

Activity Sheet: Mouse & Keyboard Basics

Activity #1

1. Put your hand on the mouse.
2. Move the mouse until the white arrow is over the Microsoft Word icon.
3. Use your right pointer finger to quickly press the left mouse button two times (double-click)
4. After the document opens, use the mouse to click the "x" in the upper right-hand corner.
5. Use your right pointer finger to click once on the **No** button that appears to ask if you want to save your changes.

Activity #2

Use your mouse to open a new Microsoft Word document. Type the following text on four separate lines:

- newarkppubliclibrary (lowercase)
- NEWARKPUBLICLIBRARY (uppercase)
- NewarkPublicLibrary (upper & lowercase)

Activity #3

Type the following, this time with one character space in between each word:

- newark public library (lowercase)
- NEWARK PUBLIC LIBRARY (uppercase)
- Newark Public Library (upper & lowercase)

Activity #4

Use the **Backspace**, **Delete** or **Arrow Keys** to make the following changes to your text:

- Capitalize the "n" in "newark" in line one
- Delete the letters "wark" in "NEWARK" in line two
- Delete the word "Library" in line three

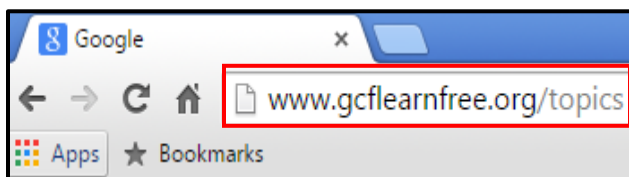
Activity #5

Use the **Tab** or **CapsLock** keys to make the following changes to your text:

- Insert 10 spaces between "Newark" and "Public" in line four
- Type the words, "I LOVE" in front of "Newark Public" in line three

MOUSE ACTIVITY

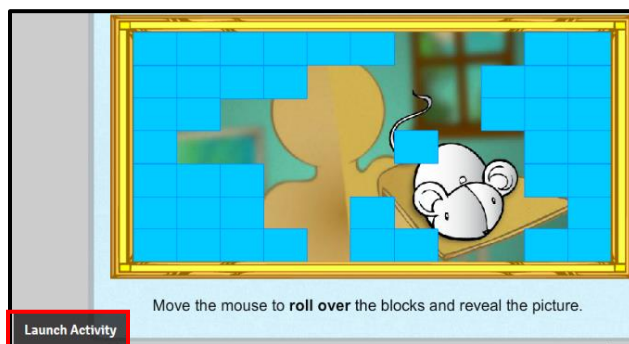
1. Log on to the Internet
2. Type <http://www.gcflearnfree.org/topics> into the search box at the top of your screen and press **Enter**



3. Left-click on **Mouse Tutorial** under the **Computers** section



4. Scroll down the page and left-click on **launch activity**.

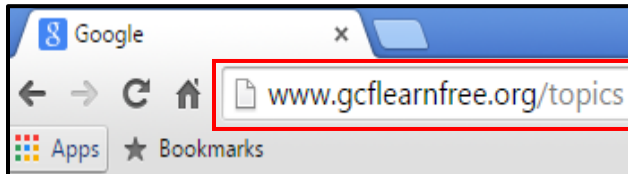


5. Scroll down the page and left-click on **Part 1: Holding the Mouse** to begin the activity

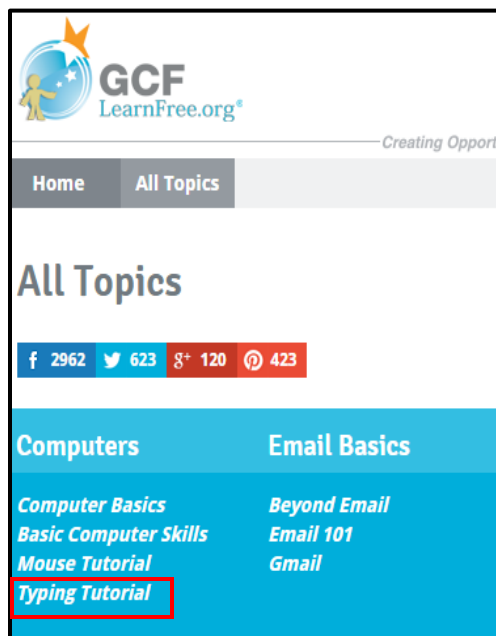


KEYBOARD ACTIVITY

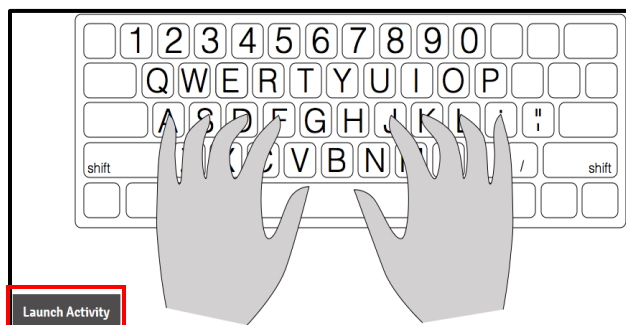
1. Log on to the Internet
2. Type <http://www.gcflearnfree.org/topics> into the search box at the top of your screen and press **Enter**



3. Left-click on **Typing Tutorial** under the **Computers** section



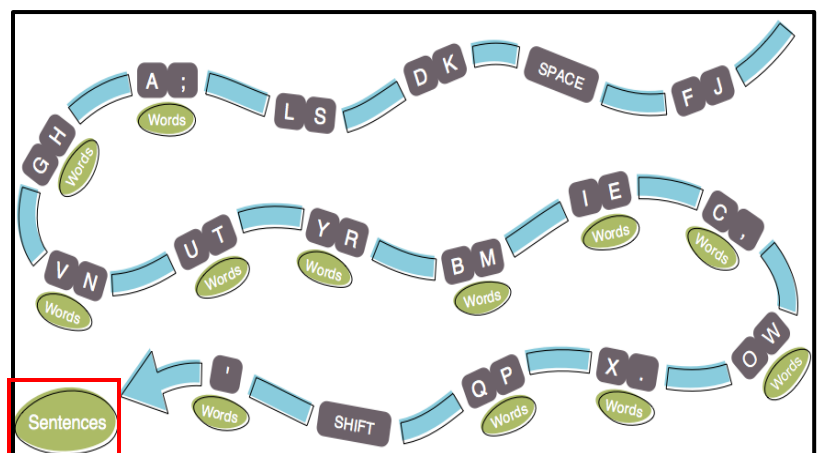
4. Scroll down the page and left-click on **launch activity**.



5. Scroll down the screen and left-click on **Practice**



6. Scroll down the screen and left-click on **Sentences**



7. Type a number in the space provided (**Example: 5**) and left-click on **Start**

