

BEGINNING COMPUTER MOUSE

Welcome! This is the handout for the library's class on beginning Internet use.

Purpose of class: teach you how to use a mouse so that you are more comfortable using a computer and the Internet. Class is no longer than 90 minutes. Instructor will avoid technical terms when possible and explain those used in class.

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

One class cannot guarantee that you are master of the 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. Patrons can have 90 minutes per day of computer time. 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.



Most users hold a mouse this way.

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

RECAP

- (a) Arrow
- (b) Pointing hand
- (c) Left button (click)/right button (click)
- (d) I beam/flashing cursor
- (e) Navigating the page – Scroll Bar

The scroll bars are on the right and bottom sides of the computer screen. There are 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 on your keyboard.

OTHER RESOURCES

Sources to Practice New Mouse Skills:

- 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:

- GCFLearnFree.org - <https://www.gcflearnfree.org/>
- DigitalLiteracy.gov - <https://digitalliteracy.gov/>
- DigitalLearn.org - <https://www.digitallearn.org/>

Search Engines

- Google – <http://www.google.com> - 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>