Mastering the Mouse

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Before discussing the mouse, let’s talk briefly about the differences between computer and typewriter keyboards. The computer keyboard looks like a standard typewriter keyboard with extra keys that are just for computer work. The keyboard is the standard text-based input device for your computer. Depending on what type of computer you are using, the keyboards will differ slightly.

**Typical Laptop Keyboard**

![Typical Laptop Keyboard Diagram]

**Typical Desktop Keyboard**

![Typical Desktop Keyboard Diagram]
Common and Useful Keys

**Enter** is a very important key. When you finish typing a request or a response, press **Enter** to send it to the CPU (Central Processing Unit – the brains of the computer). When you are online working with forms or menus, pressing **Enter** usually confirms the choices you’ve made.

Hold down the **Shift** key to capitalize and to use the symbols you see above the numbers. Capitalization can be important when giving commands to a computer.

**Backspace** deletes characters to the left of the cursor. Press it quickly to delete one character; or hold it down to erase an entire line.

**Delete** erases the character to the right of the cursor. Press it quickly to delete one character; or hold it down to erase an entire line.

**Num Lock** enables use of the numbers on the 10 key pad on the right side of the keyboard.

**Arrow keys** move the cursor on the monitor for typing or drawing. The **back arrow** (left-pointing) lets you go back without deleting anything. This is useful if you discover a typing mistake some distance away in your text; you can press the back arrow until you reach the mistake, use the **backspace** to correct your error, then use the **forward arrow** (right-pointing) to go forward to where you left off.

**Tab** key moves cursor from field to field (blank space to blank space) on a form.

In addition, a term you need to be familiar with is **cursor**. A cursor is a symbol, usually an arrow or a blinking line that signifies where on the screen the next entry will occur.
The **computer mouse** is a palm-sized device used to control the movement of an object, called a cursor or pointer, on the computer screen. The **mouse cursor** acts as our virtual finger on the computer screen, allowing us to press buttons, select items from menus, and to interact with other objects that we may see on the computer screen. The mouse cursor usually appears as an **arrow** on the screen, but its appearance depends upon where it is on the screen and what program you are using. When navigating the internet, the cursor will change to a **hand pointer** as the cursor crosses over a link. It may change to an **I-beam** as it passes over text.

**How to hold a mouse**

- Now, place your right hand around the mouse with your forefinger resting on the left mouse button.
- Rest your wrist on the desk or on the mouse pad, with the palm of your hand resting on the back portion of the mouse.
- Hold the mouse between your thumb and last two fingers, keeping your palm on the back of the mouse.
• Lightly rest your index finger on the left mouse button and your middle finger on the right button.

We move the mouse cursor on the screen by moving the mouse over a flat surface such as a mouse pad or a clear area of a desk. Move the mouse in small circles, and watch the arrow on the screen move in circles. Be sure to keep the mouse oriented with the cord pointing away from you. You can lift the mouse to reposition it if you run out of room on the mouse pad or table. When you lift the mouse, the cursor remains in the same position on the screen. Now try lifting the mouse while watching the cursor.

To interact with objects on the screen, we move the mouse cursor over the object and press a button on the mouse. This is called “clicking.” Sometimes you will click on words to move to another page. Often the words (called links) are underlined and appear in a different color than the rest of the text. The cursor will always change to a pointing hand when it is over a link.

At the library, only the left mouse button can be used for clicking. On your home computer you may set up your mouse so that the right mouse button can be used for clicking. Left handed people and others who prefer to operate the mouse with their left hands may find this helpful. In addition, on your mouse at home the other button (right mouse button for right handed operation; left mouse button for left handed operation) will also work. Its function depends on the computer program you’re using. It is also useful for setting up your desktop (your computer screen).

While navigating the internet, you will use mostly a single, quick click of the mouse button. Occasionally, you will need to double click. The double click is two very quick clicks on the mouse button without letting the mouse move between clicks. The key to double clicking is to keep your hand relaxed and not press the button too hard. This may take some practice.

Scrolling

Scroll bars are located on the side and on the bottom of your screen. These bars allow you to move your window up and down or right and left. We move scroll bars in one of three ways:

• by clicking on the up or down arrows on the right side of the screen and moving the window one line at a time;
• by tapping on one of the arrow keys on the keyboard;
• by clicking on the bar and dragging it. To do this click the left mouse button and hold it down. Then move your mouse in the direction you want to move the screen.
The **Toolbar** is the gray bar across the top of your screen. Notice the **back** and **forward arrows**. You can click on the back arrow to return to the previous screen; then you can click on the forward arrow to move forward a screen.

If you become hopelessly lost on internet you may click on the **home button** and start over. On our computers, clicking on the home button will take you back to our website.

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**Library logon**

- Click the gray button to login and use the library computer.
- Move your cursor using the mouse into the first box and click. Your cursor turns into a line and you may begin to type.
- Type your library card number (without spaces) and use the **tab** key to move to the next box. Type your 4 digit PIN (Personal Identification Number) and press **Enter**.
- The Ramsey County Library Internet Access Policy appears. Click “Agree” to continue. During periods of high demand, the library may limit your time on the Internet.

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Scroll bars allow you to move your window up or down.

Links take you from one webpage to another. Your cursor changes from an arrow to a hand when over a link.
Mousercise

Mousercise is one way to get used to moving the mouse around and learning what the mouse can do.

To get to the Mousecise website:
- Click “Try the Mousing Around Tutorial” link within the Mastering the Mouse class description in the library’s event calendar

OR

- On the address line, type www.pbclibrary.org/mousing and press enter.

- You will see three highlighted words: Mousing around, mousercise, and practice games. Click on mousercise
- Point and click your way through the Mousercise.
- If you feel uncomfortable with any part of pointing and clicking you may do the exercises again.

Find the link to the Mousercise tutorial within the class description in the library event calendar
One-to-One Computer Help

Do you need extra help on the computer, tablet or other piece of technology? Are you searching for a job or working on a resume? Let us answer your questions about surfing the Internet, setting up an email account, or working with documents. Registration not required.

Mondays 3-5  Wednesdays 5-7  Thursdays 1-3
RCL – Maplewood  RCL – Roseville  RCL – Roseville

One-to-One e-Reader Help

Have you purchased a new e-reader or tablet computer? Are you curious how to use your new device with the Library’s e-book services, Overdrive and 3M Cloud Library? Help is available for your questions. Bring your Nook, Kindle, iPad or other device for some hands-on instruction. Registration not required.

Tuesdays 2-4
RCL – Roseville