

Basic Computer Skills

Unit: 1 – 2

Mouse Skills Operations

(and File Management)

Warm-up: Thumbs Up / Thumbs Down

- I have used a Mouse
 - I have used a Touchpad
 - I am excited to be here
 - I am ready to learn
-
- QUESTIONS I HAVE.....



Unit 1-2 : Mouse Use

- **DEFAULT MOUSE SETTINGS ARE FOR RIGHT HANDED PEOPLE!**
- **IS ANYONE LEFT HANDED?**
- **DOUBLE CLICKING (Left Button) CAN BE HARD!**
- **DRAG and DROP CAN BE DANGEROUS**
- **RESPONSE TIME (SLOW) CAN BE AGGRAVATING**

Basic Hardware Skills and Objectives

1. Distinguish between different types of devices (tablets, desktop and laptop computers).
2. Identify specific computer hardware (system unit, monitor, printer, keyboard, mouse or touchpad, ports, touchscreen).
3. Log on to and shut down a computer.
4. Demonstrate knowledge of keys on keyboard (Enter, Shift, Control, Backspace, Delete, Arrow Keys, Tab, Caps Lock, Number Lock, ALT).
5. Identify types of mice: mouse and touchpad.
6. Identify mouse pointer shapes and the functions they represent
[spinning wheel (loading), I-Beam (text), arrow (basic clicking), hand pointer (clickable links)]
7. **Demonstrate knowledge and appropriate use of mouse clicks (right-click, left-click, and double click).**
8. **Drag and drop.**
9. Utilize common controls for screen interaction (selecting check boxes, using drop-down menus, scrolling). 1
10. Access and control audio output features (volume, mute, speakers and headphones).
11. *Identify icons on desktop.*
12. Demonstrate ability to trash and retrieve items using the trash or recycle bin.
13. **Demonstrate understanding that it is possible to customize a computer for increased accessibility
(customizing a mouse for left-handed use and sensitivity, and changing screen resolution on a monitor).**
14. Demonstrate understanding that software programs are upgraded periodically to fix bugs and increase utility,
and that different versions may be installed on different computers.
15. Identify mechanisms for storing files (flash drives, hard drives, cloud-based storage).
16. Identify whether or not a computer is connected to the internet.
17. Identify and locate camera and mic on laptops, tablets.
18. Turn computer and monitor on and off.

Unit 1-2 : Hardware Mouse Skills Standards

7. Demonstrate knowledge and appropriate use of mouse:
 - Click
 - right-click
 - left-click
 - double (Left)
 - click
8. Drag and drop.
11. Identify icons on desktop.
13. *Customize Mouse Settings.*

Unit 1-2 Mouse Skills Operations

click {press the button}

Icon derived from the Greek eikōn or eikenai, which means "**to seem or to be like.**"

click and hold {Useful for selecting text and highlighting}

menu {options that can be performed on an 'Object'}

drag and drop {File and Desktop management}

right click {brings up "menu" options for the 'Object'}

double (Left) click {Left Mouse. Opens a folder or file}

MOUSE (Apple 'bought'/modified Invention)

Point and Click

Drag and Drop

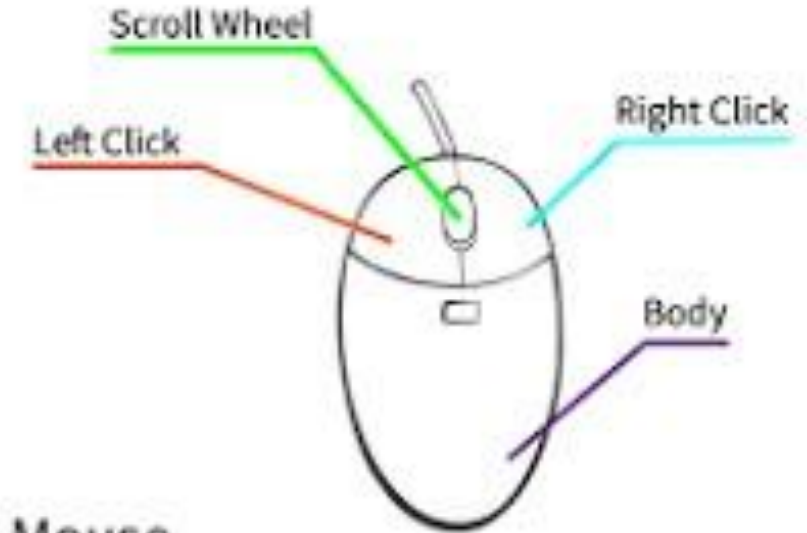
Left Click (select / highlight)

Right Click (Menu options)

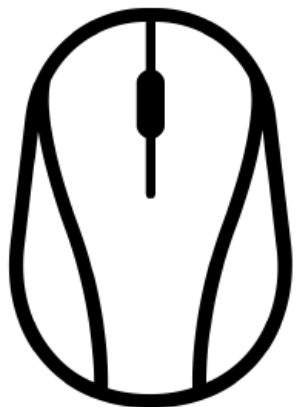
Double Click (Select / Open)

Scroll Wheel

Wired or Wireless



The Mouse



<https://edu.gcfglobal.org/en/mousetutorial/mouse-tutorial/1/>

https://www.youtube.com/watch?v=KNKgBBn_Fsg

FILE FOLDER LAB ACTIVITY

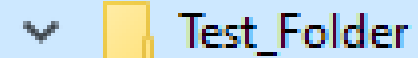
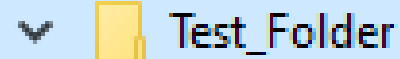
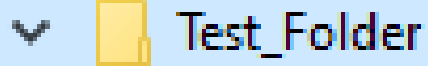
Vocabulary:

**Desktop
File**

**Folder
Drop Down**

**Sub-Folder
Expand**

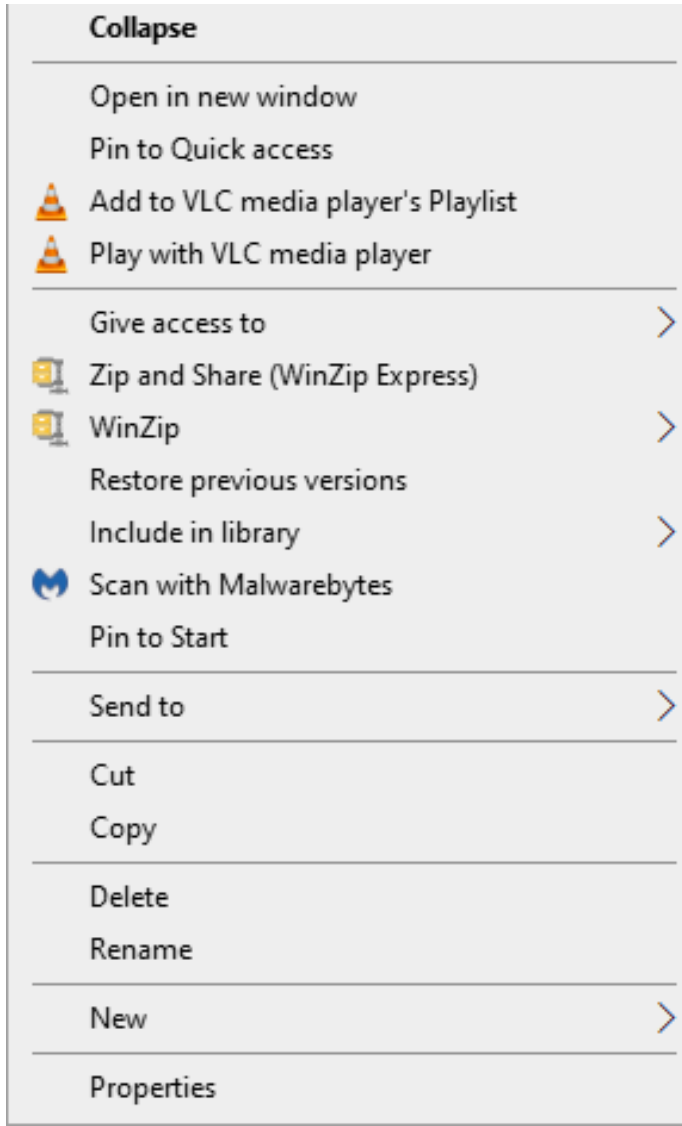
**Directory
Compress**



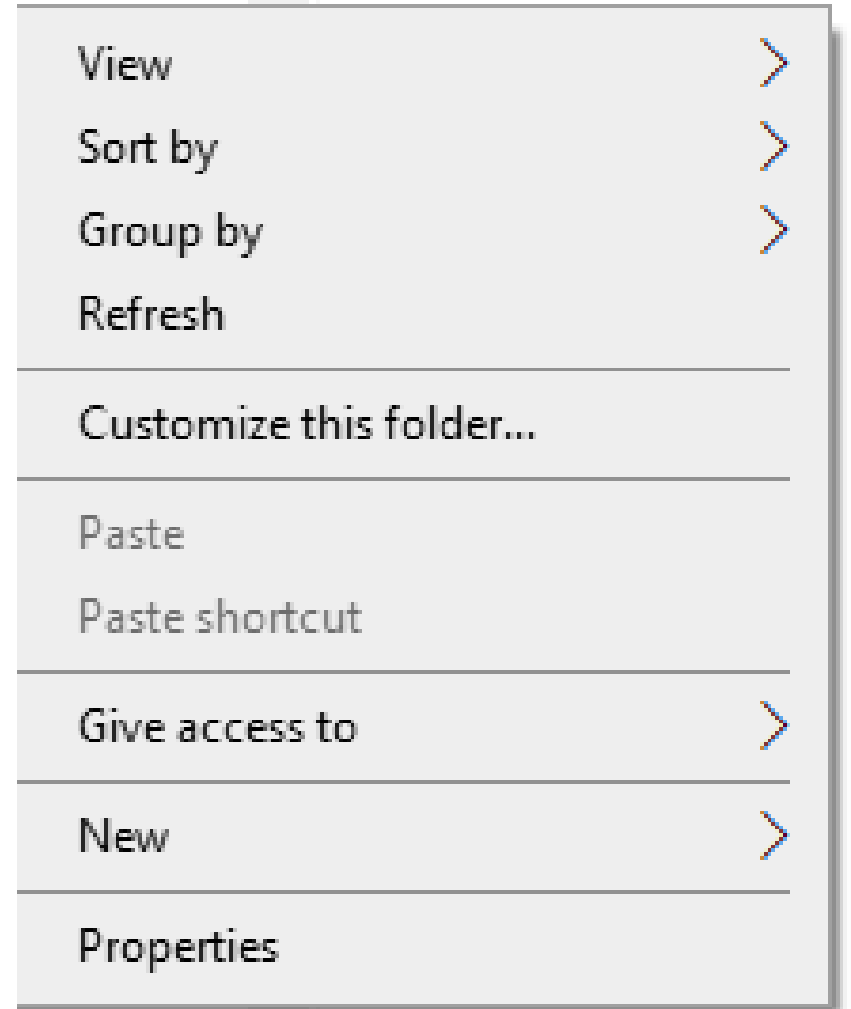
RIGHT CLICK {Menu Options}

Depends where the cursor is! (The Object)
and what software is loaded on your computer.

In Explorer



On the Desktop



Handout-A Unit 1-2 Using the Mouse

Directions: Answer the questions using the vocabulary words below

A) click

C) double click

E) icon

B) right click

D) Menu

F) click and hold, then drag and drop

1) How do you open a file or folder? _____

2) How do you move a file or folder icon? _____

3) How do you open a menu? _____

4) What does right click open? _____

5) How do you push a button? _____

6) What is a picture of a file or folder called? _____

7) How many icons are in the picture below? _____

