

Keyboard & Mouse Basics

**Mouse** A hand-operated device that allows users to move a cursor around a computer screen

Scroll

Right-Click





Left-Click

**Keyboard** A piece of equipment similar to a typewriter that allows users to enter data into a computer

Function Keys

Numeric Keypad

Typing Keys



Navigation & Special Keys

**ADDITIONAL KEYBOARD & MOUSE PRACTICE**

1. **Left-click** the appropriate icon to open the Internet (Google Chrome, Mozilla Firefox or Internet Explorer).



**Single left-click** on items in the Start Menu or from the task bar to open them.



**Double left-click** on desktop icons to open programs

1. Type <http://www.gcflearnfree.org/topics> into the search box at the top of your screen and press **Enter**



1. Left-click on **Mouse Tutorial** and follow the prompts for more mouse practice or left-click on **Typing Tutorial** for additional keyboard practice

