

# Computer Basics

## Using the Mouse

- Point** Move the mouse until the tip of the pointer is over the part of the computer screen where you wish to perform an action.
- Click** Point, then press the *left* mouse button and release it.
- Double-click** Click the *left* mouse button twice quickly.  
Commonly used to open a program on personal computers.
- Drag** Point, click and hold the *left* mouse button down, move the mouse where you want to go, and release the button.

## The Cursor

A position indicator on a computer screen. Point and click the mouse to move the cursor. The cursor has different shapes depending on the application program being used.

## **Cursor Shapes**



Usually an arrow that appears on the screen which moves as you move the mouse.



Becomes a hand when over an Internet link.



Looks like the letter I within an area of text.



Becomes a blinking vertical line when an area has been selected to type in.



Becomes an hourglass when waiting for the computer to perform a function.

## Important Browser Buttons

**Home Icon** Clicking on the home icon brings you back to your home page.

**Location or Address Box** Shows the web address of the current site. Type a new address in this box and hit the Enter Key on keyboard to move to a new website.



**Back**

Click on the Back Key to return to the screen visited just prior to the current screen.



**Forward**

Click on the Right Arrow Key to move one screen forward.

## Special Keyboard Keys

← Backspace	Removes a letter or character to the <i>left</i> of the cursor each time you press the backspace key.
Delete	Removes a letter or character to the <i>right</i> of the cursor each time you press the delete key.
↵ Enter	Adds a blank line like the carriage return on a manual typewriter.
↑	Move up the page.
→	Move to the right.
←	Move to the left.
↓	Move down the page.

## Ways to Move Up and Down the Page

1. Use the arrow keys on the keyboard.
2. Use the scrollbar on the right side of the screen by left clicking and dragging on the rectangular shape.
3. Use the down arrow or up arrow on the right side of the computer screen.
4. Use the wheel in the middle of the mouse.



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