

NAVIGATING YOUR COMPUTER KEYBOARD AND SCREENS

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OVERVIEW

- “Mousing”
- Keyboard
- Windows
- Desktop Features
 - Icons
 - Taskbar
 - Quick Launch
 - Start
- Some Shortcuts
- Cursor positioning and text manipulation



Definitions

- Window
 - The rectangular-shaped viewing area for a computer program. The size of a window can be easily expanded or contracted.
- Dialog Box
 - a small temporary window in a graphical user interface that appears to request information from the user; usually dismissed with an 'ok' or 'cancel' button
- Pointing
 - Positioning the cursor on the window. The cursor appears as an arrow or, if on a link, as a pointing hand.



- Clicking
 - Pressing either the right or left buttons on the mouse.
- Scrolling
 - Moving up and down (or sometimes right and left) within a window. You can do this many ways:

- To move one line at a time, click on the arrows at the top or bottom of the scroll.
- To move one screen at a time, click on the empty space within the scroll bar, above or below the slider or use 'page up' and 'page down' keys.
- To move anywhere within the window, left click and hold the slider and slide it up or down with the mouse. Release the left click when you are where you want to be.
- To move a line or two at a time, use the arrow keys on your keyboard.
- Use the scrolling wheel on the mouse, rolling it forward or backward to go up or down.



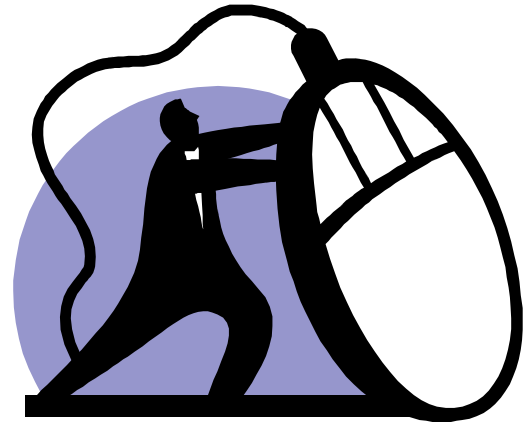
THE MOUSE

- Operations:
 - Left Click – single
 - Left Click – double
 - Left Click & Drag
 - Right Click
 - Scrolling Wheel
- Types
 - Mechanical
 - Optical
 - Wireless



Clicking

- When to single click
 - On web links
 - On all taskbar items
 - On all start program selections
 - WHEN IN DOUBT – try single first
- When to double click
 - On most desktop icons
 - When it says “double click”
- Right-Click on the icon and select “open”





Moving and Closing Windows

- The space on your desktop is limited, so you should manage it carefully. Sometimes that means moving a program's window to another part of the desktop or shrinking it so that it appears as a button on the taskbar. At other times, "managing your desktop" means resizing a program's window so that you can simultaneously view another program or document window on your desktop.
- You can use the following components to manage windows:
 - The **title bar**, in addition to telling you the name of the program and (usually) the name of the document you are working on, can be used to move the program window around on the screen. To move a program window, drag its title bar.
 - The **Minimize button** shrinks a window so that it is displayed as a button on the taskbar.
 - You can also maximize or restore a window by double-clicking its title bar.
 - The **Maximize button** expands the window so that it fills the desktop (except for the taskbar).
 - When a window is maximized, the Maximize button is replaced by the **Restore Down button**, which returns the window to its previous size so that part of the desktop (or a window underneath) is visible.
 - The **Close button** closes a program, removing it from the computer's temporary storage (memory). This button also closes dialog boxes and windows.
 - The **resize area** can be used to change the size and shape of a window. Drag the resize area to make the window tall and narrow, short and wide, or any size in between.
- Important: Minimizing a program does not close it, but does shrink it down to an icon on the **taskbar**. A minimized program is still running. If you don't remember whether you closed a program, check the taskbar for its icon before starting it. Otherwise, you might end up with two versions of a program running at the same time. This is not a problem, but it can be confusing to get warning messages about files already being open.*

The Desktop

- Icons
- Taskbar
- Quick Launch
- Start Menu

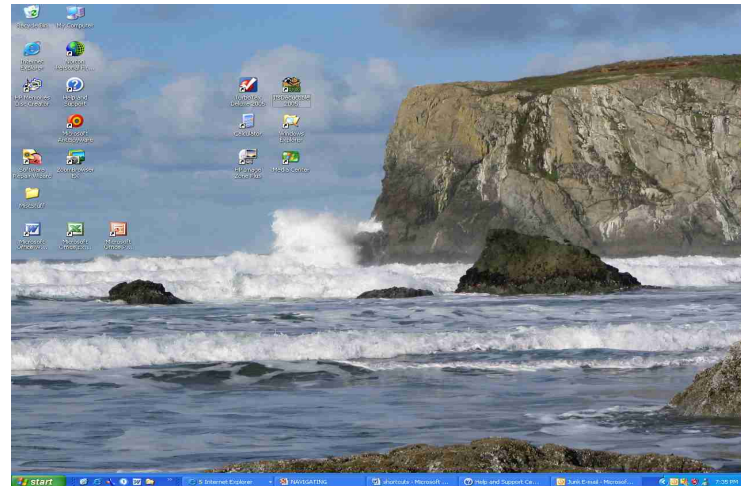


DESKTOP

The on-screen work area on which windows, icons, menus, and dialog boxes appear.

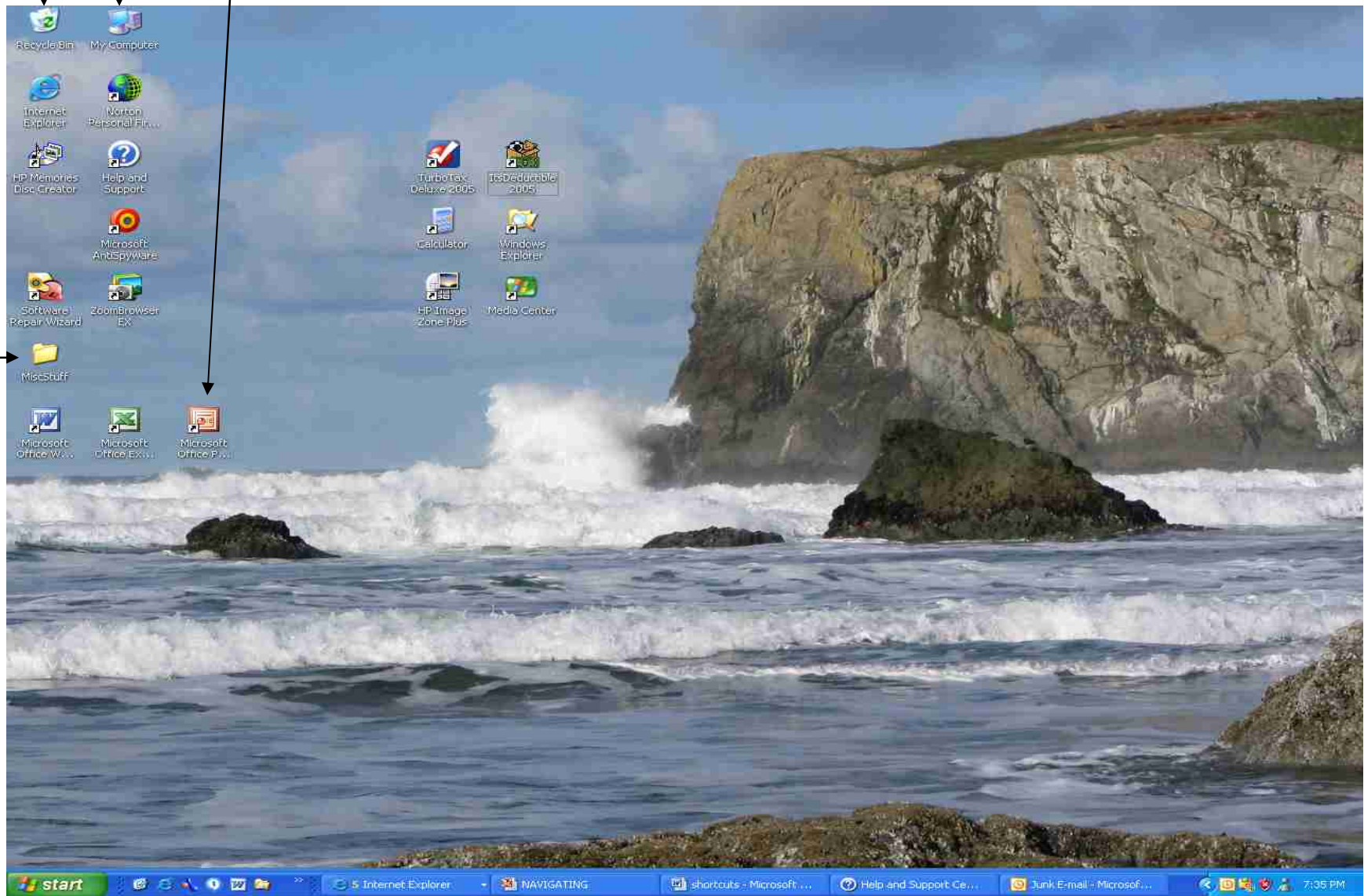
– Icons

- My Computer
- Recycle Bin
- Files
- Shortcuts
- Folders



Key types of icons

THE DESKTOP



TASKBAR & START



TASKBAR

The TASKBAR contains the Start button and appears by default at the bottom of the desktop. It also contains:

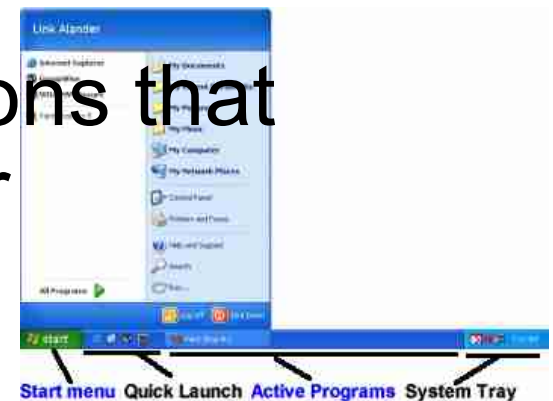
- **Quick Launch Area**
- **Taskbar button(s)**
 - Buttons that appear on the taskbar and correspond to active programs.
- **System Tray**
 - The notification area on the taskbar to the right of the taskbar buttons showing start-up and services programs running.



Quick Launch

An area of the Taskbar used to hold icons for programs and functions that you use frequently

- Add by dragging a desktop icon to the Quick Launch area
- Use by single clicking on the Quick Launch icon
- Click on the >> to see more icons that won't fit in the quick launch bar



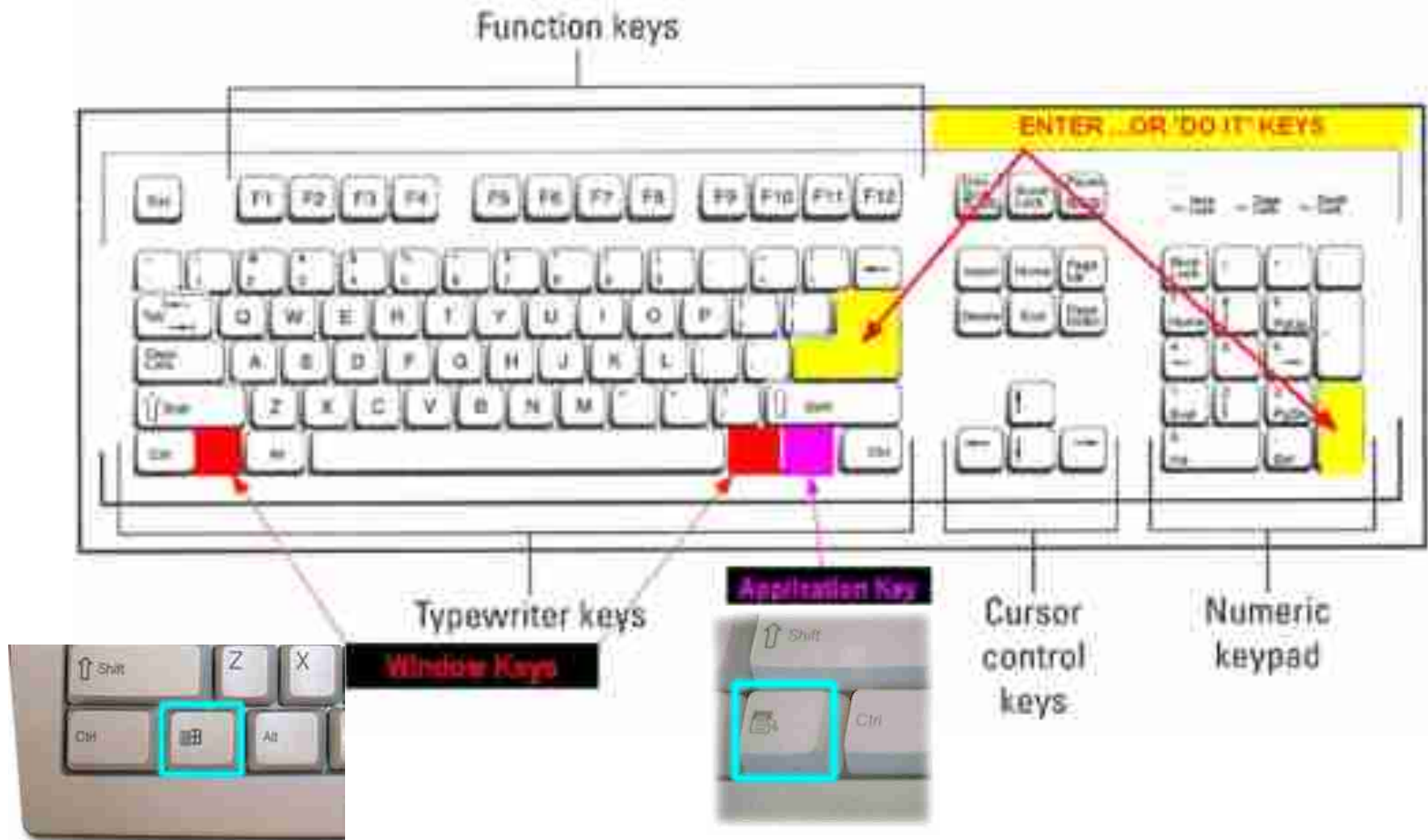
START MENU



- All Programs
 - Can find all programs loaded on your machine
 - May be nested in other folders
- Control Panel
 - Access to important system settings
 - Access to system abilities
- Help & Support
 - Your best resource



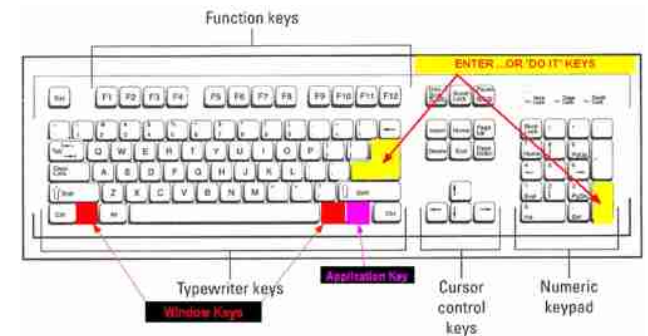
STANDARD KEYBOARD



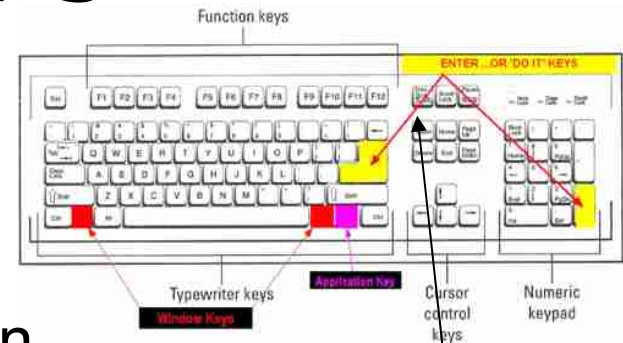


ENTER KEY

- The 'do it' key
- Often, like a mouse click on an action button.
- In applications like Word, returns the cursor to the next line.



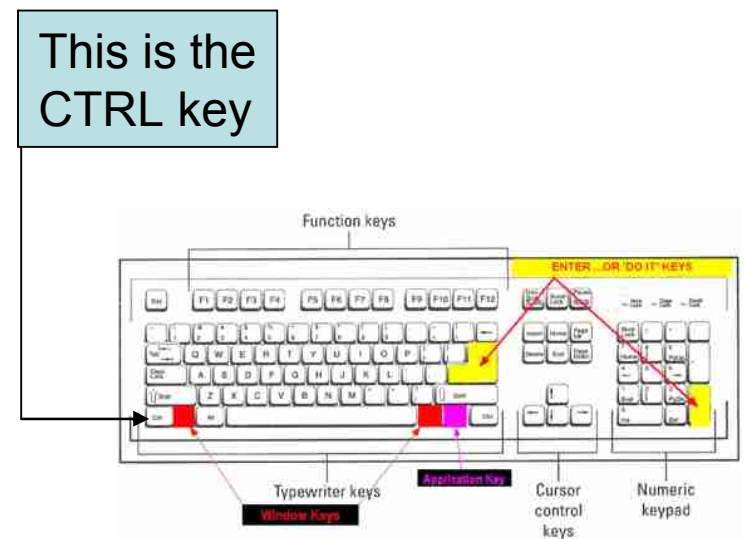
SPECIAL KEYS



- **Application Key**
 - Same as right click in an application
 - Sub-menu pops up for selecting action
- **Windows Keys**
 - Used alone, brings up 'start' menu
 - Used with keyboard letters, runs a Windows event
 - WIN+D = display desktop
 - WIN+E = run Windows Explorer
 - WIN+F = run Search
- **Print Screen**
 - Puts a copy of the current window onto the clipboard

SHORTCUTS

- CTRL+C = copy
- CTRL+X = cut
- CTRL+V = paste
- CTRL+Z = undo
- CTRL+A = select all
- With selected text:
 - CTRL + B = **make bold**
 - CTRL + U = underline it
 - CTRL + I = *make italicized*





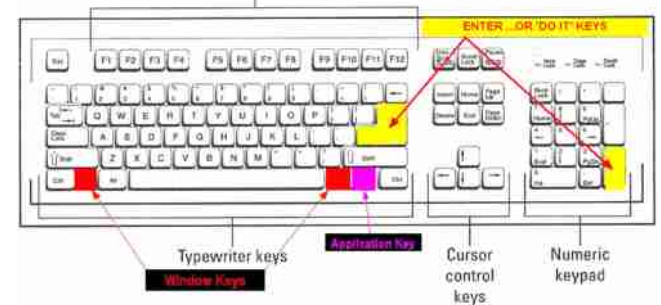
Positioning the 'Cursor'

- Use the MOUSE to click the screen in the place you want to be
- TAB = move cursor to the next entry field
- SHIFT+TAB = move cursor back to the previous entry field
- Arrow keys = move in arrow's direction
- Home = Move to beginning of line
- End = Move to end of line
- Page up = Move up one page
- Page down = Move down one page
- CTRL+RIGHT ARROW = Move the insertion point to the beginning of the next word.
- CTRL+LEFT ARROW = Move the insertion point to the beginning of the previous word.
- CTRL+DOWN ARROW = Move the insertion point to the beginning of the next paragraph.
- CTRL+UP ARROW = Move the insertion point to the beginning of the previous paragraph.



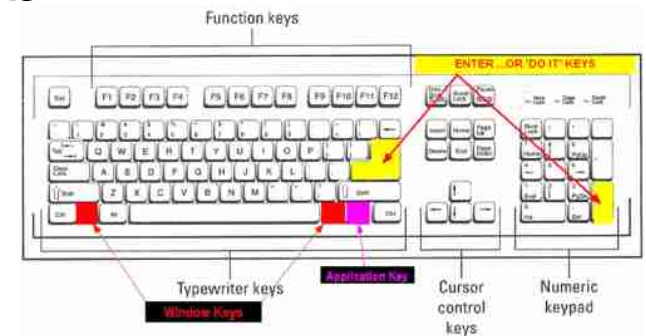
Selecting Text to Copy/Delete

- CTRL+SHIFT with any of the arrow keys = Highlight a block of text.
- SHIFT with any of the arrow keys = Select more than one item in a window or on the desktop, or select text within a document.
- CTRL+A = Select all.
- To Select Text:
 - Click and drag over items/text
 - Double click selects whole word
 - Triple click selects line/paragraph
- Click and drag over text with SHIFT = select text that is not contiguous

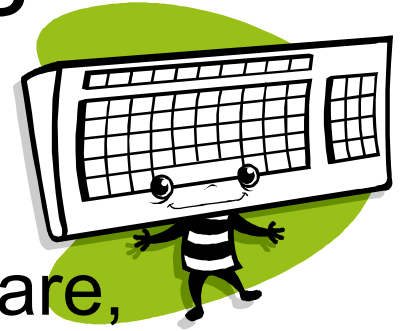


Non-destructive operations

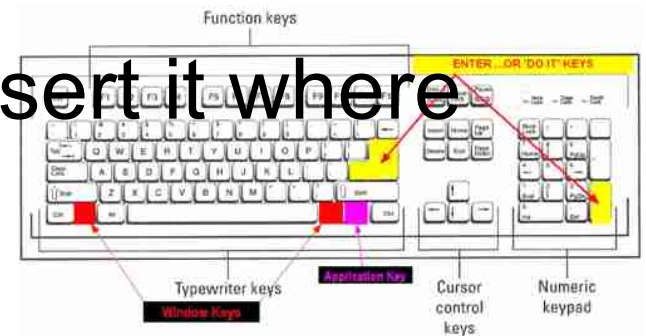
- CTRL+ select and drag an item = copy it (non-destructive; leaves old and pastes new)
- Cursor control 'Arrow' keys
 - Move up, down, right or left in text
 - Scrolls screen up/down on Web.



Destructive Operations



- Backspace Key
 - Moves the cursor left from where you are, erasing each character as you go
- Delete Key
 - Deletes the character to the right of the cursor.
- Select and then drag an item
 - moves it (destructive since it removes the item from its current place)
- Release a dragged item to insert it where you place it



Some Useful Reference Sites

- <http://www.computerhope.com/shortcut.htm>
 - Includes many shortcuts for Microsoft Applications
- <http://www.webopedia.com/>
 - An online dictionary. Find definitions of technical terms
- http://oceancountylibrary.org/In_House/Tutorials/Mouercise/page 1.html
 - A tutorial for using the mouse.
- <http://www.learn2type.com>
 - A typing tutorial
- http://www.knowledgehound.com/khhow2s/clean_mouse.htm
 - Instruction on how to clean your non-wireless mouse.
- <http://www.microsoft.com/windowsxp/pro/evaluation/tours/tour.msp>
 - A video you can watch on Windows XP features.

The END

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