Mouse and Keyboard Skills Cheat Sheet

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Definitions

- Pointer arrow/hand that moves continuously across the screen; it can select and move items and windows
- Mouse hand-held device that moves the pointer
- Cursor vertical blinking bar in text entry areas| ←
- Keyboard device that inputs letters, numbers, and symbols at the cursor and runs certain commands

Key Functions

- Spacebar make space between words
- Tab indent beginning of paragraph or jump to next text entry box
- Enter move cursor down one line; also works as a "Go" button
- Backspace delete character to the left
- Delete delete character to the right
- Shift hold down to make letter uppercase or to make upper symbol and upper case letters
- Num Lock toggle number keypad on/off
- Ctrl hold down with other keys to run commands
- Alt hold down with other keys to run commands or make special characters
- Esc exit full screen or highlighting
- Win hold down with other keys to run windows commands
- Menu open hidden context menu
  - Same as right-click

Keyboard Shortcuts

- Ctrl+A select all
- Ctrl+C copy, Ctrl+X cut, Ctrl+V paste
- Ctrl+B bold, Ctrl+I italicize, Ctrl+U underline
- Ctrl+S save, Ctrl+P print
- Ctrl+Z undo, Ctrl+Y redo
- F2 rename item, F5 refresh webpage
- Alt+F4 close window
- Ctrl+Alt+Del open task manager
- Win+D show desktop, Win+E open File Explorer
- Ctrl+T open new tab in browser

Correct use: Wrist on desk, hold mouse between thumb and ring/pinky fingers, index finger on left mouse button and middle finger on right button

ProTip: If mouse is too close to keyboard, lift up and set down in better location

- Click (left button) open web link, select item, insert cursor, or run program from Start menu
- Double-click (left button) open file or folder; run program from Desktop
- Right-click (right button) open hidden context menu for item
  - copy/paste, rename, properties, etc
- Scroll roll wheel forward/backward to move page up/down *(optional)*
- Middle-click open a web link in new tab or enter scroll mode *(optional)*
- Drag hold down left mouse button on item, move mouse, then release
- Highlight drag pointer over text/images to select then release
- Resize move pointer to edge/corner of object/window and drag then release