PARTS OF THE COMPUTER: KEYBOARD

Diagram showing various parts of a computer keyboard, including:
- Typewriter keys
- Function keys
- Enter keys
- Windows keys
- Numeric keypad
- Other
- Application key
- Cursor control keys
PARTS OF THE COMPUTER: MOUSE

Using your Mouse

- Left-click
- Double-click
- Right-click
- Scrolling
Depending on where your mouse is on the screen, the cursor will look different.

Below is a chart showing different cursor changes.

<table>
<thead>
<tr>
<th>Cursor Type</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Standard Pointer</td>
<td>The mouse cursor typically looks like this as you move it around the screen.</td>
</tr>
<tr>
<td>“I” Bar or Text Cursor</td>
<td>Indicates standard text, or an information field in which you can enter text.</td>
</tr>
<tr>
<td>Hand Pointer</td>
<td>Indicates a hyperlink that links you to a page with related information.</td>
</tr>
<tr>
<td>Hourglass or Circle</td>
<td>Indicates the computer is waiting for something to load, such as a website or program.</td>
</tr>
</tbody>
</table>
Cut, Copy and Paste

**Cut** – remove text/image from screen so you can move it somewhere else

**Copy** – copies the text/image so you can add it somewhere else (stays in original place)

**Paste** – inserts last cut/copied item at cursor location

- Ctrl + X: Cut
- Ctrl + C: Copy
- Ctrl + V: Paste
Navigating through text

- **Tab**: moves cursor to next field (will push text/image)
- **Shift + Tab**: moves cursor to previous field
- **Ctrl + Home**: jump cursor to start of document
- **Ctrl + End**: jump cursor to end of document
HOW TO USE THE INTERNET

Click on a tab at the top to go to a different website or web page.

Click this plus symbol to open a new page.

Type words here to find the website or information you want. For example, type “LBCC” to find Long Beach City College.
HOW TO SAVE YOUR DOCUMENT TO YOUR EMAIL

1. Type your email address here
2. Type the name of your document here
3. Click here to attach (add) your document to your email
4. Click Send

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