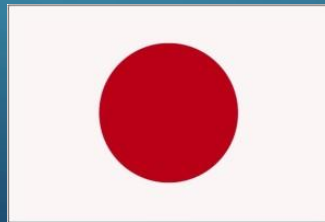


DIGITAL SKILLS JOURNEY: STEP BY STEP

LESSON 4 TITLE:

USING A MOUSE AND KEYBOARD



Digital Skills Journey: Step by Step

Developed by Tsuyoki Koike (JICA Volunteer, South Africa)

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Today's Points:

- 1 Let's type efficiently with the keyboard.
- 2 The mouse helps you use the computer easily and intuitively.

① Let's type efficiently with the keyboard.

Main Idea:



Let's type efficiently with the keyboard.

You can type many words in a short time.

In most jobs, you use a PC, so get used to the keyboard and learn to type efficiently.

It's even better if you can do blind typing (without looking at the keys).

1 Let's type efficiently with the keyboard.

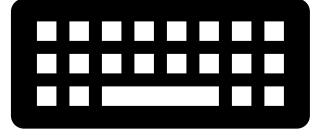


Lesson point:

Typing with a keyboard helps you work faster and more efficiently.

Getting used to the keyboard makes computer work easier and smoother.

- 2** The mouse helps you use the computer easily and intuitively.



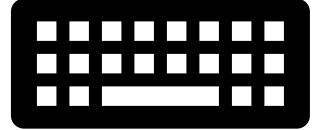
Main Idea:

The mouse helps you use the computer easily and intuitively.

Most actions with a mouse can also be done by keyboard shortcuts.

Let's learn some important shortcut keys.

- 2** The mouse helps you use the computer easily and intuitively.

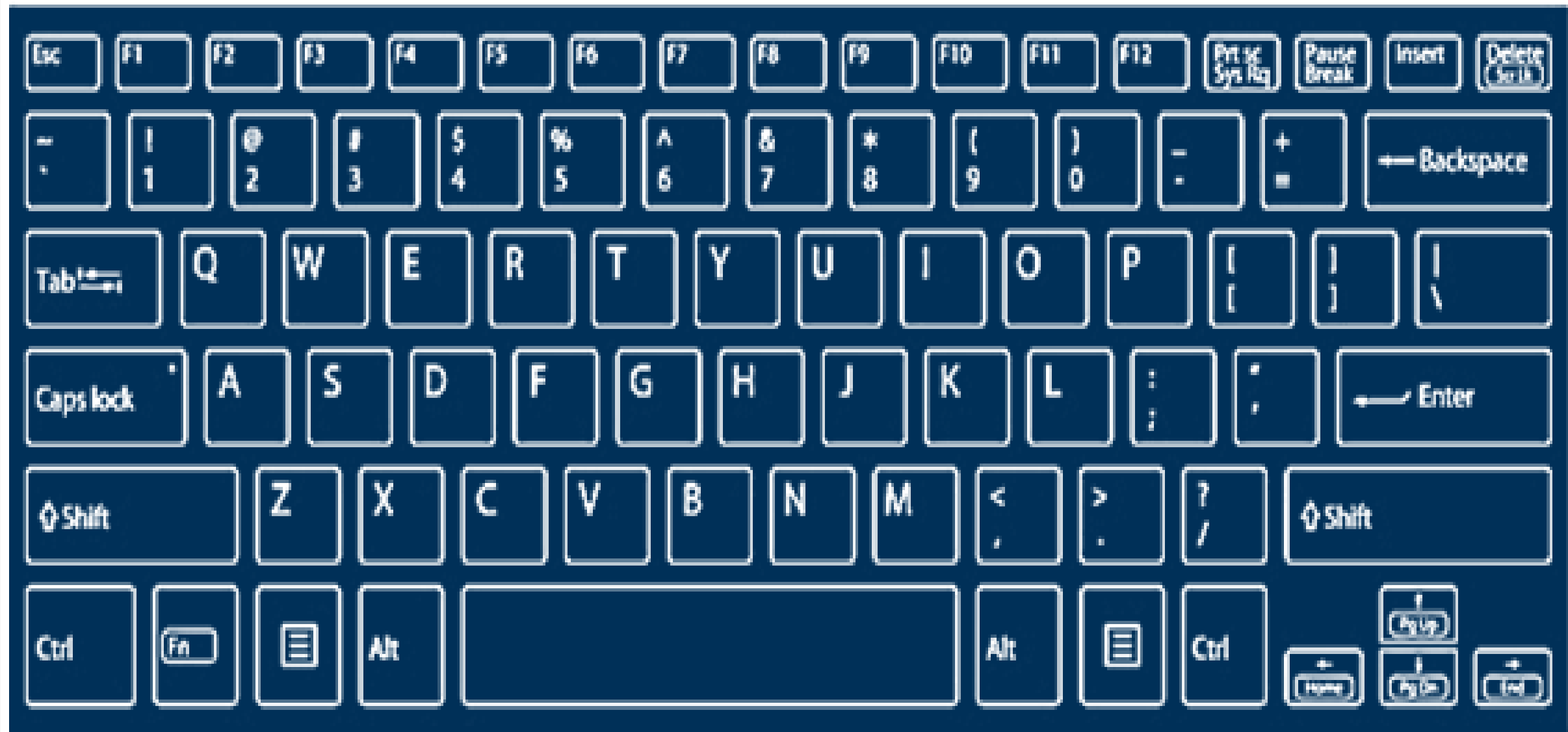


Lesson point:

Using a mouse makes it easy to control the computer.

Shortcut keys can also do the same actions, and we will learn them in future lessons.

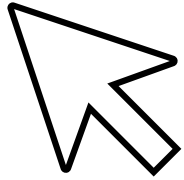
3 Lesson Summary(Basic Keyboard Layout)



3 Lesson Summary (Main Keys on a Keyboard)

- **Enter key** – Moves to the next line or confirms a command.
- **Space bar** – Adds a space between words.
- **Shift key** – Makes capital letters or upper symbols.
- **Backspace key** – Deletes letters to the left.
- **Delete key** – Deletes letters to the right.
- **Tab key** – Moves the cursor to the next box or space.
- **Caps Lock key** – Keeps all letters in capital form.
- **Ctrl (Control) key** – Used with other keys for shortcuts.
- **Alt key** – Used with other keys for special commands.
- **Esc (Escape) key** – Cancels an action or closes a window.
- **Arrow keys** – Move the cursor up, down, left, or right.
- **Function keys (F1–F12)** – Used for special functions, depending on the program.

3 Lesson Summary(Basic Mouse Operations)



Cursor

The small arrow on the screen that moves when you move the mouse.

It shows where you can click or select.



Single Click

Press the left mouse button one time.

Used to select an item or open a small menu.



Double Click

Quickly press the left mouse button two times.

Used to open files, folders, or programs.



Right Click

Press the right mouse button one time.

Used to open a small menu with more options.



Scroll

Turn the wheel between the mouse buttons. Used to move up and down on a page or document.