



# 3

## More on Keyboard and Mouse

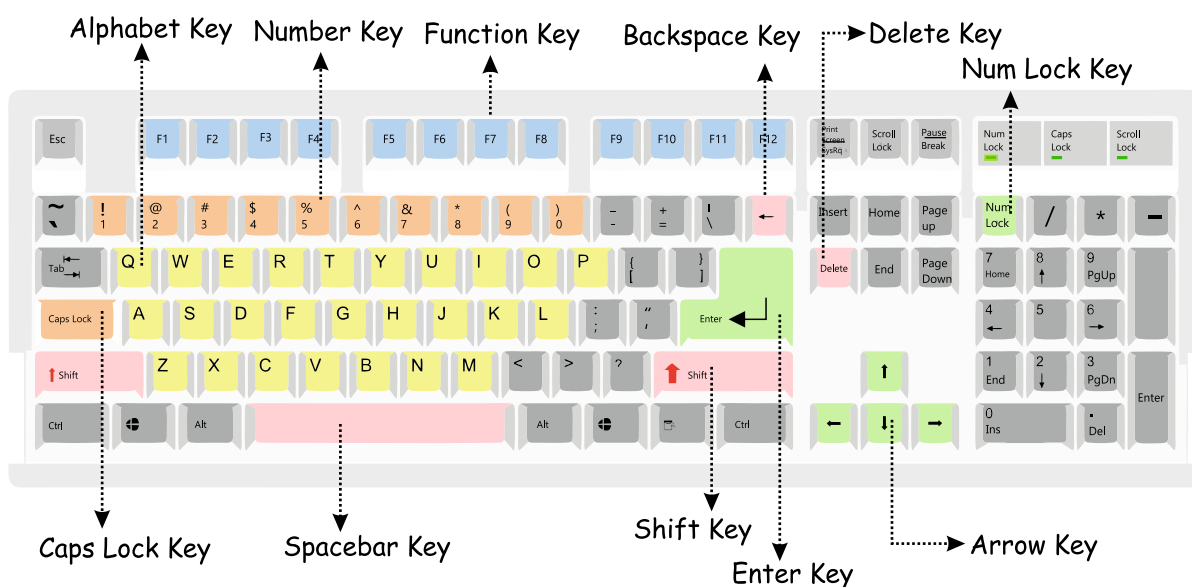
### Learning Objectives

- ➔ Learning Special Keys on Keyboard
- ➔ Handling the Mouse

Keyboard and Mouse are two important parts of a computer. Let us take a closer look at these two important parts.

### Keyboard

A **keyboard** is an input device of the computer. It has many keys on it. Keys are used for typing letters, numbers and symbols. When a key is pressed, the corresponding character appears on the screen.



### KNOW MORE

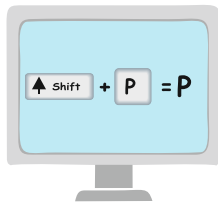
When you open a document or click in a text box to type, you will see a small blinking vertical line. This blinking line is called **cursor**. It tells you where you are going to start typing on the page or screen.

## Shift Key

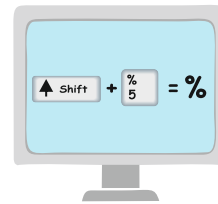


There are **two Shift keys** on a keyboard. The shift key is used in combination with other keys. The number keys have some symbols on them. To type these symbols, one has to press the Shift key and Number Key together. It is also used to type capital letters when the Caps Lock is off.

Let's Try



**Step 1:** Press and hold the **shift key** and press a **letter key** to type a **capital letter**.



**Step 2:** Press and hold the **shift key** and press a **number key** to type a **symbol**.

## Backspace Key

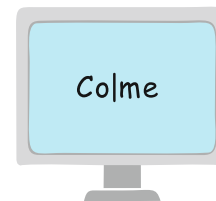


The **Backspace key** works like an eraser. It erases the letter or number typed on the left of the cursor.

Let's Try



**Step 1:** Type "Cooome" **Step 2:** Place the cursor before the letter 'm' to erase the extra 'o' from the word "Cooome".



**Step 3:** Press the **backspace key**. The letter "o" gets **erased**.



### KNOW MORE

Hotkeys are combinations of keys that when pressed at the same time let you quickly access/open menus using only your keyboard.

## Handling a Mouse

A mouse is an input device. It looks like a real mouse. It is small in size and has a tail which is attached to CPU.




A mouse has either two or three buttons. The left button is used for left click and the right button is used for right click. A mouse helps us to move the pointer, select items and draw pictures on the computer screen.

### Mouse Pad

The pad on which we move the mouse is known as **Mouse Pad**.

### Mouse Pointer

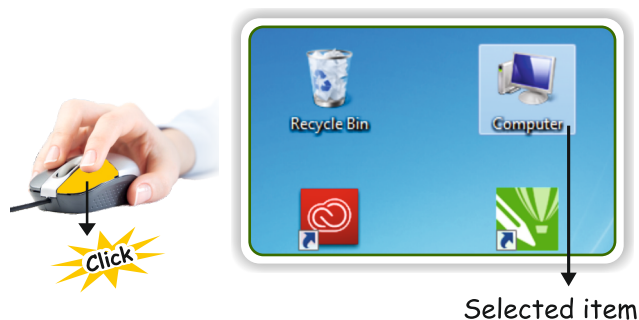
The slant arrow  on the screen is called the **Mouse Pointer**. As we move the mouse, the pointer on the monitor also moves in the same direction.

## Mouse Actions



While using the mouse, we perform different actions to do different kinds of work. Let us learn about them.

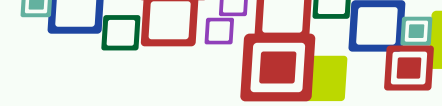
### Click

Pressing the left mouse button once is called a click. We gently press and release the left button of the mouse to select an item on the computer screen.



### KNOW MORE

The busy pointer icons   can be an hourglass or a spinning circle. It means the computer is busy processing information.



## Quick Review

- A keyboard is an input device which is used for entering data into the computer.
- The Shift key is used for typing the letters in CAPITAL when the Caps Lock is off.
- The Caps Lock key is used for typing capital letters.
- The Backspace key is used for deleting the letters to the left side of the cursor.
- The Delete key erases the letters to the right side of the cursor.
- The mouse is a pointing device used for pointing and selecting items on monitor.

## Exercises

### A. Fill in the Blanks

Delete   Spacebar   Caps Lock   Cursor   Scroll Wheel

1. \_\_\_\_\_ key is the longest key on the keyboard.
2. Arrow keys are used for moving the \_\_\_\_\_.
3. The \_\_\_\_\_ helps us to move a page up and down.
4. The \_\_\_\_\_ key erases letter to the right side of the cursor.
5. \_\_\_\_\_ key is used for typing capital letters.



## D. Answer the following questions

1. How many alphabet keys are there on a keyboard?

.....

2. Name any three special keys.

.....

3. Which keys help to move the cursor on the screen?

.....

4. Which key is used to move the cursor to a new line?

.....



## ACTIVITY CORNER

### A. Guess the correct answers

1. To select an item on the computer screen

\_\_\_\_\_



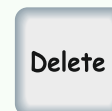
Click



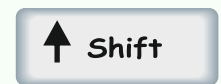
Right Click

2. I help you to type the symbol '\$'

\_\_\_\_\_



Delete



Shift

3. To open a shortcut menu

\_\_\_\_\_



Double Click



Right Click

4. To move a page up and down

\_\_\_\_\_



Drag



Scroll

B. Follow the steps to move the folder from one place to another place and then open the folder by double-clicking.

1. Select any icon on the screen.
2. Press and hold down the left mouse button.
3. Move the icon to a new location.
4. Release the left button.
5. Press the left button twice, to open the folder.



## FOR TEACHERS

- A. Teacher should show the difference between the usage of CAPS LOCK key and the SHIFT key. Students could be asked to try using the SHIFT key with the alphabet keys while the CAPS LOCK key is on.
- B. Teacher should demonstrate the function of different mouse buttons to the students.
- C. Students must be given enough practice on using both their hands to type on the keyboard.



## PROJECT WORK

- A. Paste pictures of different kinds of mouse in the space given below.