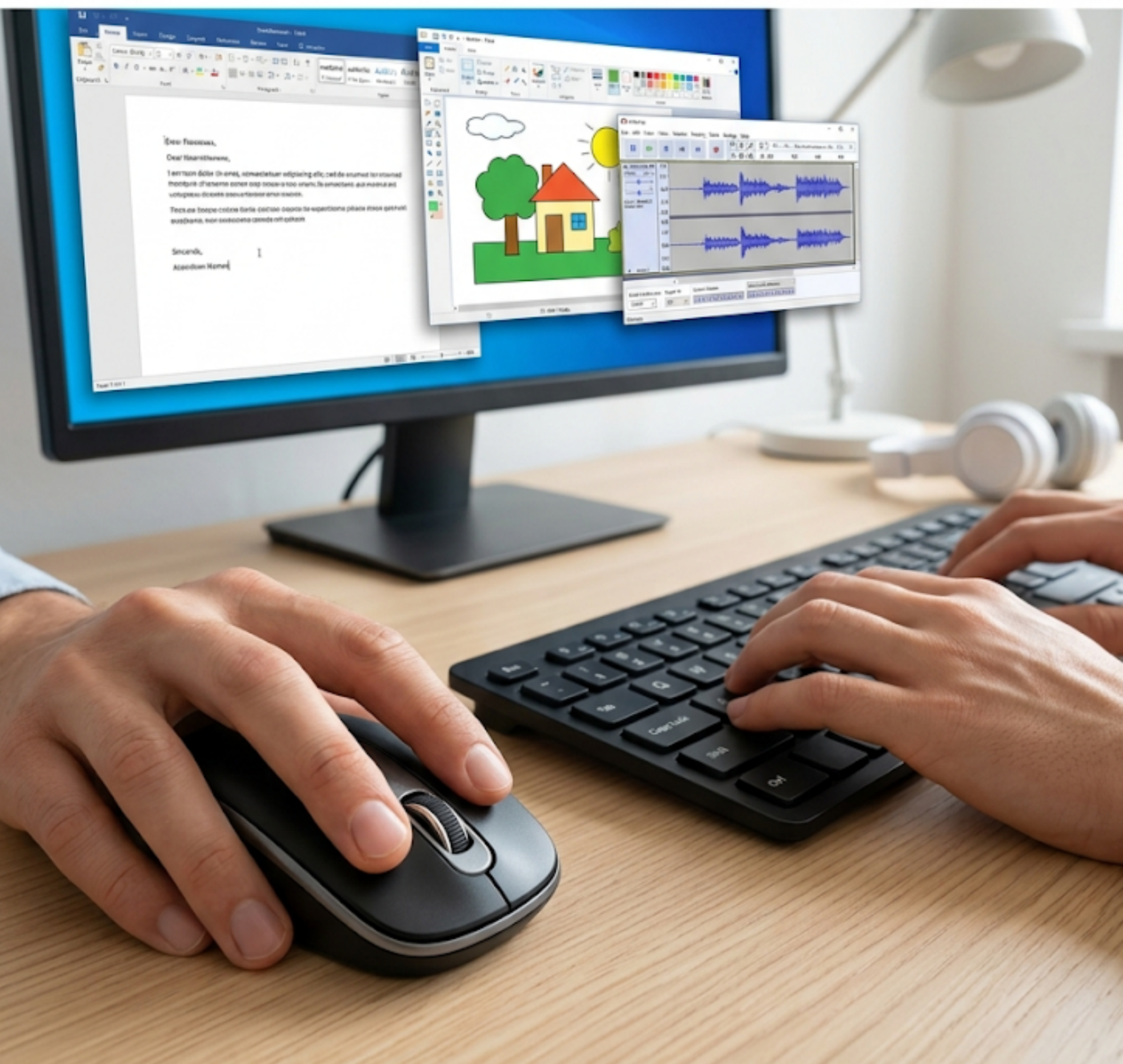


USING MOUSE AND KEYBOARD

YOUR GUIDE TO APPLICATION SOFTWARE



Using Mouse and Keyboard to Use Application Software

Student: Teacher, I would like to draw a picture, type a letter, and listen to a song on the computer. What do I need?

Teacher: Yes, children, we can do all those things! There are separate tools (programmes) for that. To do those things, we first need to know about the keyboard and the mouse.

What is Application Software?

Various programmes which execute the specific requirements of a user are called **Application Software**.



Examples of Tasks Done Using Application Software:

- Preparing budget reports and expenditure estimates
- Playing computer games
- Watching videos
- Searching for information on the internet
- Preparing documents (letters, reports, lesson notes, etc.)
- Sending e-mails
- Editing pictures

Application software is mainly divided into two categories:

General Purpose Application Software	Special Purpose Application Software
<p>Description: Software which is used in computers for general requirements of day-to-day work.</p>	<p>Description: Software customized only for a specific user or organization.</p>
<p>Examples:</p> <ul style="list-style-type: none"> • Word processing software to prepare letters and documents. • Spreadsheets software to prepare budget reports, etc. • Web browsers to search information on the internet. 	<p>Examples:</p> <ul style="list-style-type: none"> • Computer games. • School management systems. • Library management systems. • Banking management systems.

Student: "I downloaded a new App. What do you mean by an App?" **Teacher:** "An app is a type of application software. For example, Google Maps."

4.2 Basic Tools needed to use Application Software

When using application software, basically the keyboard and the mouse are used. Therefore, it is important to have a clear understanding of the mouse and the keyboard to accomplish various tasks using application software. You should properly train yourself to use them.

4.2.1 Using the Mouse

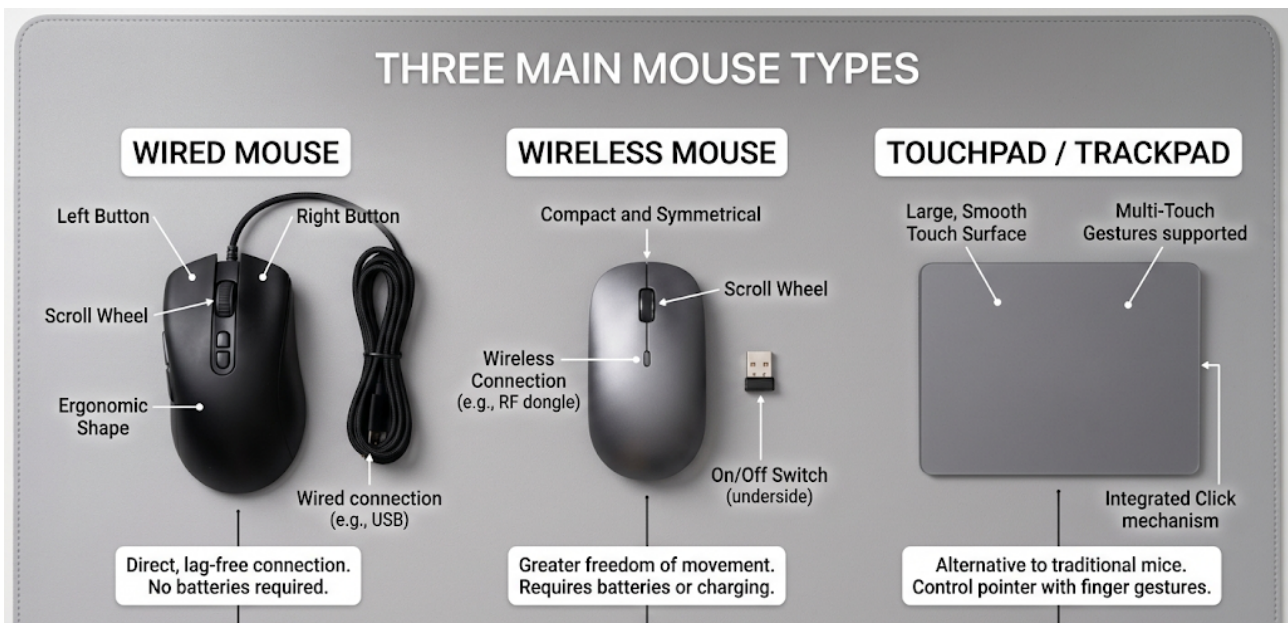
Controlling the pointer on the screen can be done by moving the mouse. Commands are given to the computer by clicking the buttons on the mouse. The arrow mark shown on the screen is called the **mouse pointer** or the **cursor**.

Main Parts of a Mouse: Normally, the mouse has three main parts:



Examples for Mouse Types:

- Standard Wired Mouse
- Wireless Mouse
- Touch Pad



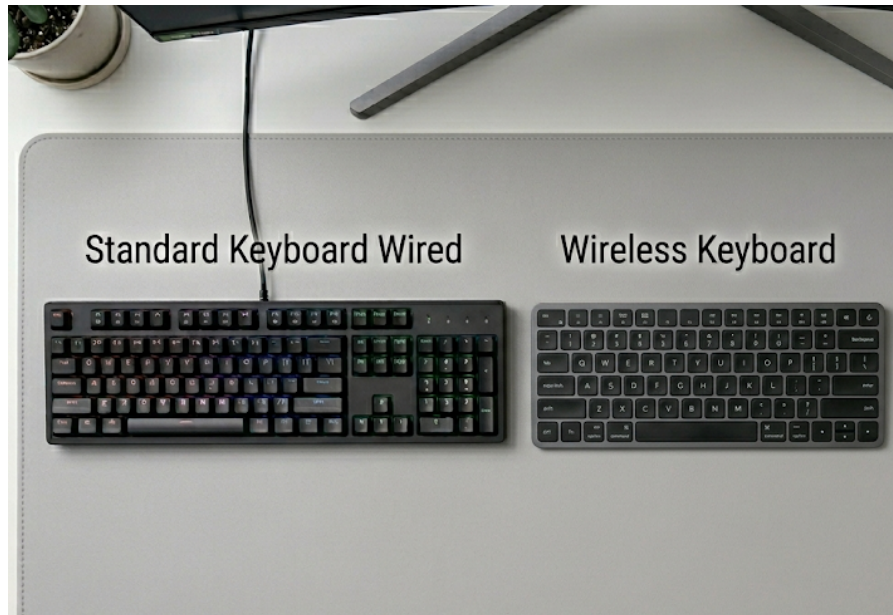
Functions of the Mouse: Many tasks can be performed on the computer screen with a mouse. They can be divided into the following categories:

- **Selecting necessary items:** Bring the cursor on to the item and click the left button once. Then the item is highlighted.
- **Opening necessary items (Method I):** By double-clicking the left button, you can open the corresponding icon.
- **Opening necessary items (Method II):** Once you click the right button on the icon, select the 'open' command from the sub-menu.
- **Moving necessary items:** Click the left button, then drag and drop it.
- **Scrolling:** A mouse scroll is used to move the working window up and down. Here, a wheel in the mouse is rotated to move the page up and down.

Let's use the Mouse Properly: When we use the mouse, we need to learn to hold it properly. Holding the mouse improperly can cause discomfort.

4.2.2 Keyboard

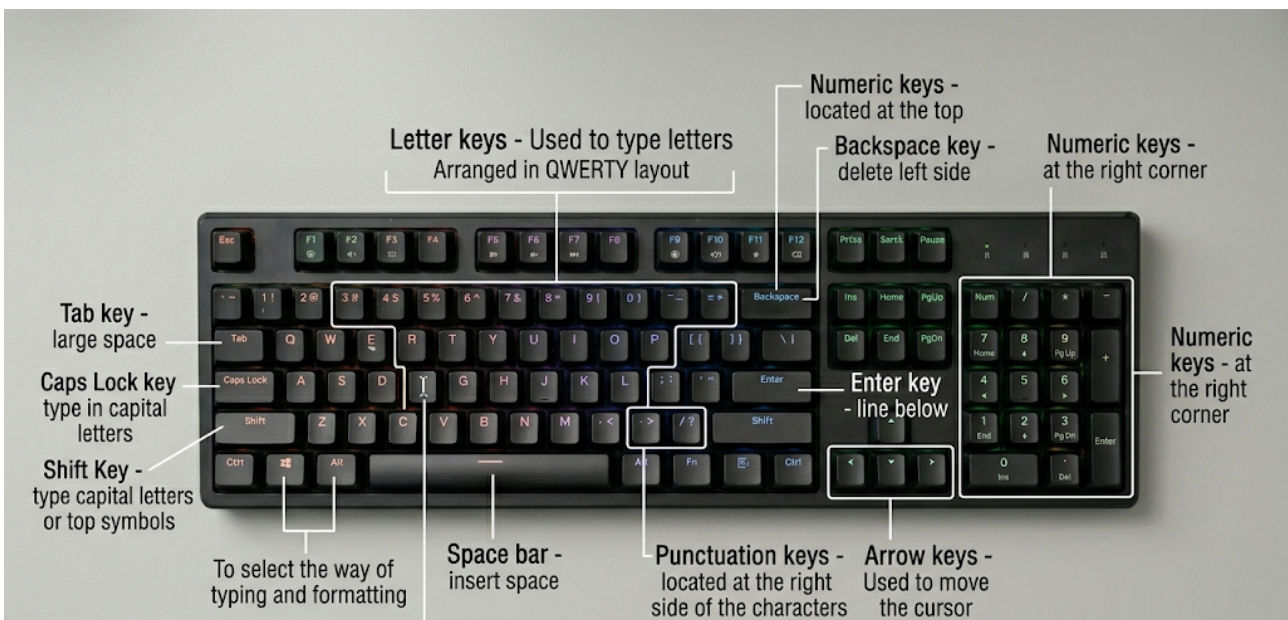
There are various keyboards such as wired keyboards, wireless keyboards, and touch keyboards.



Types of Keys in the Keyboard and Their Functions:

- **Numeric Keys:** Located at the top of the keyboard and at the right corner.
- **Punctuation Keys:** The question mark/full stop located at the right side of the characters can be used.
- **Letter Keys:** Used to type letters. Letter-keys are not located in the order of the English alphabet. The manner in which the letter keys are located on the keyboard is known as the 'QWERTY' layout.
- **Cursor:** There is a vertical line that appears and disappears when you are about to start typing on a document or a box. It is the cursor. The cursor shows the location where the typing starts.
- **Caps Lock Key:** After pressing the Caps lock key once, you can type in capital letters (e.g., A, C, D). When you need to type normally, press the Caps lock key again (e.g., a, c, d).

- **Shift Key:** There are two Shift keys on the right and left hand on a keyboard. When letter keys are pressed while pressing on the shift key, letters are typed in capital letters (e.g., Shift + A = A). Similarly, while pressing the Shift key, if you press other keys, the symbol at the top of the key is typed (e.g., Shift + ?/ = ?).
- **Space bar:** It is used to insert space between words. By pressing this key once, you can get one space and by pressing it twice, you can get two spaces.
- **Tab key:** It is used to insert a large space between words. If you press it once, one space is kept and by pressing it twice, two spaces can be kept.
- **Enter key:** This key is used to take the cursor one line below.
- **Arrow keys:** These keys are used to move the cursor up and down and from right or left.
- **Backspace key:** By pressing this once, one letter, space, or a number on the left side is deleted.



Let's use the Keyboard Correctly: When we fail to use the keyboard correctly, it will cause inconvenience. It is important to learn the method of keeping hands on the keyboard correctly.

4.3 Let's learn how to use the Application Software

It is intended to provide an understanding about some of the application software and we look forward to discuss audio and video software in the forthcoming chapters.

Graphic Software

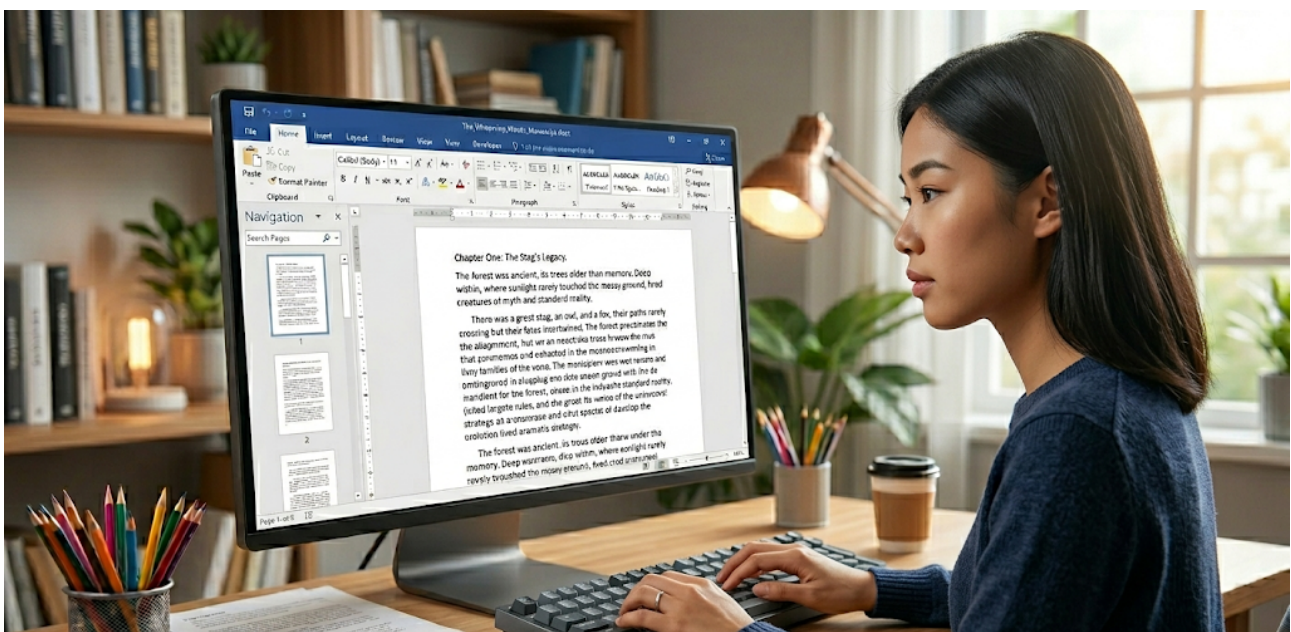
In the past, paintings were drawn by hand. Later, software was produced to draw pictures using the computer. Different software is used to create graphics and to draw arts. This software is known as **graphic software**.

- **Examples:** Adobe Illustrator, Microsoft Paint.



Word Processing Software

The software we use to create and store documents that are needed in everyday life is called **word processing software**.



Audio and Video Editing Software

Student: "Today, our school's media club showed us the video of the Prize Giving ceremony. They have removed the unnecessary parts and edited it beautifully. Do you know how to do it?" **Teacher:** "Yes, you need audio-visual editing software for that."

Software has been developed to edit audio and video recordings.

- **Audio:** Has voice only. Appeals to hearing. (Eg: Radio Programmes)
- **Video:** Has voice and images (Audio-visual). Appeals to sight and hearing. (Eg: Television programmes)

Software created to edit audio recordings is known as **audio editing software** (Eg: Audacity, Adobe Audition). Software created to edit video recordings is known as **video editing software** (Eg: Openshot, Adobe Premiere Pro).



Creating Audio-Video Files (Ethics)

Student: "Do you mean that by using a software we can record what we are talking now and edit it as required?" **Teacher:** "Yes, we can edit it using suitable software. But, we have to think about a lot of things when we edit the sound tracks and videos. We cannot do it as we wish."

It is very important to comply with the ethics in editing audio and video recordings:

1. When we record voices and images of others, their permission must be obtained. (In case of small children, the permission of their parents or school must be obtained).
2. When editing recordings of voices and images of others, they should not be done in a manner as to make them uncomfortable.
3. Editing should not be done in a manner as to give a false idea or a message.
4. You should not use the knowledge of editing software for fraudulent purposes.
5. If edited audio or video files are made available, it must be done by protecting the identity of you or relevant people.