NORTHSTAR DIGITAL LITERACY
A program of Literacy Minnesota

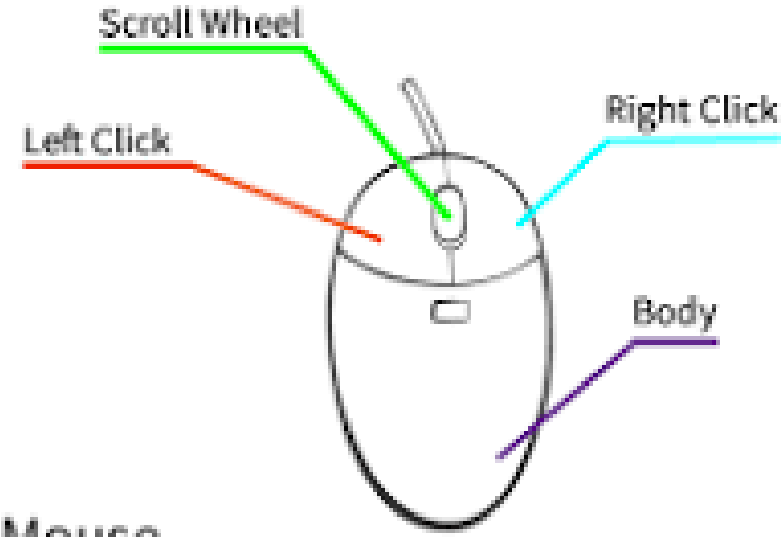
# Basic Computer Skills
# Unit: 1 – 3
# Mouse Shapes

# Basic Hardware Skills and Objectives

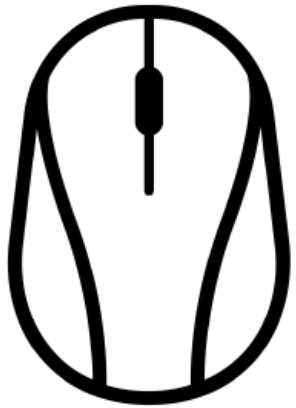
1. Distinguish between different types of devices (tablets, desktop and laptop computers).
2. Identify specific computer hardware (system unit, monitor, printer, keyboard, mouse or touchpad, ports, touchscreen).
3. Log on to and shut down a computer.
4. Demonstrate knowledge of keys on keyboard (Enter, 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.

# **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

# Unit 1-3 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}

# Unit 1-3 Mouse Shapes

6. Identify mouse pointer shapes and the functions they represent (spinning wheel (loading), iBeam (text), arrow (basic clicking), hand pointer (clickable links)).

10. Access and control audio output features (volume, mute, speakers and headphones).

16. Identify whether or not a computer is connected to the internet.

# Unit 1-3 :  Lesson Vocabulary

hand

pointer

I-beam

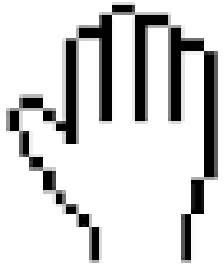
spinning wheel

mouse

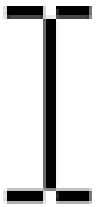
WiFi

mute

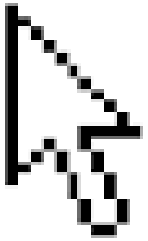
# Unit 1-3 Mouse Shapes



Grabber pointer



I-beam pointer

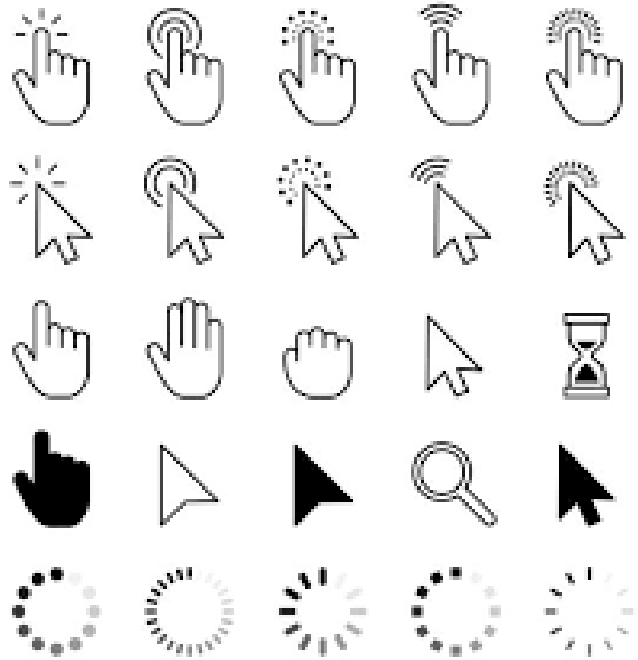


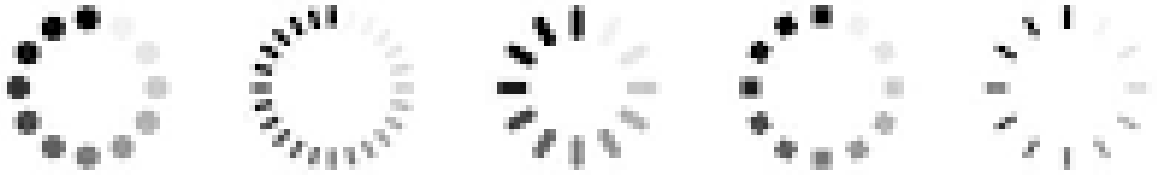
Selection pointer

Hand opens a link

I-beam types

Pointer opens a file.





# Unit 1-3 Mouse Shapes

**Introduction to Using Mouse Shapes**

- Project and model for learners how to:
  - turn on and log on to computers.
  - check for **WiFi** connection. Show or project Reference A, page 6. Explain that if the computer is NOT connected to **WiFi**, it will have one of the symbols in Reference A, page 7.
  - right click on desktop to create new folder.
    - "Learners notice **mouse** is in **pointer** shape to create a new folder."
  - rename folder with a learner's name.
    - "Learners notice **mouse** is in **i-beam** shape to rename the folder."
  - open browser and search for an image.
    - "Learners notice **mouse** is in **hand** shape to select image link."
  - right click image and save it to the desktop.
    - "Learners notice **mouse** is in **pointer** shape when right-clicking."
  - open up a browser (Point out the different choices in browsers.) and go to Youtube.com (or another video streaming site).
    - "Learners notice **mouse** is in **i-beam** shape to type in a website."
  - click on any video.
    - "Learners notice **mouse** is in **hand** shape to select a video."
  - hover over square on bottom right corner of video.
    - "Learners see the words "full screen."
  - click on the square to view it at full screen .
    - "Learners notice **mouse** is in **hand** shape to change to "full screen."
  - adjust volume.
  - **mute** volume.
  - **unmute** volume.
  - click "ESC" to leave full screen.

# Unit 1-3 B Handout Open YouTube and Control Volume

***Find a video***

1. Open up a browser, like Google.
2. Click on the address bar. Type in **youtube.com**
3. Search for **kittens**
4. Select one kitten video.

***Practice Volume Control***

1. Adjust volume.
2. Mute volume.
3. Unmute volume.

***Adjust Size of Screen***

1. Click **the square** on bottom right corner of the video for full screen.
2. Click **ESC** to leave full screen.
3. Choose another video, enlarge it to full screen, click **ESC** to leave full screen.
   Repeat as time allows.
4. Log out and shut down computers.

# Unit 1-3 B Reference

*Directions: Answer the following questions with your partner. Then, share as a class:*

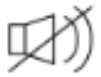
1. "What should we do if we can't hear the video?"

2. "What should we do if we want the computer to be quiet?"

3. "What should we do if we want the volume to increase again?"

# Unit 1-3 A Handout (QUIZ)

*Directions: Draw a line between the mouse shape or icon and its correct purpose.*

| Mouse Shape | | Mouse Purpose |
|---|---|---|
| | | inserts or changes text |
| | | opens links |
| | | opens files and folders |
| | | wait |
| | | no sound |
|  | | connected to internet |

# Unit 1-3 C Handout (QUIZ)

Handout C

*Directions: As you try each activity, decide if the statement is true or false.*

| Mouse Shape | Mouse Use | True or False? | True or False? |
|---|---|---|---|
| | This mouse shape types a new name for a file. | | |
| | This mouse shape clicks on a file to open it. | | |
| | This mouse shape types a website address. | | |
| | This mouse shape drags a file to a new location. | | |
| | This mouse shape types words in a document. | | |
| | This mouse shape clicks to open a folder. | | |
| | This mouse shape clicks to open a website link. | | |
| | This mouse shape clicks an X to close the window. | | |

# Unit 1-3 C Reference

1. This mouse shape clicks to open a file. (pointer)
2. This mouse shape types a website. (i-beam)
3. This mouse shape types name of a file. (i-beam)
4. This mouse shape drags a file on the desktop. (pointer)
5. This mouse shape types something in a document. (i-beam)
6. This mouse shape clicks to open a photo link. (hand)
7. This mouse shape clicks to open a website link. (hand)

# Unit 1-3 D Handout

**Vocabulary Words**

| hand | i-beam | pointer |
|---|---|---|
| | | |

1. This mouse shape opens a file.

_____

2. This mouse shape types a website.

_____

3. This mouse shape types name of a file.

_____

4. This mouse shape drags a file on the desktop.

_____

5. This mouse shape types something in a document.

_____

6. This mouse shape clicks to open a photo link.

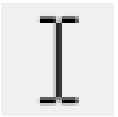
_____

7. This mouse shape clicks to open a website link.

_____

# Unit 1-3 E Handout

*Directions: Fill in the correct mouse shape and purpose for each symbol.*

| Symbol | Mouse Shape Name | Shape Purpose |
|---|---|---|
| | | |
|  | | |
| | | |
| | | |
| | | |
| | | |

| Symbol | Mouse Shape | Shape Use |
|---|---|---|
| | POINTER | OPEN FILE |
| | I-BEAM | INSERT TEXT |
| | HAND | OPEN LINK |
| | SPINNING WHEEL | WAIT |
| | WIFI | CONNECTED TO INTERNET |
| | MUTE | NO SOUND |