1. **Alphanumeric Keys**: The alphanumeric keypad contains the alphabet and numbers as well as special keys such as Pause Break and Print Screen.

2. **Cursor Keypad**: The cursor keypad (arrow keys) allow you to move the cursor between letters, words, sentences and paragraphs. The other keys (Home, End, Page Up, Page Down) allow your cursor to jump across larger sections and across screens.

3. **Numeric Keypad**: A numeric keypad is the small, palm-sized, seventeen key section of a computer keyboard on the very far right. Features digits 0 to 9, addition (+), subtraction (-), multiplication (*), division (/) and decimal point (.) and Num Lock and Enter keys.

4. **Function Keys**: Keys that act as shortcuts for performing certain functions such as saving files or printing data. Usually are lined along the top of the keyboard labeled F1 through F12.
MOUSE

Definition: A hand-operated electronic device that controls the coordinates of a cursor on your computer screen as you move it around on a pad; on the bottom of the device is a ball that rolls on the surface of the pad; “a mouse takes much more room than a trackball”

Directions on Holding the Mouse
• Hold the mouse gently with your index finger resting on the primary button and your thumb resting on the side.
• To move the mouse, slide it slowly in any direction.

Functions of the Mouse
• Left Click - Selects and highlights
• Right Click - Opens a menu
• Double Click - Opens a program
• Click and drag - Organizes items

Point, Click and Drag
The arrow points.
The hourglass means wait.
The hand lets you select a link.
The cursor lets you type.

For mouse practice go to www.pbclibrary.org/mousing/intro.htm
For Keyboard practice go to www.typingweb.com
Basic Mouse and Keyboarding

HPL/BTOP/WECAN RESOURCES:

Web Resources:

http://www.pbclibrary.org/mousing/intro.htm
http://www.seniornet.org/howto/mouseexercises/mousepractice.html
http://www.mouseprogram.com
http://www.freetypinggame.net
http://www.typingweb.com
http://www.sense-lang.org

Tutorials and Videos:

http://www.sense-lang.org/typing
http://www.sense-lang.org/typing/tutor/keyboarding.php
http://tech.tln.lib.mi.us/tutor