit the **ENTER** key on your keyboard

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6. Follow the screen instructions & enjoy the challenge.

And here is yet another one to practice on, it's a little more tricky (smile)

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



That's all for now folks, hope you found this lesson useful

END