



COMPUTER BASICS

LEVEL 1



PRESENTED BY THE TECHNOLOGY TRAINERS OF THE MONROE COUNTY LIBRARY SYSTEM
EMAIL: TRAININGLAB@MONROE.LIB.MI.US

MONROE COUNTY LIBRARY SYSTEM

840 S. ROESSLER ST. ~ MONROE, MI 48161
734-241-5770 EXT. 223

Windows 1

Practice Building Mouse Skills.....	4
Mouse Aerobics.....	4
Holding the Mouse.....	3
Clicking.....	3
MavisBeacon Typing.....	3
How to Use Type Online Site	5

Lesson Overview

In this lesson, you will learn mouse and typing skills. The important thing to remember is that practice is your most important teacher. Repetition will help in performing a task, as well as, remembering how to do a task.

The Mavis Beacon program can be purchased at some of the local office products stores. Remember, you will need to make sure that the program works on your computer. Take your computer system information with you, whenever you purchase a new program.

Practice Building Skills

Mouse Skills

1. It is very important to get comfortable with using a mouse if you're using a computer for anything. Many basic tasks on the computer require mouse use. Practice these basics:

Holding the Mouse

2. It is designed to fit in the palm of your hand. Try holding it so your thumb is touching the table on the left side of the mouse and your pinky finger is touching the table on the right side of the mouse. The base of your palm should also touch the table and the mouse should fit into the "pocket" of your palm.

Clicking

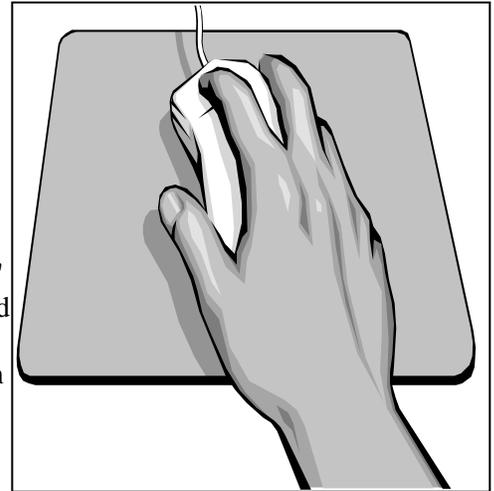
3. You'll need to learn how to "click" (one tap on the left mouse button), "double-click" (two taps on the left mouse button), "right-click" (one tap on the right mouse button), and "click and drag" (press and hold the left mouse button down and move the mouse around to highlight text or move objects.) Playing solitaire on the computer or working with the Microsoft Paint program are good ways to develop your mouse skills. (You will find the Paint program on any newer PC. From the Start button go to Programs then Accessories. Point to Paint and click.)

✓ Tips

- ✓ The mouse must be in contact with a firm surface (ideally a mouse pad) to work. There is a ball inside the mouse or a LED light that makes the mouse pointer move as you move the mouse.
- ✓ 000000000000Typing skills—Computer keyboards are set up just like a typewriter. If you have never typed before (or maybe not for a long time) it would be good to practice typing as often as you can. You don't have to be a great typist to use a computer but it will speed things along and make computing easier.
- ✓ Practice touching the keyboard and getting used to tapping the keys gently. It does not require much force to press the keys. If you hold a key down you will get a series of that letter on your document.
- ✓ Practice mouse skills by visiting the Monroe County Library System website. Type monroe.lib.mi.us in the address line and press enter.

📖 Exercise

- **Exercise File:** Go to <http://monroe.lib.mi.us>
- **Exercise:** On left menu frame, point to the Technology option, move to sub menu and click on Computer Classes. Scroll down page until you see the Mouse Aerobics Online and click on it. Follow steps as described. Practice the lesson until you are comfortable with using the mouse.
- **Exercise:** Practice typing skills using Mavis Beacon by clicking on Program Icon on the Desktop. This will be part two of lesson 1 as directed by instructor.



Part 2 of Lesson 1 will be used as directed by instructor.



This is a for-purchase only program. Free 3 use trial version at this site: [Mavis Beacon Trial Download](http://www.monroe.lib.mi.us/mavis-beacon-trial-download) if you are using this course on the Internet.

or

copy and paste this address into URL box:
http://download.cnet.com/Mavis-Beacon-Teaches-Typing-17-Deluxe/3000-2051_4-10441764.html

How to Use Type Online Site

Go to <http://typeonline.co.uk/> (If you are reading this from the Internet, hold the CTRL key and click on the link).

Please read the home page carefully before you start. If you have very little typing skills follow the instructions for hand placement on keyboard to help improve speed. Practice each lesson a few times until you are satisfied with the rate of improvement.

1. Choose level of typing skill in the menu on the left of screen.
2. Each level has 10 lessons. Choose the lesson you want.
3. In the highlighted work space, click on the lesson in the drop down menu. Then click Start.
4. Type each character that is in bold. (Be sure to use the space bar when prompted.)

You can keep track of you scores if desired.