**Keyboard & Mouse Basics – Essential Tips for Beginners**

If you’re new to using a computer, learning how to use the **keyboard** and **mouse** is the first step. These are the two main tools you’ll use to **communicate** with the computer. Here’s a simple guide to help you get started:

**1. Keyboard Basics**

The **keyboard** is used to **type letters**, **numbers**, and **commands** into the computer. Here’s how to use it:

**Main Parts of a Keyboard:**

* **Alphabet Keys**:
  + These are the keys with letters (A-Z). Use them to type words and sentences.
  + Example: Press the “H” key, then the “I” key to type “Hi”.
* **Number Keys**:
  + These are the keys with numbers (0-9). Use them to type numbers or symbols (like !, @, #).
  + Example: Press the “1” key to type the number 1.
* **Spacebar**:
  + The long key at the bottom. Use it to add spaces between words.
  + Example: Type “Hello” + Spacebar + “World” to write “Hello World”.
* **Enter Key**:
  + The key with an arrow (↵). Use it to start a new line or confirm a command.
  + Example: After typing a message, press Enter to send it.
* **Shift Key**:
  + Use it to type **uppercase letters** or symbols on the top of number keys.
  + Example: Hold Shift + “A” to type “A” (uppercase). Hold Shift + “1” to type “!”.
* **Backspace Key**:
  + The key with an arrow (←). Use it to delete the last letter or character you typed.
  + Example: If you type “Helo”, press Backspace to delete “o” and type “l” to correct it to “Hello”.
* **Arrow Keys**:
  + These keys (↑, ↓, ←, →) help you move the cursor (the blinking line) around the screen.
  + Example: Use the arrow keys to move up, down, left, or right in a document.
* **Delete (Del) Key:** Removes characters to the right.
* **Caps Lock Key:** Makes all letters **uppercase** until turned off.
* **Tab Key:** Moves the cursor forward in forms or documents.
* **Ctrl (Control) & Alt (Alternate):** Used with other keys for shortcuts.

**2. Mouse Basics**

The **mouse** is used to **move the cursor** on the screen and **click** on things. Here’s how to use it:

**Main Parts of a Mouse:**

* **Left Button**:
  + The main button used to **select** or **click** on things.
  + Example: Click on an icon to open a program.
* **Right Button**:
  + The button on the right side. Use it to open **menus** or **options**.
  + Example: Right-click on a file to see options like “Copy” or “Delete”.
* **Scroll Wheel**:
  + The wheel in the middle. Use it to **scroll up** or **down** on a page.
  + Example: Scroll down to read more of a webpage.
* **Moving the Mouse**:
  + Move the mouse on a flat surface to move the **cursor** (the arrow or pointer) on the screen.
  + Example: Move the mouse to point at an icon, then click to open it.

**Essential Tips for Beginners**

* **Practice Typing**:
  + Start by typing simple words and sentences to get comfortable with the keyboard.
  + Example: Type your name, address, or a short message.
* **Use Both Hands**:
  + Place your fingers on the **home row keys** (ASDF for the left hand and JKL; for the right hand) to type faster.
* **Learn Shortcuts**:
  + Use keyboard shortcuts to save time:
    - **Ctrl + C**: Copy.
    - **Ctrl + V**: Paste.
    - **Ctrl + Z**: Undo.
  + Example: Highlight text, press Ctrl + C to copy, then press Ctrl + V to paste it somewhere else.
* **Keep Your Mouse Clean**:
  + Dust can make the mouse less accurate. Clean it regularly for smooth movement.
* **Adjust Mouse Settings**:
  + If the cursor moves too fast or too slow, adjust the mouse speed in the computer’s settings.
* **Double-Click**:
  + Quickly press the left mouse button twice to open files or programs.
  + Example: Double-click on a folder to open it.
* **Drag and Drop**:
  + Click and hold the left mouse button to **drag** an item, then release to **drop** it in a new location.
  + Example: Drag a file from one folder and drop it into another.

**Summary**

* **Keyboard**: Use it to **type letters**, **numbers**, and **commands**. Practice typing and learn shortcuts like Ctrl + C (copy) and Ctrl + V (paste).
* **Mouse**: Use it to **move the cursor** and **click** on things. Learn to left-click, right-click, and scroll.

With these basics, you’ll be able to **navigate** and **use** your computer confidently. Keep practicing, and soon you’ll be a pro!