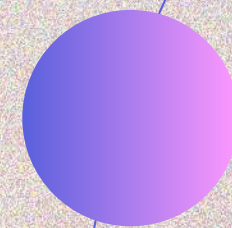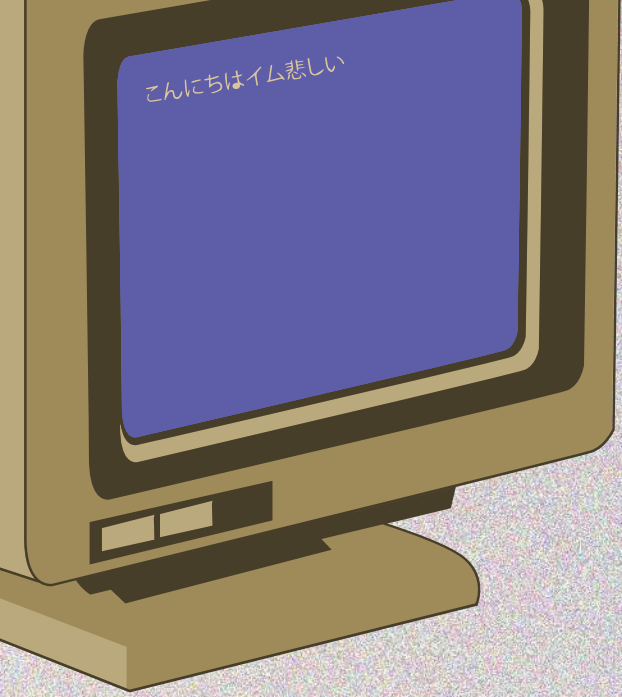# Unit 4

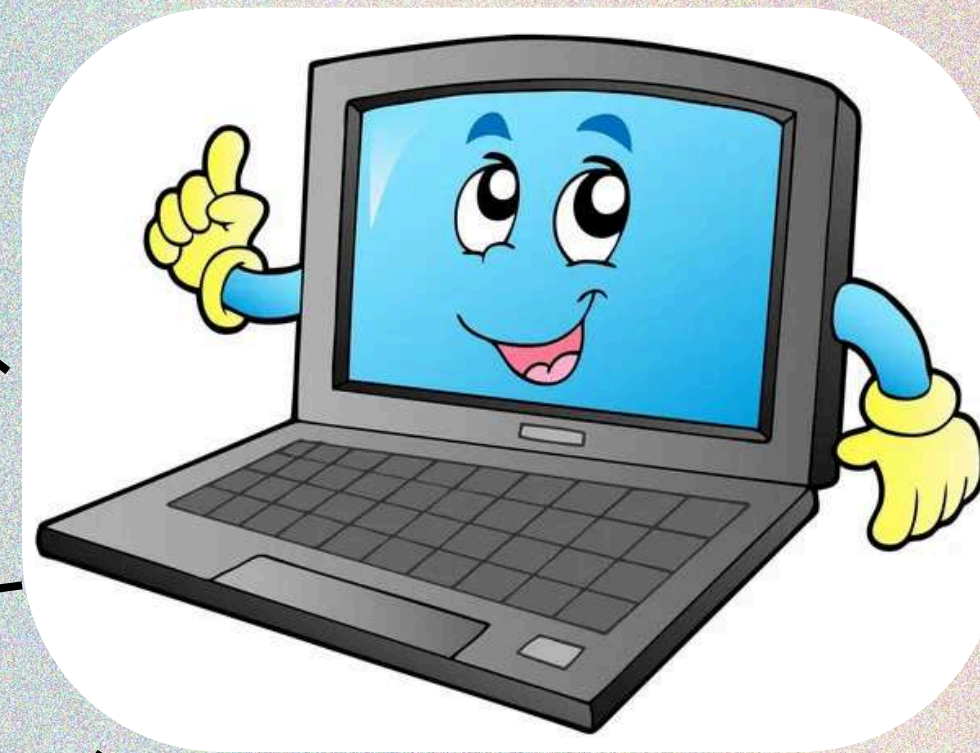# USING MOUSE AND KEYBOARD TO USE APPLICATION SOFTWARE

APPLICATION SOFTWARE

- Application software refers to programs designed to perform specific tasks for users

- Application software is mainly divided into two parts. They are;

  - General Purpose Application Software
  - Special Purpose Application Software

EXAMPLES FOR TASKS THAT CAN BE DONE BY A COMPUTER:
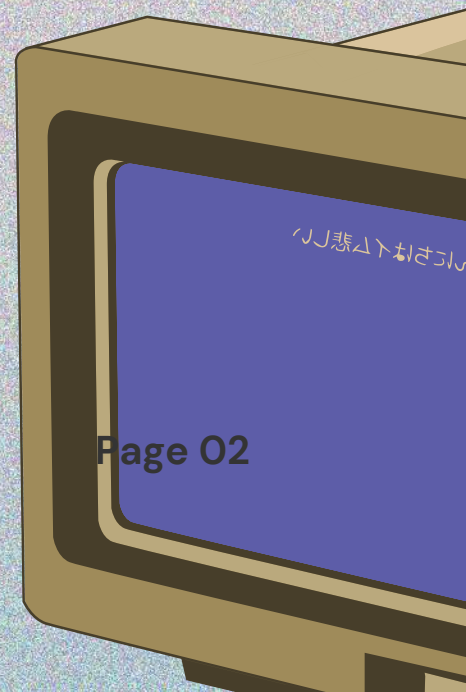
Watching a video

Sending e-mails

Computer Games

Searching information in internet

Preparing documents
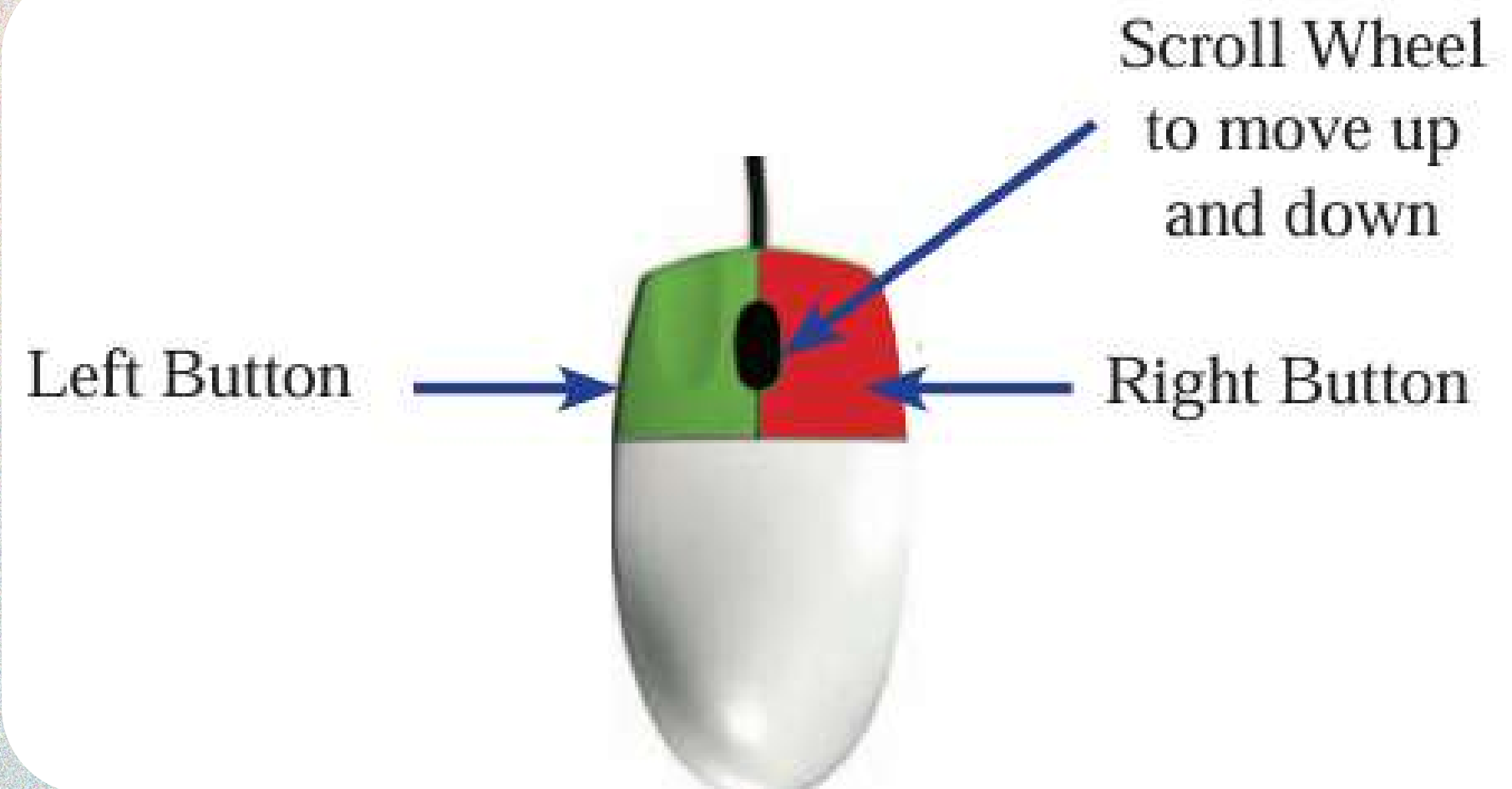(letters, reports, lesson notes, etc.)

Editing pictures

Using the Mouse

- Controlling the pointer on the screen can be done by moving the mouse. Also, **opening a file, folder, menu** and **selecting commands** can be done by clicking the buttons on the mouse.

The arrow mark shown on the screen is identified as the mouse pointer or the cursor.
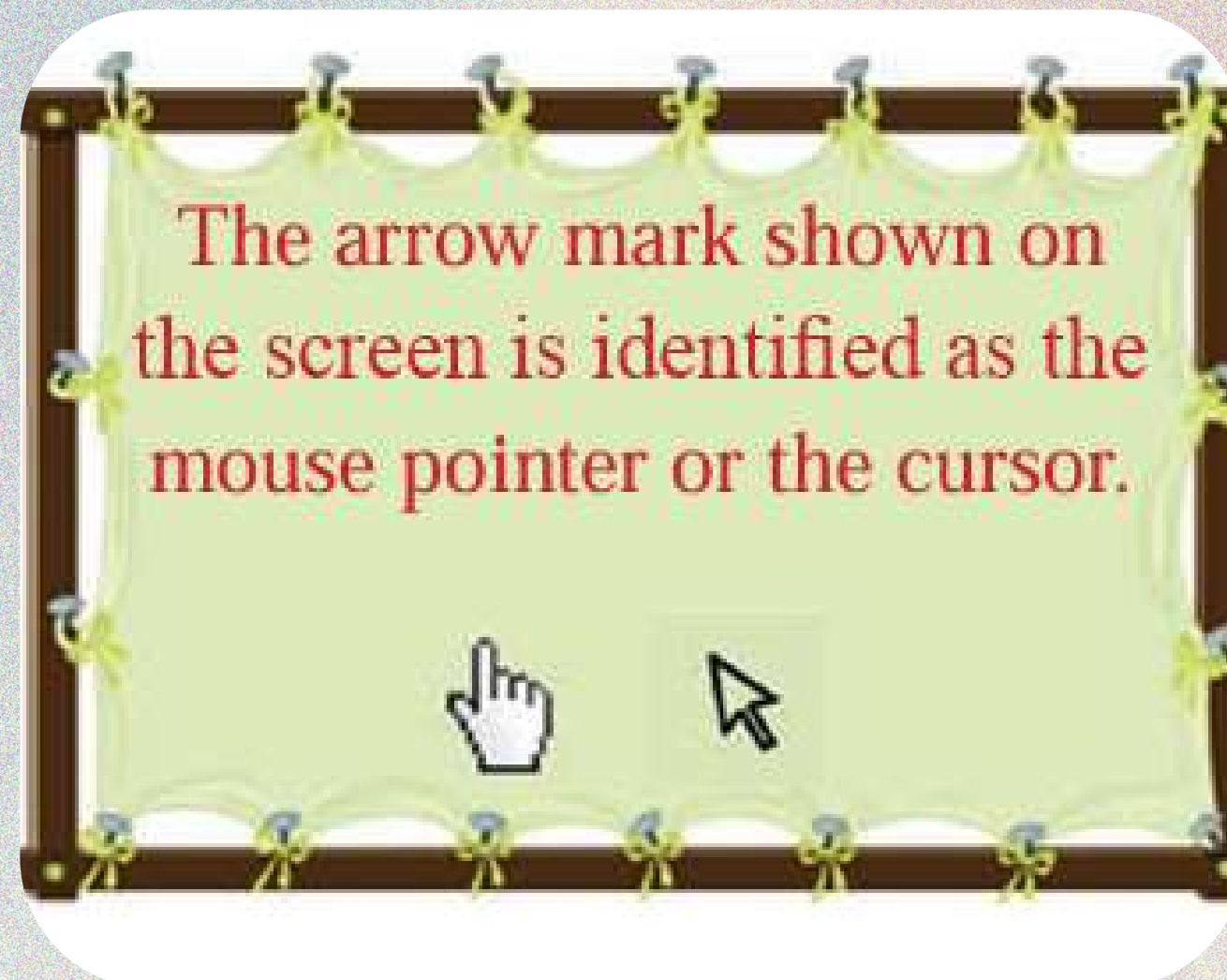
- **Normally, the mouse has a left and a right button and a small wheel in the middle.**

Scroll Wheel to move up and down

Left Button

Right Button
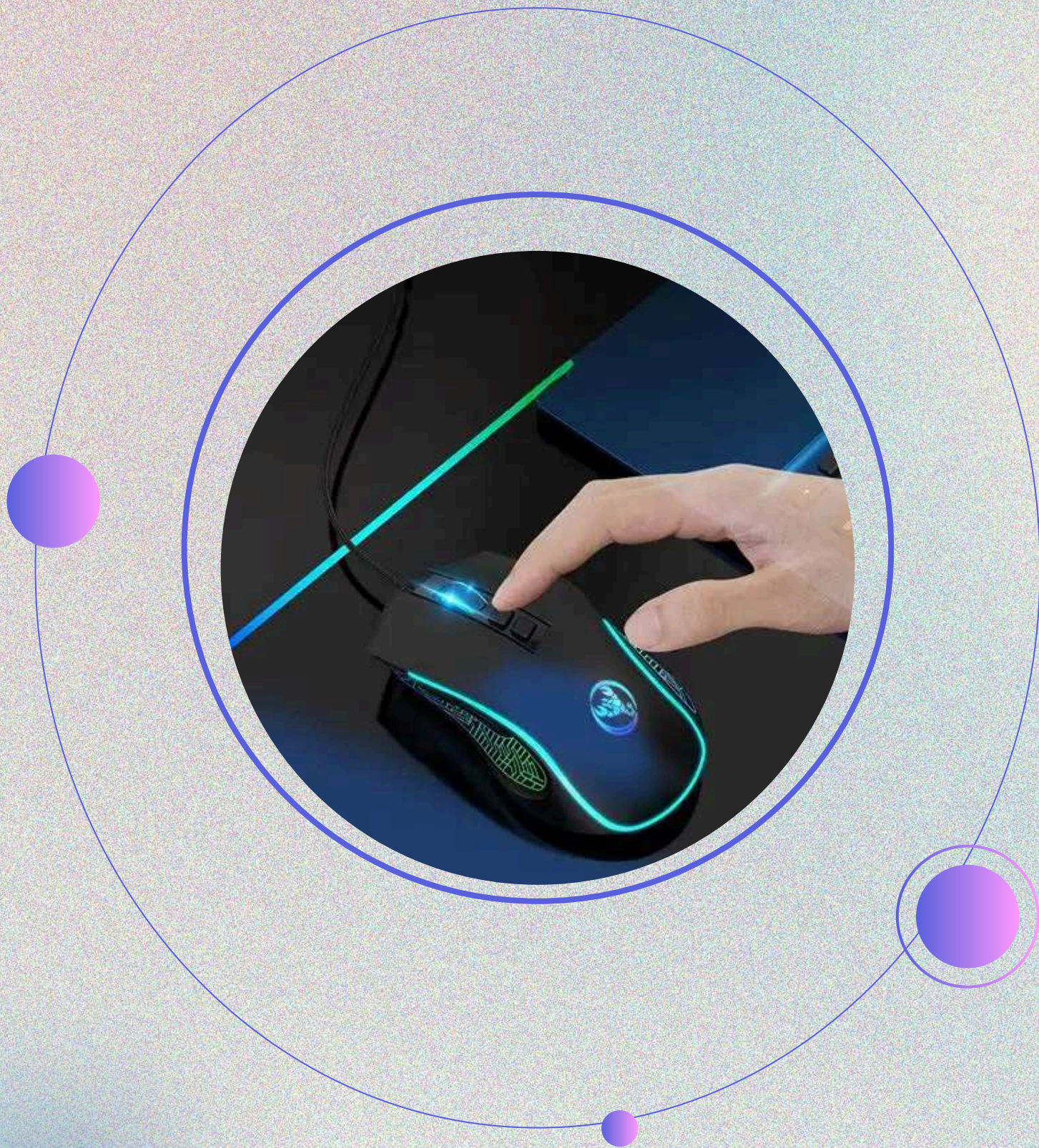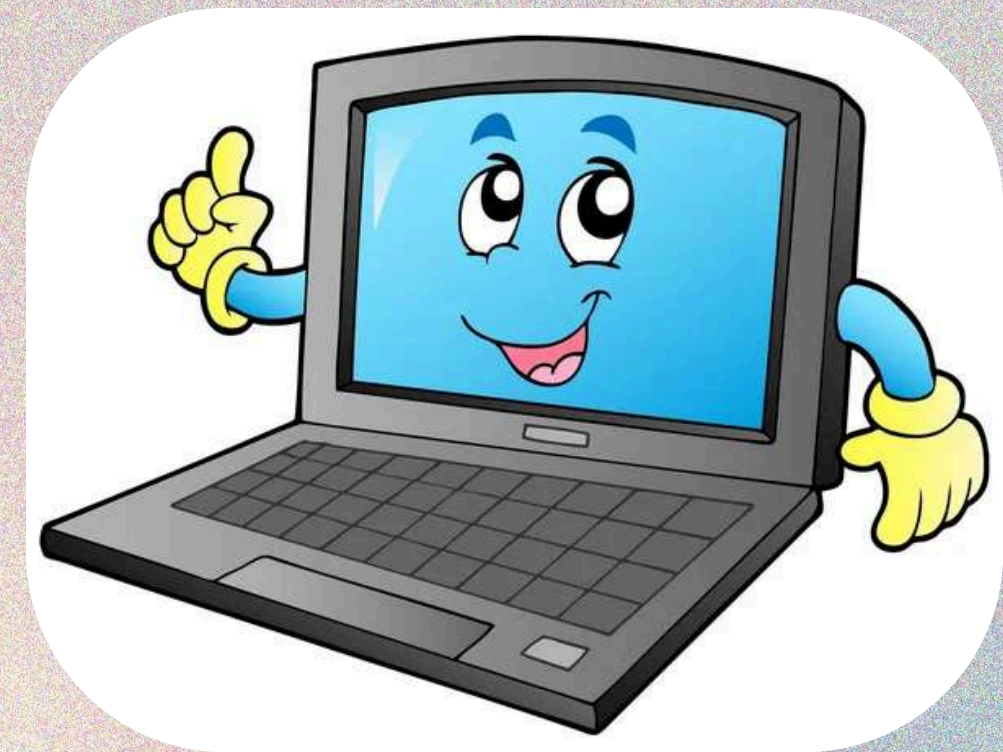
There are several types of mouse that are in use.

- Mouse
- Wireless Mouse
- Touch Pad

Functions of the Mouse

Many tasks can be performed on the computer screen with a mouse. They can be divided into following three categories.

- Selecting necessary items
- Opening necessary items
- Moving necessary items
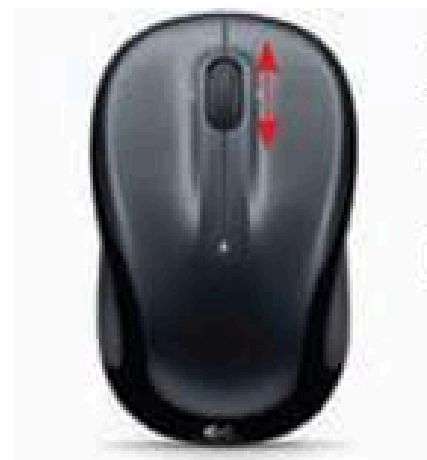
Selecting necessary items

To do this, bring the cursor on to the item and click the left button once. Then the item is highlighted.

Moving necessary items

Click the left button, then drag and drop it.

In addition, a mouse scroll is used to move the working window up and down. Here, a wheel in the mouse is rotated to move the page up and down.
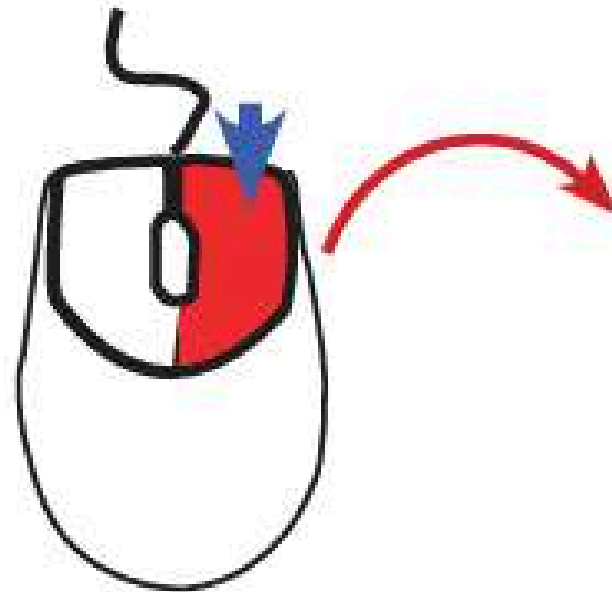
Opening necessary items

Method I

By double-clicking the left button, you can open the application or file that represents a corresponding icon.

Method II

| Open |
| Cut |
| Copy |
| Paste |
| Delete |

Once you click the right button on the icon, select the 'open' command from the sub menu.

Let's use the Mouse Properly
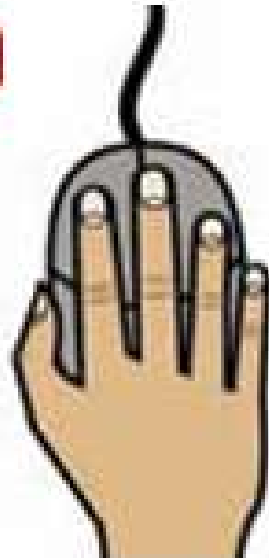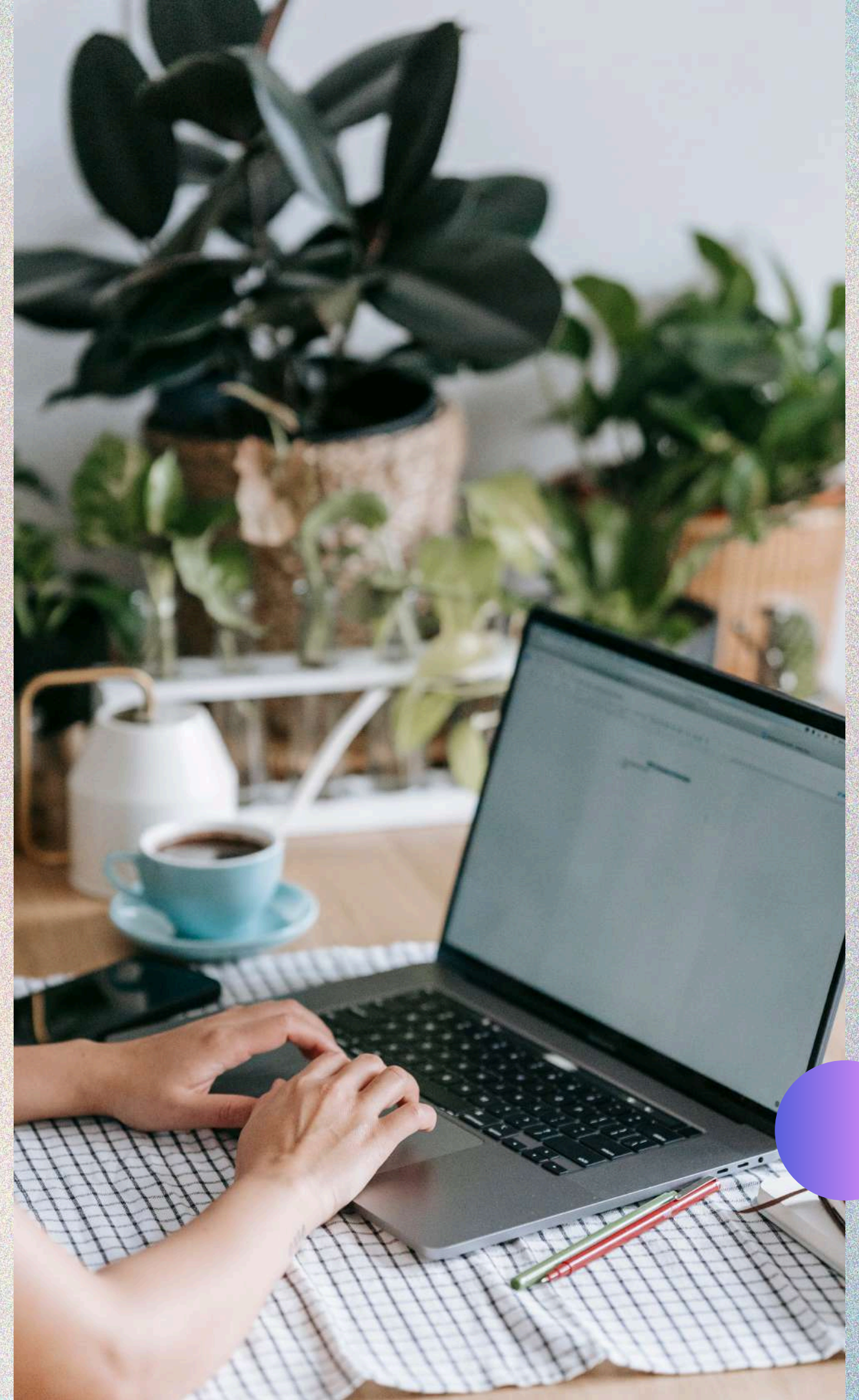

Figure 4.5 - Using the mouse properly

Figure 4.6 - Using the mouse inproperly

KEYBOARD

There are various keyboards such as ,
1.Keyboard
2. Wireless Keyboard
3.Touch Keyboard

1.Keyboard

2. Wireless Keyboard

3.Touch Keyboard

TYPES OF KEYS IN THE KEYBOARD AND THEIR FUNCTIONS

The numeric keys are located at the top of the keyboard and at the right corner.

The question mark/fullstop located at the right side of the characters can be used.

To select the way of typing and formatting

letter keys

arrow keys

Figure 4.10 - Parts of the Keyboard

🖱 Keyboard – Basic Keys

Cursor:

A small vertical blinking line showing **where text will appear when you type.**

Letter Keys:

Used to type letters. They are arranged in a **QWERTY** layout, not in A–Z order.

Caps Lock Key:

Press once → All letters type in **capital** (A, B, C).

Press again → Return to **small letters** (a, b, c).

Shift Key:

When letter keys are pressed while pressing on the shift key, **letters are typed in capital letters.**

Example: Shift + A → A

Similarly, while pressing the Shift key, if you press other keys, the **symbol at the top of the key is typed**.

Example: Shift +? → ?

Space Bar: Used to insert spaces between words.

Press once → one space

Press twice → two spaces

Example: Press once → Thank You

Press twice → Thank You

Tab Key: Used to insert a large space between words.

Press once → one large space

Press twice → two large spaces

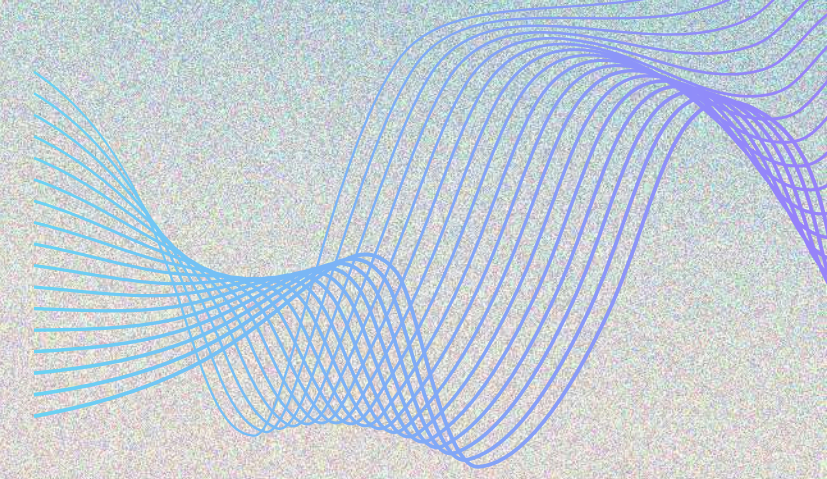Example: Press once → Thank You

Press twice → Thank   You

Enter Key: Moves the cursor to the next line.

Eg: - Pressing once Thank

You

Let's use the Keyboard Correctly

- When we fail to use the keyboard correctly, it will cause inconvenience and pain in fingers as well as in the wrists.
- The way you should keep your fingers on the keyboard is shown below.

THANK YOU!