

Using computers
to enhance the lives of those with aphasia



Booklet 3

Practice exercises for mouse and keyboard

Acknowledgements

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Special thanks belongs to the people with communication difficulties who volunteered to be part of this research project and who gave valuable feedback about the training materials. This feedback has encouraged us to provide the materials on the Internet to be freely downloaded as a resource. Thank you to Michelle Gardner and Rachel Reid for their help in developing the materials for the Internet.

This booklet contains some exercises to practice Mouse and Keyboard skills which will help get more control over the mouse and become more familiar with the keyboard. The exercises for mouse practice were not created by this project but were located on the Internet as freely available tools. The Internet addresses were correct at time of publishing. The exercises for keyboard practice were created by the project. This document is in Word format and therefore people can type directly onto the document to carry out the exercises and click on the Internet links to access the exercises on the Internet.


Trademarks

Any Trademark names and symbols that appear in the booklets are used solely as an image to represent how to use the particular tool. There is no intention to infringe any trademark.



Practice Exercises – the Mouse

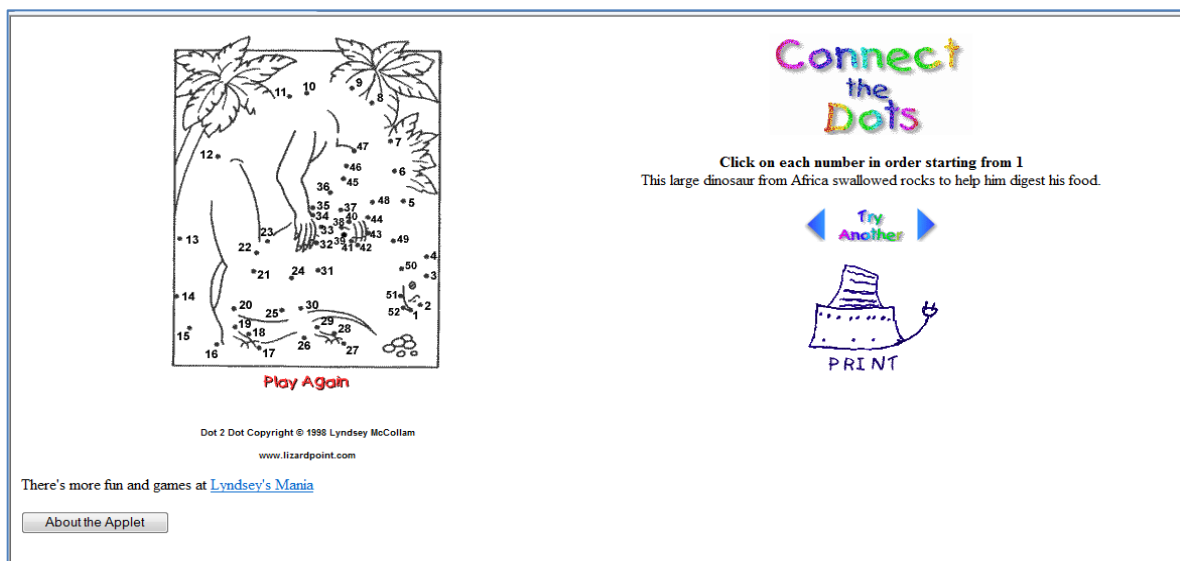
Exercise 1 – ‘Clicking’ the Mouse

1. Move your cursor  over the blue words below.
2. Hold down the ‘Ctrl’ button on your keyboard and click on the blue words.

The ‘Ctrl’ button is underneath the Shift key (page 8 in booklet 2 to remind you where the shift key is)

<http://www.lizardpoint.com/fun/java/dinodots/dino1.html>

3. A page like this will open:



Connect the Dots

Click on each number in order starting from 1
This large dinosaur from Africa swallowed rocks to help him digest his food.

Try Another

PRINT

Play Again

Dot 2 Dot Copyright © 1998 Lyndsey McCollam
www.lizardpoint.com

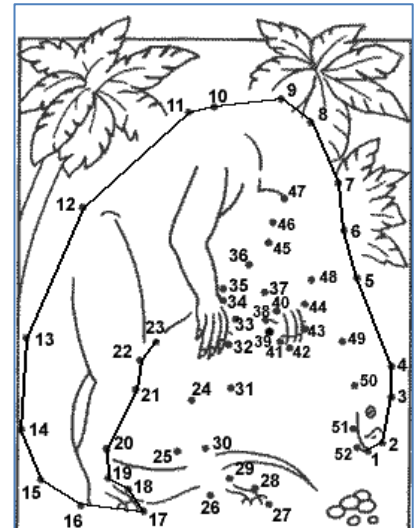
There's more fun and games at [Lyndsey's Mania](#)

About the Applet

4. Find **number 1** on the picture and click the left button of your mouse.

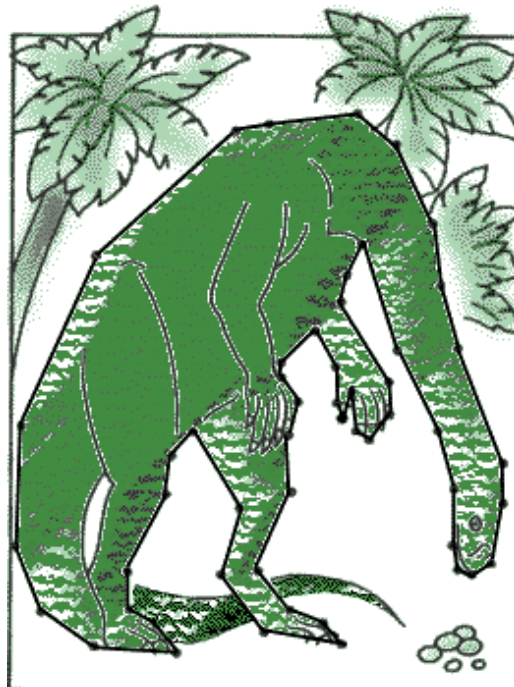
5. The numbers are small so take your time.

6. Now find **number 2** and click



7. Then **number 3** to join the dots on the picture

8. When you have clicked all the numbers the picture will look like this:



Now do the other dot-to-dot pictures on this website.

Exercise 2 – ‘Drag and Drop’

1. Move your cursor  over the blue words below.

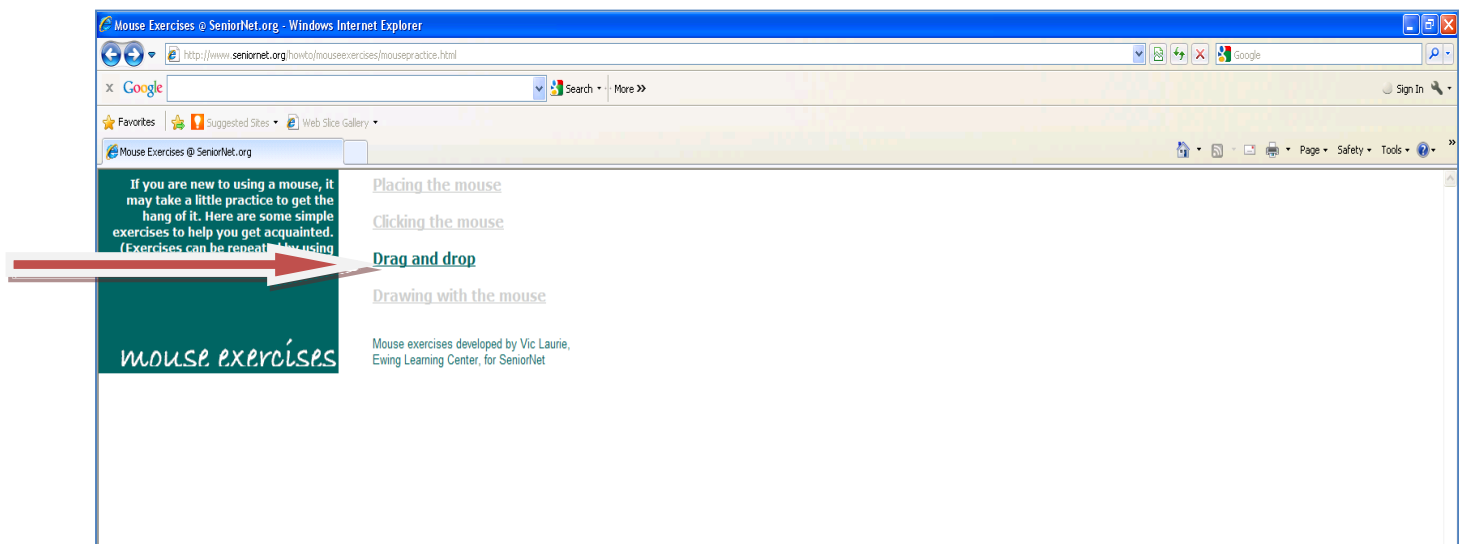
2. Hold down the ‘Ctrl’ button and click on the blue words

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

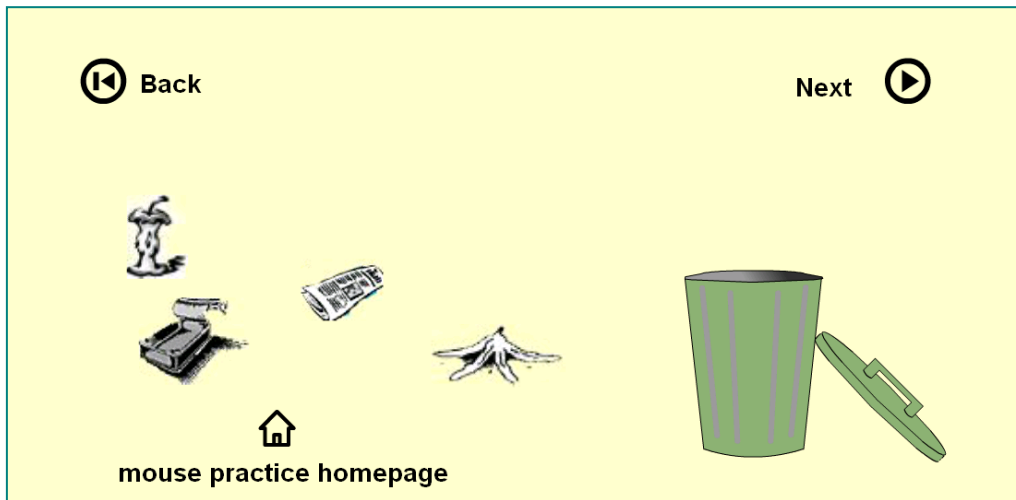
There are 4 exercises to choose from.

This exercise explains how to do the ‘drag and drop’ exercise from this list.

3. Double click ‘**Drag and drop**’



This page will open

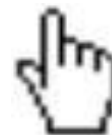


We are going to put the apple core into the bin

4. Put the cursor over the picture of the apple core



The cursor will change to look like a hand



5. Hold down the left button of the mouse **and** move the cursor at the same time to drag the apple core across the computer screen.
6. When the apple core is in the bin take your finger off the mouse and it will drop into the bin.



Practice Exercises – the Keyboard

We have provided some exercises for you to practice using the keyboard.

You can:

- a. Type sentences using CAPITAL letters only
- b. Type sentences where only some of the words have CAPITAL letters.
- c. Use the 'Arrows' to move around your page
- d. Delete words using the 'Backspace' key
- e. Delete words using the 'Delete' key

See pages 7 and 8 in 'Booklet 2 – Know the parts of your computer' to remind you about the keyboard.

Type these sentences in all CAPITAL letters

Hint: Use Caps Lock

1. I love learning about computers

2. It is sunny today

3. I can type very well

4. I eat lots of fruit

5. Roses are my favourite flowers

6. I like cooking for my friends

7. I have two black cats

8. I love snow at Christmas

Type these sentences – some words have CAPITAL letters

Hint: Use Shift key for Capital letters only

1. Mary made a birthday cake for Susan
2. Christmas is in December
3. The capital of Scotland is Edinburgh
4. The Kings Speech was a great film
5. Spain won the World Cup in 2010
6. Dublin is the capital city of Ireland
7. My best friend Lucy lives in London
8. The love watching the ships on the sea

Fill in the missing words in the sentences

Hint: Use Arrows to move to a word on the line

1. My name is _____

2. I am _____ year's old

3. I have _____ hair and _____ eyes

4. My favourite colour is _____

5. My favourite animal is a _____

6. I like to eat _____

7. I enjoy the summer because _____

8. My favourite place to visit is _____

Use the 'Backspace' key to delete the blue words

Hint:

- 1. Use the arrow keys to go to the end of the blue words**
- 2. Delete the word by pressing the 'Backspace' key**

They took some **honey** and plenty of **money wrapped up in a five-pound note**

January is **my favourite month** of the year

I **use my computer** to buy my **shopping** online

I have **two black fluffy cats called Smokey and Georgie**

I **enjoy** gardening **in** the Summer **months**

I like watching **the discovery** channel on **TV**

I **want** to learn how **to** play **golf** this **year**

Use the 'Delete' key to delete the [blue words](#)

Hint:

- 1. Use the arrow key to go to the start of the blue words**
- 2. Delete the word by pressing the 'Delete' key**

The **Commonweath Games** were in **India** in **2010**

I **wonder if** it will snow on **Christmas** day

The **Owl** and the **Pussy Cat** went to **sea in** a **beautiful** pea-green boat

You can do **lots** of **interesting** things on the **Internet**

I will **email** my friend **tonight**

John went **to** the **supermarket** to **buy** lots of **food**

Mandy **goes** **horse** riding every **Sunday**