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## Mouse & Keyboard 101

Ideas for when you are using a keyboard to save some keystrokes. I came up with these after watching the kinds of trouble many of my customers have regularly [And some I still struggle a little with].

### Keyboard 101

- Be sure to click on the field you want to type into before you start typing. The cursor may even be there, but if that window is not "selected," it won't work.
- While you type, watch what is happening on the screen even if you have to look back and forth every letter or two at first. The computer will often make good predictions of what you are typing and you can just click on the right words rather than finish typing them. You will also catch any errors or strange behavior [like what you are typing going in the wrong place or not showing at all] before you type a long line of text.
- Many websites and in some operating systems there is a small picture that looks like an 'eye' at the end of the field where you type your password. Clicking on this will show you what you typed to be sure it is correct before you enter it.
- Use the number keys at the top of the keyboard for numbers especially in a password where you can't see what you've typed. If the **NUM LOCK KEY** {numbers lock} has not been pressed, the keypad numbers won't work as numbers - if that is the case and you'd rather use them, try pressing Num Lock before you try again.
- **BACKSPACE KEY** = deletes behind where the **cursor** is and the **DELETE KEY** = deletes forward of where the cursor is. If you have trouble putting the cursor in a tight place, like between exact characters, use the arrow direction **KEYS** to put it exactly where you want it, without accidentally selecting the text around it.
- The **BACKSPACE KEY** on the keyboard and the **UNDO BUTTON** in many programs are your friends.

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## MOUSE 101

- A LEFT CLICK selects something on the screen.
- A DOUBLE LEFT CLICK selects something AND makes something happen. [opens, executes, activates, etc] If there is nothing to open or execute, it will select the surrounding text which can be very handy.
- A RIGHT CLICK on anything, or anywhere on the screen shows you a menu of things that can be done there. FOR EXAMPLE - A 'Right Click' in the white or blank area of a web page will often show you a menu that includes PRINT. [not on all websites, but most]. The menu will be different for each area you click and in some cases it won't show - but that just means that there isn't anything else you can do there.

### CLICK AND DRAG - TO SELECT TEXT [mostly, sometimes photos, etc, too]

- If you 'Left Click' in one area and drag the mouse diagonally [usually] everything under the pointer will turn color [usually blue] meaning that it is "Selected" - once something is selected you can do more with it. Like Cut or Copy, or Change Case in a word processor.
- DRAG AND DROP are phrases used for the action of putting the mouse cursor over something on the screen, like an Icon - holding the 'Left' mouse button down and dragging it across the screen to another place. When the mouse button is released the item being dragged, is released, or 'dropped'.
- CUT, COPY & PASTE commands are very useful, can save time and effort and in some cases, a task cannot be completed at all without knowing how to copy and paste. You can 'copy' and 'paste' many things, depending on where you are in Windows or what Program you are using. Examples below.
- First, the words or objects must be 'Selected.'
- [1] Using the mouse [Left button] - 'Click and Drag' over what you want to 'Copy,'
- [2] use the 'Right Click' and choose 'Copy' from the menu.
- Go to the email or document or other editable field , 'Right Click' in a white, or blank area and choose 'Paste'.