

Beginning Computer Mouse

Welcome! This is the handout for the library's class on beginning Internet use. Feel free to use it on your own if you cannot attend our classes or to share with your friends.

The purpose of this class is to teach you how to use a computer mouse so that you are more comfortable using a computer and the Internet. The class is no longer than one and a half hours. Technical computer terms are kept to a minimum. Those that are used are explained.

There are extra links at the bottom of this handout to additional resources for practice, to learn more, or to answer questions you may still have.

One class cannot guarantee that you are a master user of a computer mouse so practice, practice, practice!

I. Internet Access at the Library



The Coos Bay Public Library has 16 Internet computers.

Since demand is high, users are required to either check in with the reference staff or use their issued Internet account connected to their library card. Patrons are allowed 90 minutes per day. Printouts cost \$.20 per page for b&w and \$.25 for color.

II. Learning the Mouse & Navigating the Page:

Since the use of a computer mouse is necessary for almost all navigation on the Internet, we will spend much of our time today working on control.



Here's how many users hold a mouse.

1. New User Tutorial – <http://tech.tln.lib.mi.us/tutor/> (The Library Network)
2. [Mousercise!](http://www.pbclibrary.org/mousing/mousercise.htm) – <http://www.pbclibrary.org/mousing/mousercise.htm> (courtesy of the Palm Beach County Library)

Note for left-handed users – Let the instructor know if you are left handed so we can adjust your mouse accordingly.

RECAP

- (a) Arrow
- (b) Hand pointing
- (c) Left button (click)/right button (click)
- (d) I beam
- (e) Navigating the page – Scroll Bar

The scroll bar is on the right side of the computer screen. There are actually several ways to use the scroll bar. The easiest way is to simply grab the scroll bar with your mouse and drag it. Try it now by grabbing the scroll bar on the far right and moving the bar up and down.

Other options:

- Position the mouse arrow on the page and place your finger on top of the center roll ball on the mouse. Gently roll up and down to maneuver the page.
- You may also use the Keyboard arrows. You may need to enable the keys by first clicking on the scroll bar
- You may also use the “Page Up” or “Page Down” buttons.

OTHER RESOURCES

Sources to Practice New Mouse Skills:

- Jigzone.com-http://www.jigzone.com/gallery/Fine_Art?z=6
 - Practice clicking and dragging but be aware there are ads on the pages
- <http://mouseaccuracy.com/>
 - Practice clicking
- <http://apps.monroe.lib.mi.us/mouse/>
 - Mouse aerobics-a great walkthrough refresher
- <http://www.mouseprogram.com/>
 - Practice of everything from moving the mouse to highlighting text

Sources of Definitions (computer lingo):

- WhatIs.com – <http://whatis.techtarget.com/>

More Sources for Learning the Internet:

- **Bare Bones** – <http://www.sc.edu/beaufort/library/pages/bones/bones.shtml>
- **for Beginners** - <http://netforbeginners.about.com/>
- Net Tutor – <http://liblearn.osu.edu/tutor/>

Search Engines

- **Google** – <http://www.google.com>
The world's most popular search engine.
- **Yahoo** – <http://www.yahoo.com>

Email:

- Gmail – <http://www.gmail.com>
- Outlook – <http://www.microsoft.com/en-us/outlook-com/>
- Yahoo! Mail – <http://www.yahoomail.com>

