



### ***Exercises for using computer keyboard and mouse***

**Mouseobics:** (available at either location)

<http://www.galesburglibrary.org/mouse/page1.htm> (Galesburg Public Library)

<http://www.skyways.org/central/mouse/page1.html> (Central Kansas Library System)

This exercise from the Central Kansas Library System will help anyone practice using the mouse or mousepad on a computing device. Included are specific exercises on how to point, select, and highlight using the mouse, and how to complete a short form. Mouseobics is good for someone who is just learning how to use a mouse or for someone who wants a little practice.

### **Mouse Exercises**

By SeniorNet

<http://www.seniornet.org/howto/mouseexercises/mousepractice.html>

Exercises include:

- Placing the mouse
- Clicking the mouse
- Drag and drop
- Drawing with the mouse

### **Mousing Around Tutorial**

By Palm Beach County Library System

<http://www.pbclibrary.org/mousing/>

This is an online tutorial developed to teach older adults – and anyone else – about the computer mouse. It is also available in Spanish.

### **Mousing Around Tutorial (Spanish version)**

By Palm Beach County Library System

<http://www.pbclibrary.org/raton/>

This is the Spanish language version of the Mousing Around tutorial. This is an online tutorial developed to teach older adults – and anyone else – about the computer mouse.

### **Free Touch Typing Tutorials**

By Sense-Lang.org

<http://www.sense-lang.org/typing/>

Although there are ads on this site, it is used by a number of organizations and is one of the resources listed at DigitalLiteracy.gov. These exercises are appropriate for someone who is just learning to use a keyboard as well as someone who has years of experience and would like to improve. Note that there is no need to use the premium content, which is not free.

### **Computer Vocabulary - Picture Quiz**

ESOL Courses Free English lessons online

<http://www.esolcourses.com/content/ict/vocab/computerwords/computer-picture-quiz.html>

### ***Additional information about computers***

#### **WebWise: A beginner's guide to using the Internet**

By the BBC

<http://www.bbc.co.uk/webwise/topics/your-computer/>

This site contains a number of lessons that help someone understand how to select and use a computer. The lessons include videos and hands-on exercises as well as games. The site is divided into areas on: Your computer, Using the web, Email & sharing, Living & interests, and Safety & privacy. The site also contains a Glossary.

#### **The Taylfin Guide to Understanding Computers:**

<http://www.taylfin.com/guide/>

A guide for anyone who feels they just don't get computers

#### **Common Craft: Useful Ready Made Videos**

<http://www.commoncraft.com/>

Common Craft videos have helped teachers and trainers delight millions by making complex ideas easy to understand.

#### **GFC Global Learning**

From Goodwill Community Foundation.

<http://www.gcflearnfree.org/>

Free Everyday Life, Basic Math, and Computer Training.

#### **Computer Basics**

By Halifax Public Library

<http://www.halifaxpubliclibraries.ca/assets/files/computers/Basics.pdf>

This is a four-page handout with screen shots and explanations. Screen shots are of an older version of Windows and MS Word.

### **Basic Definitions and Skills**

By Brooklyn Public Library

<http://www.brooklynpubliclibrary.org/sites/default/files/files/4470%20FL-Computr%20Basics%20patron%20handout.pdf>

A one-page handout of definitions that would be useful for anyone who is just learning about computers.

### **Basic Computer Terminology**

By Lockport Public Library

[http://www.nysl.nysed.gov/libdev/nybbexpress/curriculum/lockport/lpl\\_basicc.pdf](http://www.nysl.nysed.gov/libdev/nybbexpress/curriculum/lockport/lpl_basicc.pdf)

Handy 1-page handout with the most basic terms and definitions

### **Computer Files & Formats**

By Western Sullivan Public Library Public Computer Center)

[http://www.wsplonline.org/images/uploads/misc/1291215458\\_PCCFileFormatsReferenceSheet.pdf](http://www.wsplonline.org/images/uploads/misc/1291215458_PCCFileFormatsReferenceSheet.pdf)

This one page handout may contain too much information for someone that is just beginning to learn about computers. May be useful as a resource for the workshop instructor or for a participant who already has some computer knowledge.

### **Free Antivirus Software**

By PCWorld

[http://www.pcworld.com/reviews/collection/1597/free\\_antivirus\\_software.html](http://www.pcworld.com/reviews/collection/1597/free_antivirus_software.html)

Protect your computer and files by using virus protection on your personal computer and upgrade the virus 'definitions' regularly. Viruses make your computer slow down by running processes like sending spam emails to your contacts and adding themselves to files that you might share.