



# Beginner Lesson: Computer Hands-on

Mouse and Keyboard Training



**YouTube Video Title:**

5 Ways You're Sitting Wrong at Your Desk - Computer Desk Setup Ergonomics

**YouTube Channel:** David Zhang

<https://www.youtube.com/watch?v=Ree1CWifQTg>



YouTube Video Title: 9 Tips for a Healthy Ergonomic Workstation

YouTube Channel: Mayo Clinic

[https://www.youtube.com/watch?v=K88q\\_oEwRS8](https://www.youtube.com/watch?v=K88q_oEwRS8)



**THE BEST WAY TO  
SIT AT YOUR DESK**

YouTube Video Title: The best way to sit at your desk at work

YouTube Channel: Tech Insider

<https://www.youtube.com/watch?v=xzV1Hej61CY>



YouTube Video Title: Are Standing Desks Overrated? - My 1 Year Experience

YouTube Channel: David Zhang

<https://www.youtube.com/watch?v=wZi903mkis0>

# COMPUTER PARTS



[edu.gcfglobal.org/en/computerbasics/basic-parts-of-a-computer/1/](http://edu.gcfglobal.org/en/computerbasics/basic-parts-of-a-computer/1/)

COMPUTERS  
BASIC PARTS  
OF A DESKTOP  
COMPUTER









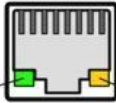






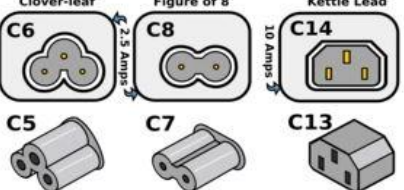





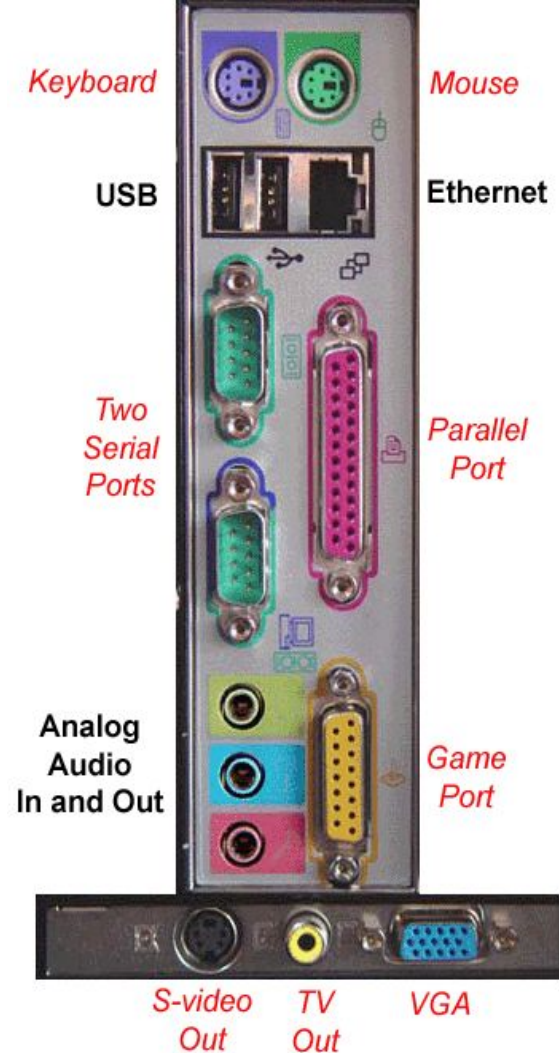
COMPUTERS  
BUTTONS & PORTS  
ON A DESKTOP  
COMPUTER





# Identifying Computer Ports

<p><b>Serial Port</b> Used for PDAs and serial devices.</p>  <p><b>Parallel Port</b> Used for printers and data.</p>  <p><i>All Replaced by USB!</i></p>	<p><b>PS/2 Port</b> Mouse Keyboard</p>  <p><b>Games Port</b> Joysticks and Midi Input</p>  <p><b>VGA Port</b> For External Monitor</p>  <p><b>S-Video</b> For Video in/out</p>  <p><b>HDMI</b> For High End TVs</p>  <p><b>Digital Video Interface</b></p> <p>DVI Mini-DVI Micro-DVI</p> 
<p><b>Ethernet / RJ45</b> 10Mb/s, 100Mb/s and 1Gb/s</p>  <p>Link Light Activity Light</p> <p>Used to connect to internet and intranet networks at high speed.</p> <p><b>Modem / RJ14</b> 56Kb/s</p>  <p>Used to connect to internet via phone line, very slow.</p>	<p><b>Universal Serial Bus (USB)</b></p>  <p>USB A Back of Computers USB B Printers / Scanners Mini-A Cameras / Music Players / Hard Drives Micro-AB Micro-B</p> <p>USB 1.1 - 12Mb/s USB 2.0 - 480Mb/s USB 3.0 - 5Gb/s</p>
<p><b>Audio Mini-Jacks Sockets</b></p>  <p>Microphone Stereo Line-In Stereo Line-Out Right-to-Left Center / Subwoofer</p> <p><b>S/PDIF</b> Digital Audio</p> 	<p><b>Firewire 400Mb/s - IEEE1394a</b></p>  <p><b>Firewire 800Mb/s - IEEE1394b</b></p>  <p><b>Firewire / i.Link IEEE1394</b> Video Cameras (DV) and Hard Drives</p>
<p><b>IEC Power Connectors</b></p> <p>Clover-leaf C6 Figure of 8 C8 Kettle Lead C14</p> <p>2.5 Amps 10 Amps</p> <p>C5 C7 C13</p> 	<p><b>eSata</b> External Hard Drive Port</p>  <p><b>DisplayPort</b> Video and Audio Port for Home Theater Systems</p>  <p><b>PCMCIA / Cardbus</b> WiFi, Networking and Expansion Cards</p> 





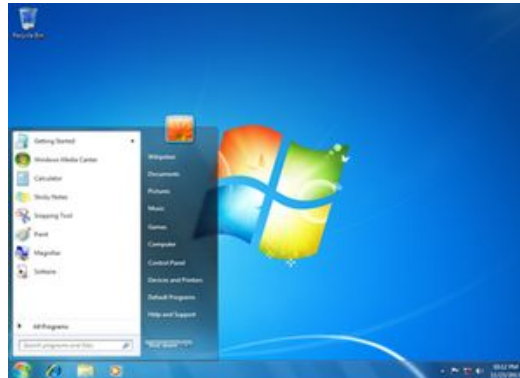
## BIOS Startup

The computers internals starting everything.  
Manufacturer logo and function options.

## Operating System Startup

The operating system beginning to load and start.

Pay attention to this screen to know what kind of  
system is running.

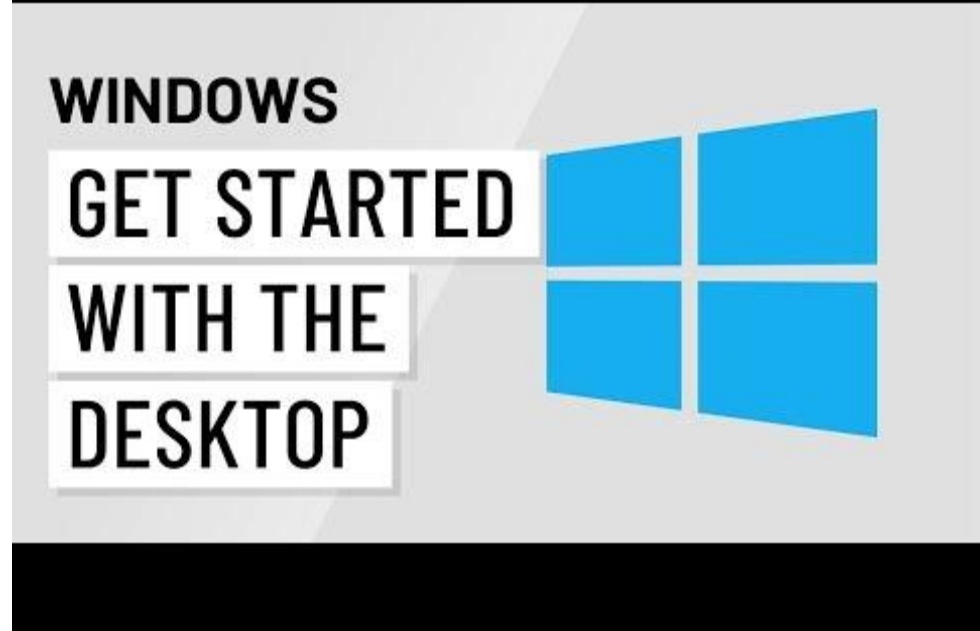
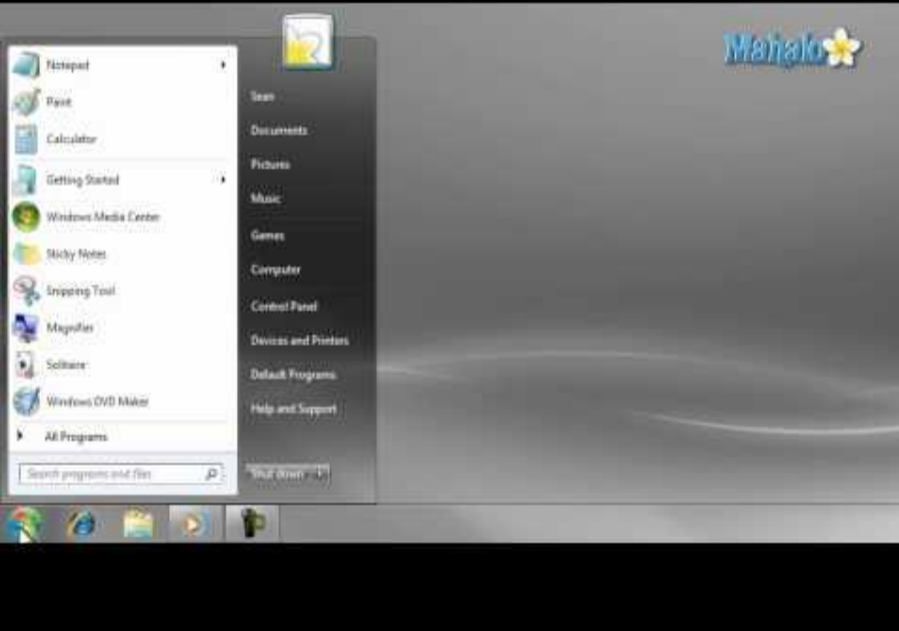


## Login Page / Desktop

Requires a user login and display the desktop.

Programs and software might be starting in the  
background resulting in a slow desktop start.





## Intro to Windows Desktop

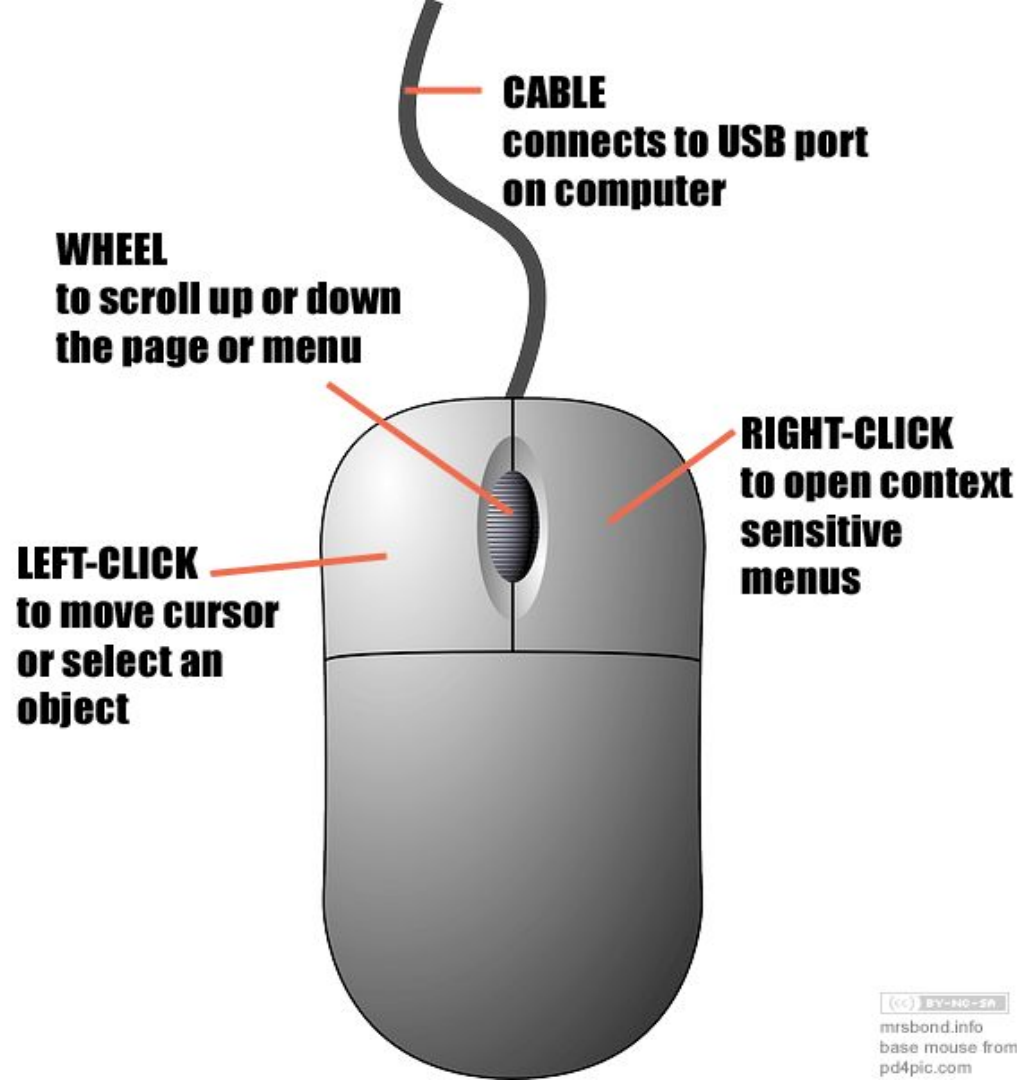
**Windows 7**

**Windows 10**

## Key Terms

Start Menu, Taskbar, Desktop, Action Center, File Explorer, Desktop Icon, Mouse Cursor.

# Mouse

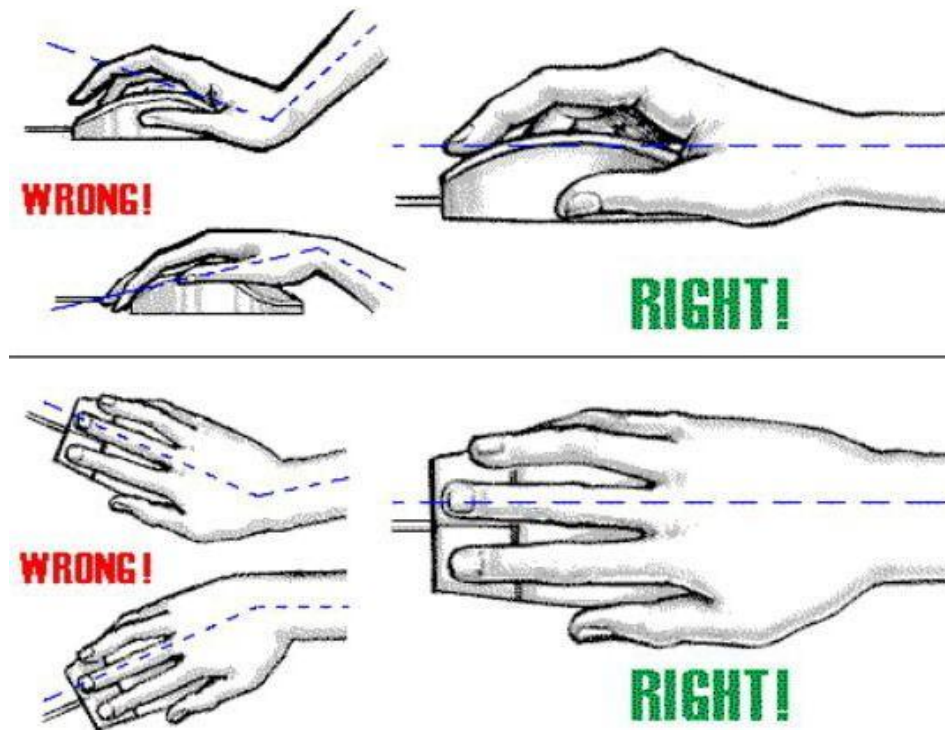


***Left-Click:*** Primary

When instructed to  
**CLICK** press down  
on the left.

***Wheel:*** Scroll Wheel  
Moves the screen  
up and down.

***Right-click:*** Secondary  
Used to show alternate  
Options and properties.



**YouTube Title:** How to use the Mouse

**YouTube Channel:** YPI EdTech

[https://www.youtube.com/watch?v=\\_3s\\_OYgtl8g&feature=emb\\_err\\_watch\\_on\\_yt](https://www.youtube.com/watch?v=_3s_OYgtl8g&feature=emb_err_watch_on_yt)



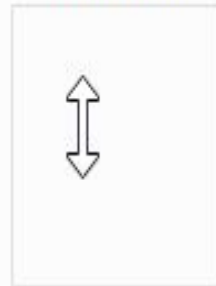
Cursor Left and Right

Busy

Adj. Horizontal

Help Option

Link



Move Object

Adj. Diagonal

Adj. Vertical

Adj. Diagonal

Write Pen

Add to Program



Typing Select

Unavailable

Adjust Up

Working

**Different  
Computer  
Mouse  
Cursors**

# Mouse Practice

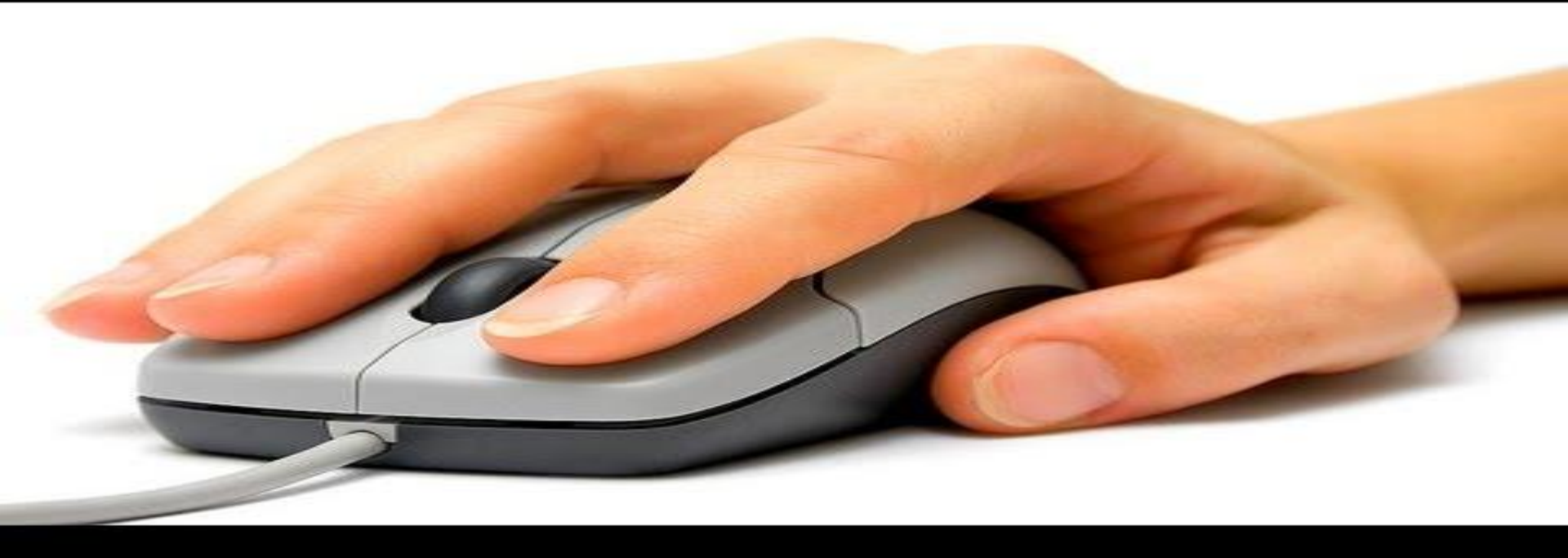
**General Practice:** [www.pbclibrary.org/mousing/mouserercise.htm](http://www.pbclibrary.org/mousing/mouserercise.htm)

**Double Clicking:** [www.pbclibrary.org/mousing/m24.htm](http://www.pbclibrary.org/mousing/m24.htm)

- Click and Drag
- Select Text
- Double Click
- Right Click
- Mouse and Keyboard

**Click and Drag Practice:** [www.web-esl.com/match/m1.htm](http://www.web-esl.com/match/m1.htm)

**Right Click Practice:** [www.mouseprogram.com/right-click-game.html](http://www.mouseprogram.com/right-click-game.html)



**YouTube Title:** Learn THE MOUSE Techniques - Basic Personal Computer Tutorials

**YouTube Channel:** Papercoinage Video

<https://www.youtube.com/watch?v=WYhsuupYBZw>



**Numbers &  
Symbols**

**Letters**

**Manipulate  
Text**



Hold DOWN “ SHIFT ” key while pressing a letter to make it capital.  
Hold DOWN “ SHIFT ” to use use the alternate symbol on the button.

While holding shift

**%**

While not holding shift

**5**

Functions

Specific  
Keys

Arrows

Number  
Pad



Numbers only  
work with the  
“**Num Lock**”  
turned on.

# Hand Placement

The middle row of keys on a PC keyboard is the **HOME ROW**.

Place the left index finger on the “**F**” key.

The right index finger on the “**J**” key.

Rest both thumbs on the space bar.

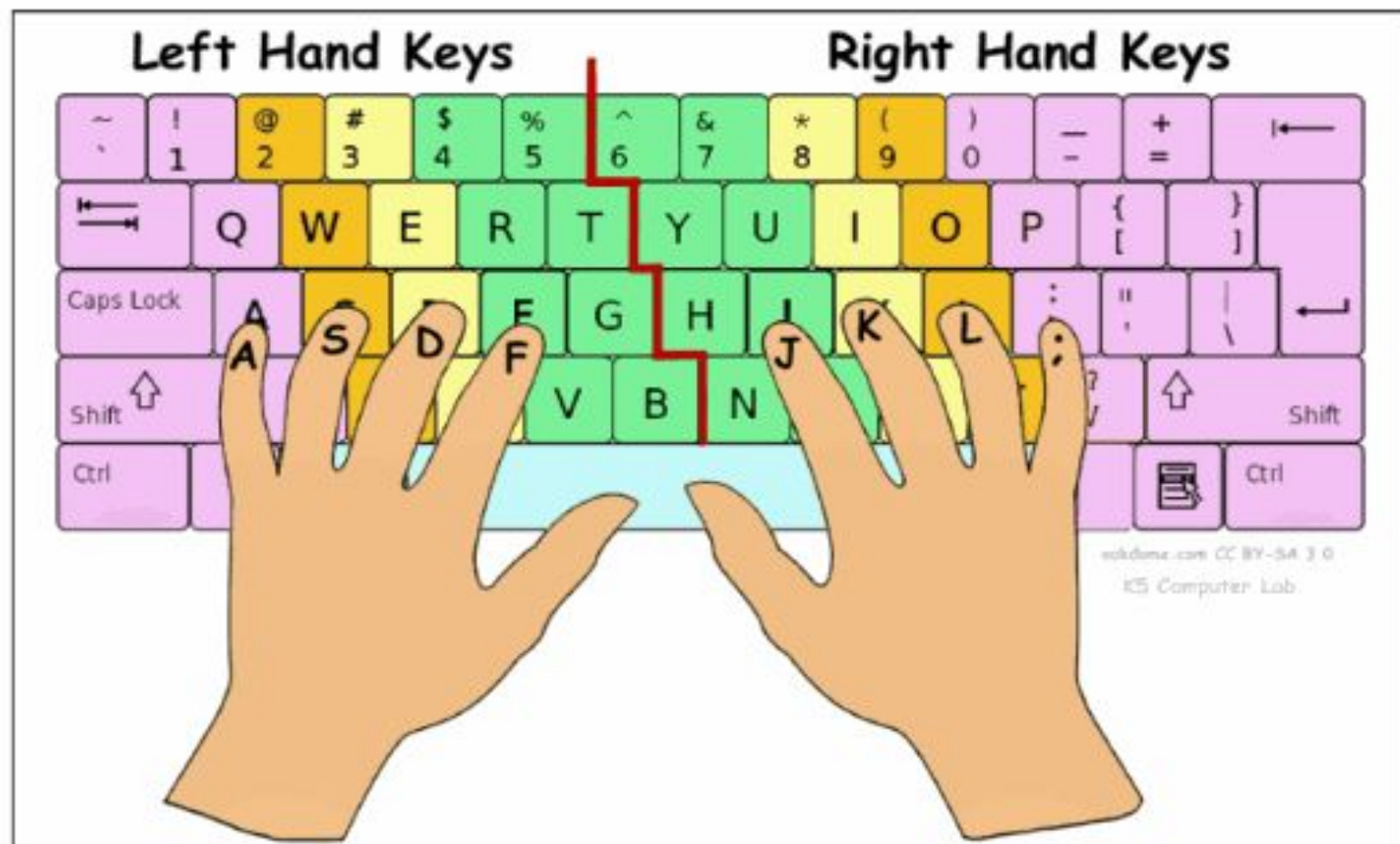


<https://learntyping.org/beginner-typing-lesson-1a>

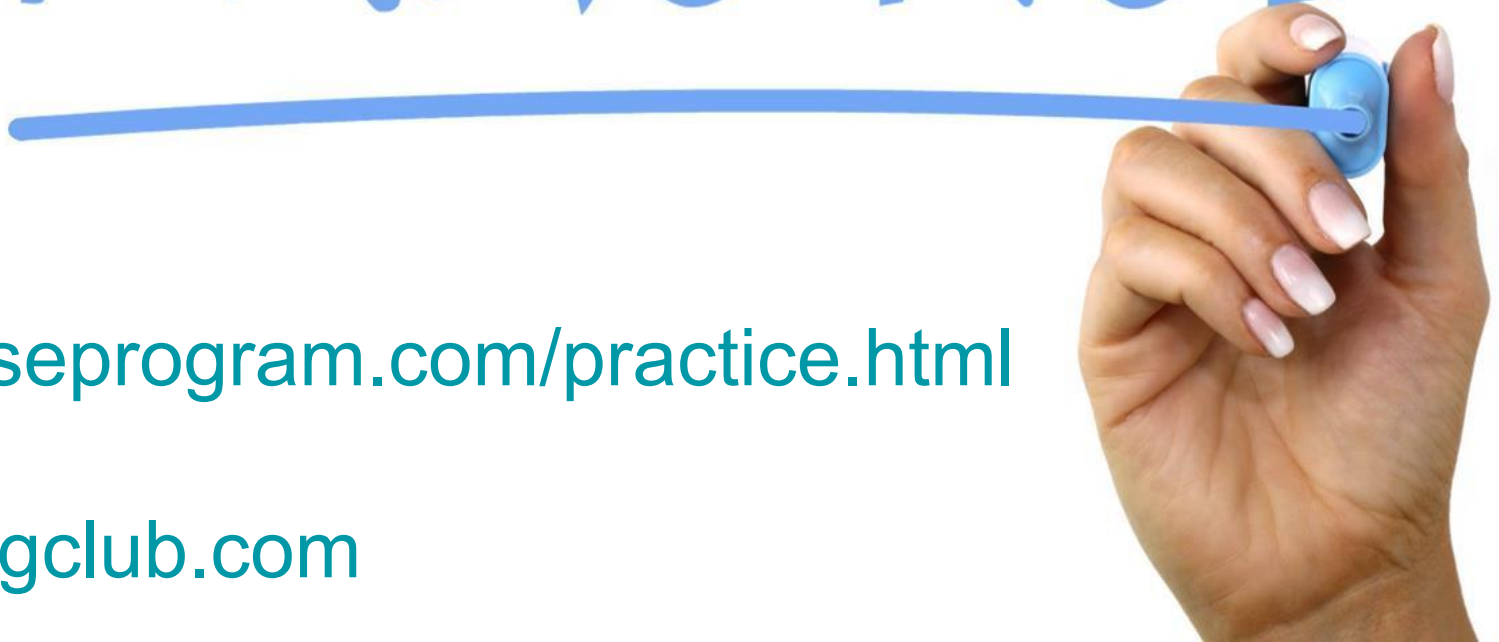
<https://www.wikihow.com/Position-Hands-on-a-Keyboard>



# Proper Finger Placement on the Keyboard



# PRACTICE



[www.mouseprogram.com/practice.html](http://www.mouseprogram.com/practice.html)

[www.typingclub.com](http://www.typingclub.com)

## **Sleep:** Short Term

Requires a continuous power connection. All open files and applications are saved in the background in a low power mode. Turns off monitor and keeps PC running.

## **Hibernation:** Long Term

Files and settings on the hard drive and turns off PC. Once the computer is powered back on, it will resume everything where you left off.

## **Shut Down:**

Safely stops the PC from operating.

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Only unplug a computer when its shut down.

Does not protect the PC from power surges or electrical storm outages.

