Computer Basics 3

This tutorial will cover some more things you should know to use a computer.

Using the mouse
When using a computer you will be controlling it with two main things, the keyboard and the mouse. There are a variety of types of mice available but you will likely be using one that looks something like this.

You press the left or right buttons to click on something and the scroll wheel is used to move up or down a page.

To left click:
Position the cursor over the link or button you want.

Place your finger on the left mouse button and click once.

To right click:
Position the cursor over the link or button you want.

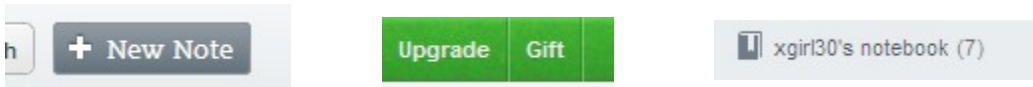Place your finger on the right mouse button and click once.

To double click:
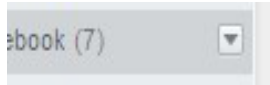Position the cursor over the link or button you want.

Press the left mouse button twice in quick succession.

It's helpful to practice moving the mouse and clicking the buttons so you can get the feel of it.
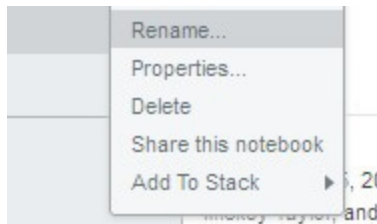
Here are some examples of clickable buttons and links.

In the third example there is an arrow at the side of the link.

Clicking on it will open up a dropdown menu like this:

You can click on any of the options shown there.

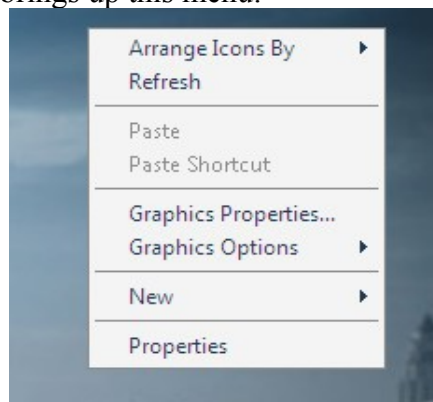All of the links above can be accessed with a single click.
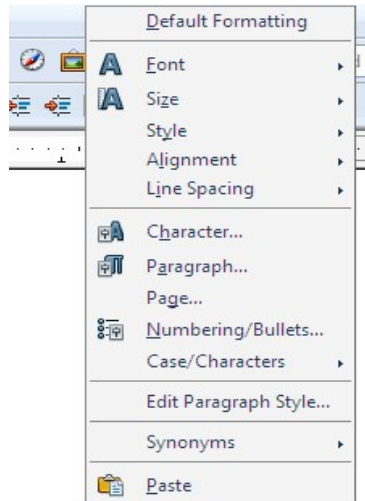
This is a program icon.

You would double click on it to open the program.

Right clicking is used to bring up additional menu options. You can right click on the desktop or in programs like Word.

Right clicking on the desktop brings up this menu:

Right clicking in an office program brings up a menu like this:

Dragging and dropping:
Position the cursor over the icon or button you want.

Press and hold the left mouse button.

Drag the icon to a new position.

Release the mouse button.

Hovering:
Position the cursor over the link or icon you want.

Do not click the mouse button.

A text box should pop up.

Read what it says and then move your mouse.

Moving a window:
Position the cursor over the top bar of the window you want to move.
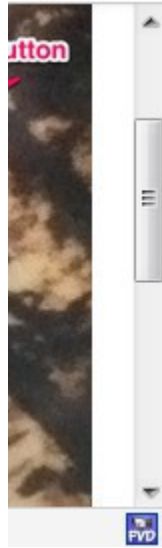
Click and hold the left mouse button.

Drag the window to where you want it. Drop it by releasing the mouse button.
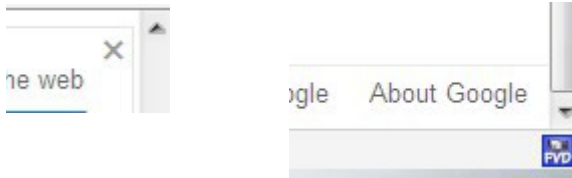
Scrolling a window:
If there is too much text to fit on one screen you will see a scroll bar at the side of the window.

Scroll bars can also appear at the bottom of the screen.

A side scroll bar looks like this:

Notice the arrows at the top and bottom.

Click on the top arrow to scroll up one line at a time.

Click on the bottom arrow to scroll down the page.

Maximizing, Minimizing, and Closing a window:
At the top of any program or browser window you will see three icons like this:

The button on the left that looks like a minus sign will minimize the window.

The center button will maximize it.

The right button with the X will close the window.

Left click on the minimize button and the window will be minimized to the taskbar.
In Windows XP you will see a bar with the program name. In Windows 7 you will see an icon for it.

To restore the window left click on the bar or icon. You also can right click on it.
If you right click you will get a menu like this:
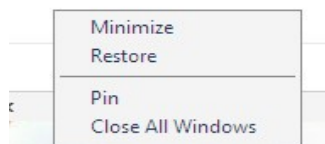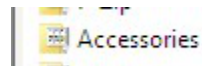
Left click on any of the available options.

Windows accessibility tools:
Windows has a number of tools that will make using the computer easier for those with disabilities.
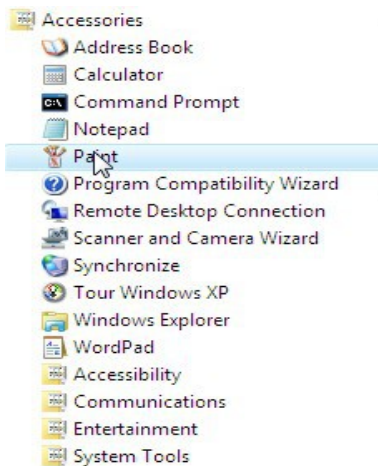
To access them go to the 'Start' menu.

Click on 'All Programs' (this is the same in Windows XP and Windows 7).

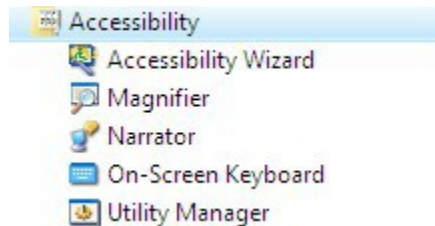Look for 'Accessories'.

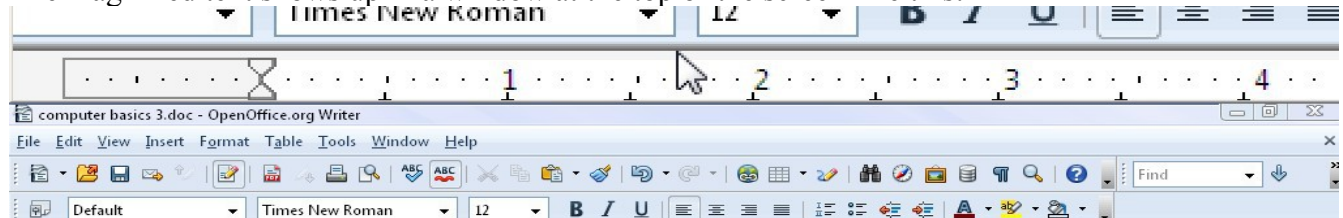Click on the link to open the accessories menu.

Look for 'Accessibility'.

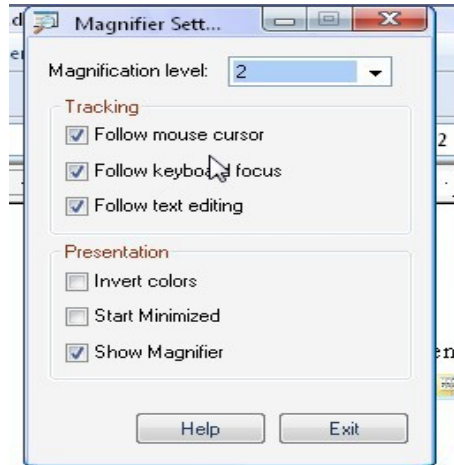This menu should open when you click on the link.

The **magnifier** will make the text on the screen larger so it's easier to read.

The magnified text shows up in a window at the top of the screen like this:
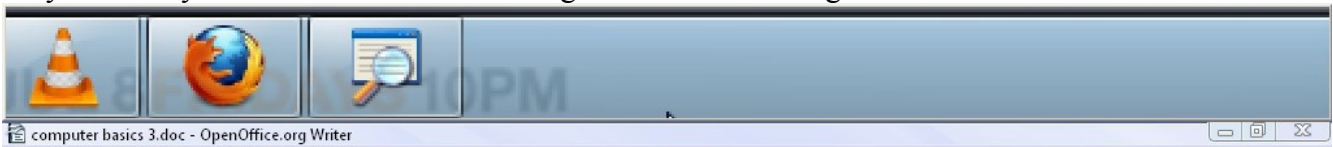
There are also a few options you can choose.

Make your selections and minimize that window.

As you move your mouse the text in the magnifier window changes.

This image shows the bottom of the screen magnified.

Click on the magnifier link on the taskbar to restore the settings box.

Click on the X in the top right corner to close the magnifier.

The **on screen keyboard** is useful for those who have trouble using a regular keyboard or if the keyboard is not working correctly.

It looks like this:
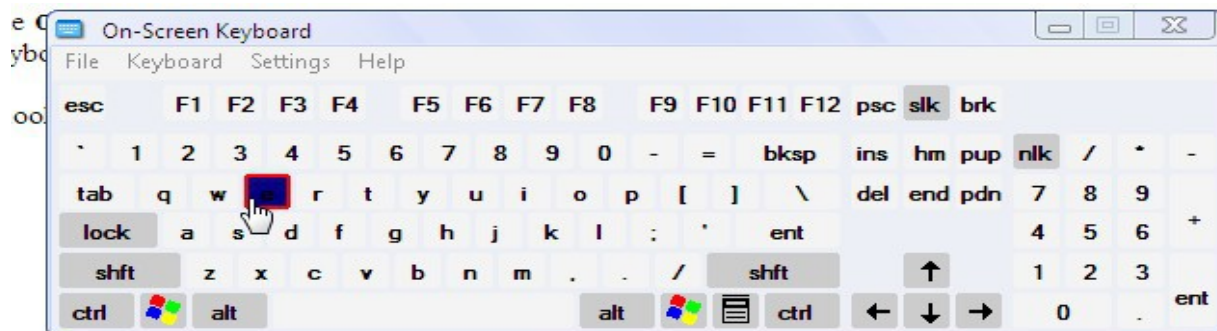
Use your mouse to click on the keys.

Click on the X at the top right to close it.

The **narrator** functions as a screen reader. It is not as full functioned as a third party program but it will do in a pinch for basic needs.