

lesson 3

Standard Methods of Input

This lesson includes the following sections:

- **The Keyboard**
- **The Mouse**
- **Variants of the Mouse**



The Keyboard

- **The Standard Keyboard Layout**
- **Ergonomic Keyboards**
- **How a Keyboard Works**

The Keyboard - Standard Keyboard Layout

- A standard computer keyboard has about 100 keys.
- Most keyboards use the QWERTY layout, named for the first six keys in the top row of letters.



The Keyboard - Standard Keyboard Layout

Most keyboards have keys arranged in five groups:

- 1. Alphanumeric keys**
- 2. Numeric keypad**
- 3. Function keys**
- 4. Modifier keys**
- 5. Cursor-movement keys**

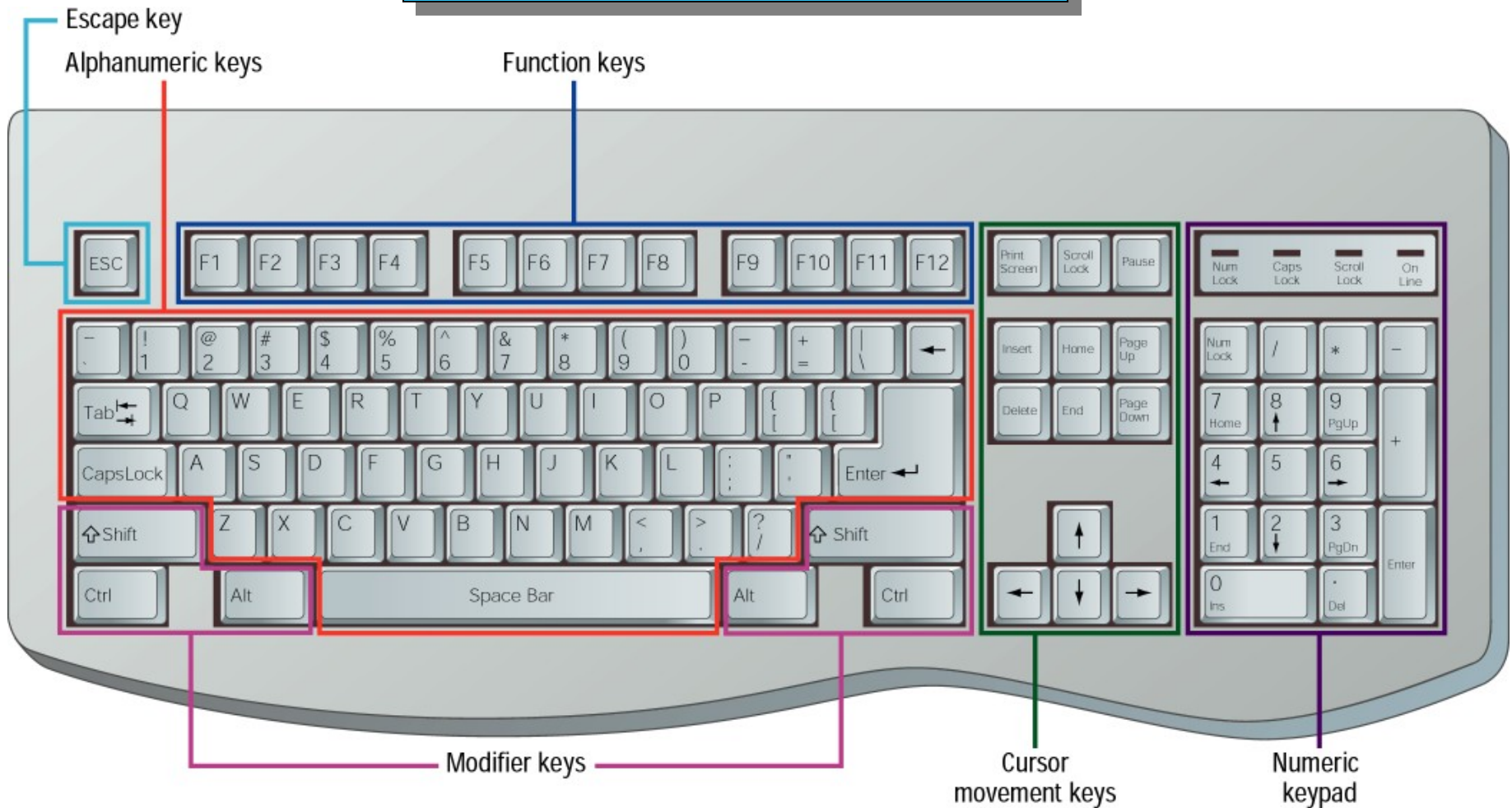
ACADEMIC RECORDS

Password

* * * * *

ENTER

Invalid Password



The Keyboard - Ergonomic Keyboards

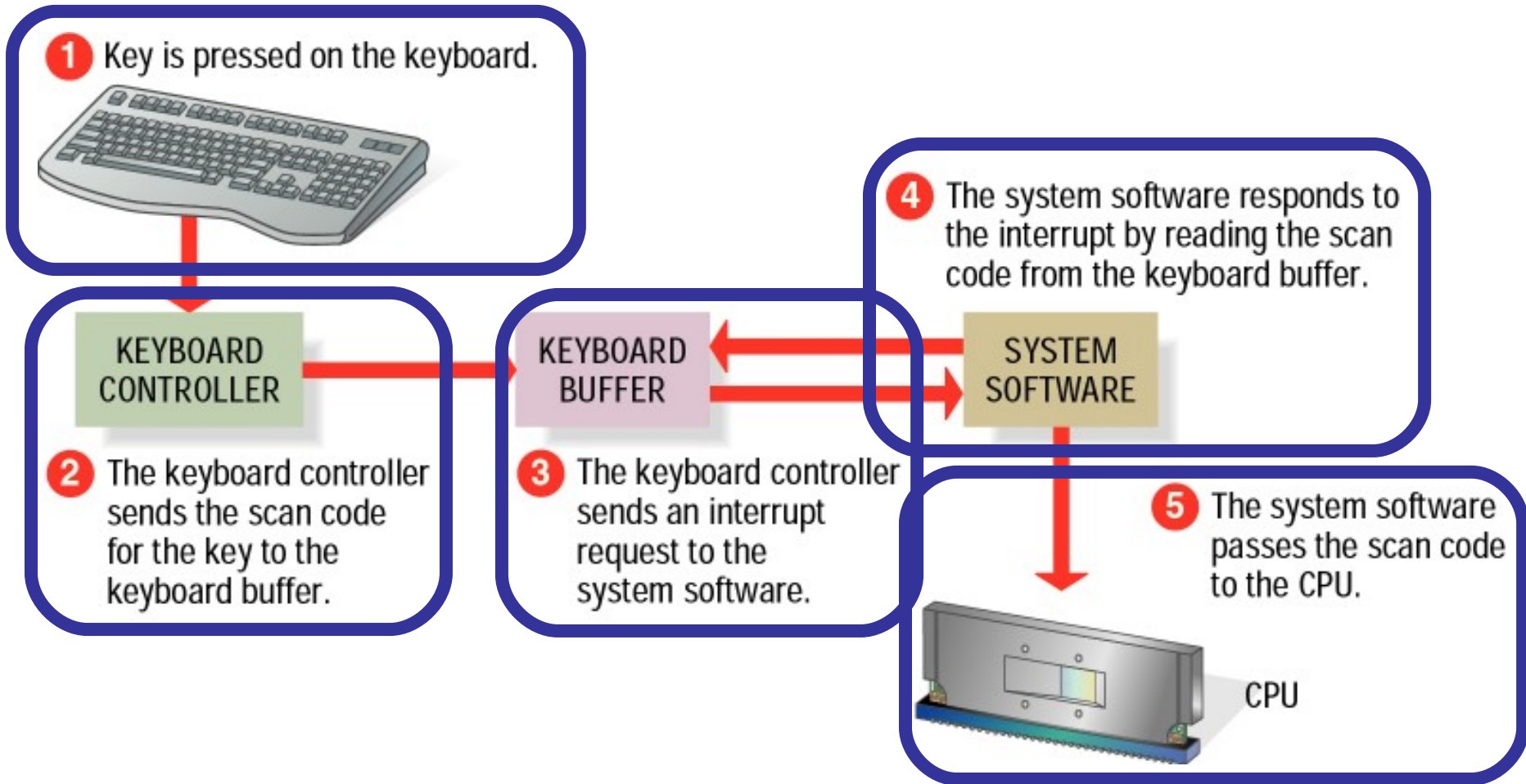
- Long periods of keyboard use can cause injuries.
- An ergonomically correct keyboard can help you avoid injuries.
- You also can avoid injuries by adopting correct keyboarding practices.



The Keyboard - How a Keyboard Works

When you press a key:

- **The keyboard controller detects the keystroke.**
- **The controller places a scan code in the keyboard buffer, indicating which key was pressed.**
- **The keyboard sends the computer an interrupt request, telling the CPU to accept the keystroke.**



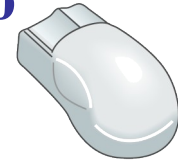
The Mouse

- What is a Mouse?
- Mouse Techniques



The Mouse - What is a Mouse?

- **The mouse is a pointing device. You use it to move a graphical pointer on the screen.**
- **The mouse can be used to issue commands, draw, and perform other types of input tasks.**



The Mouse - Mouse Techniques

Using the mouse involves five techniques:

- 1. Pointing; Move the mouse to move the on-screen pointer.**
- 3. Clicking; Press and release the left mouse button once.**
- 6. Double-clicking; Press and release the left mouse button twice.**
- 9. Dragging; Hold down the left mouse button as you move the pointer.**
- Right-clicking; Press and release the right mouse button.**

Variants of the Mouse

- **Trackballs**
- **Trackpads**
- **Integrated Pointed Devices**

Variants of the Mouse - Trackballs

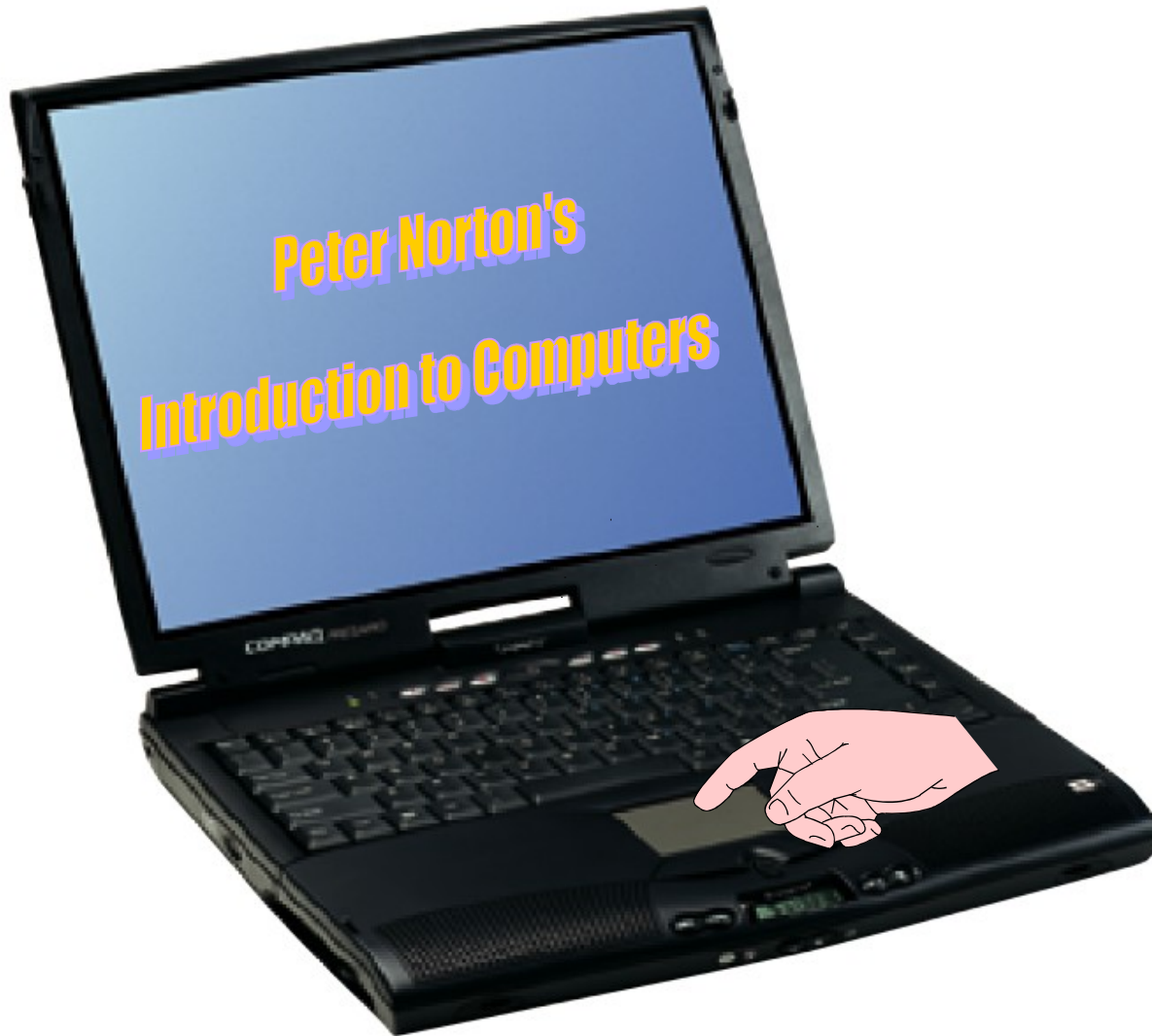
- A trackball is like a mouse turned upside-down.
- Use your thumb to move the exposed ball and your fingers to press the buttons.



Many styles of trackball are available.

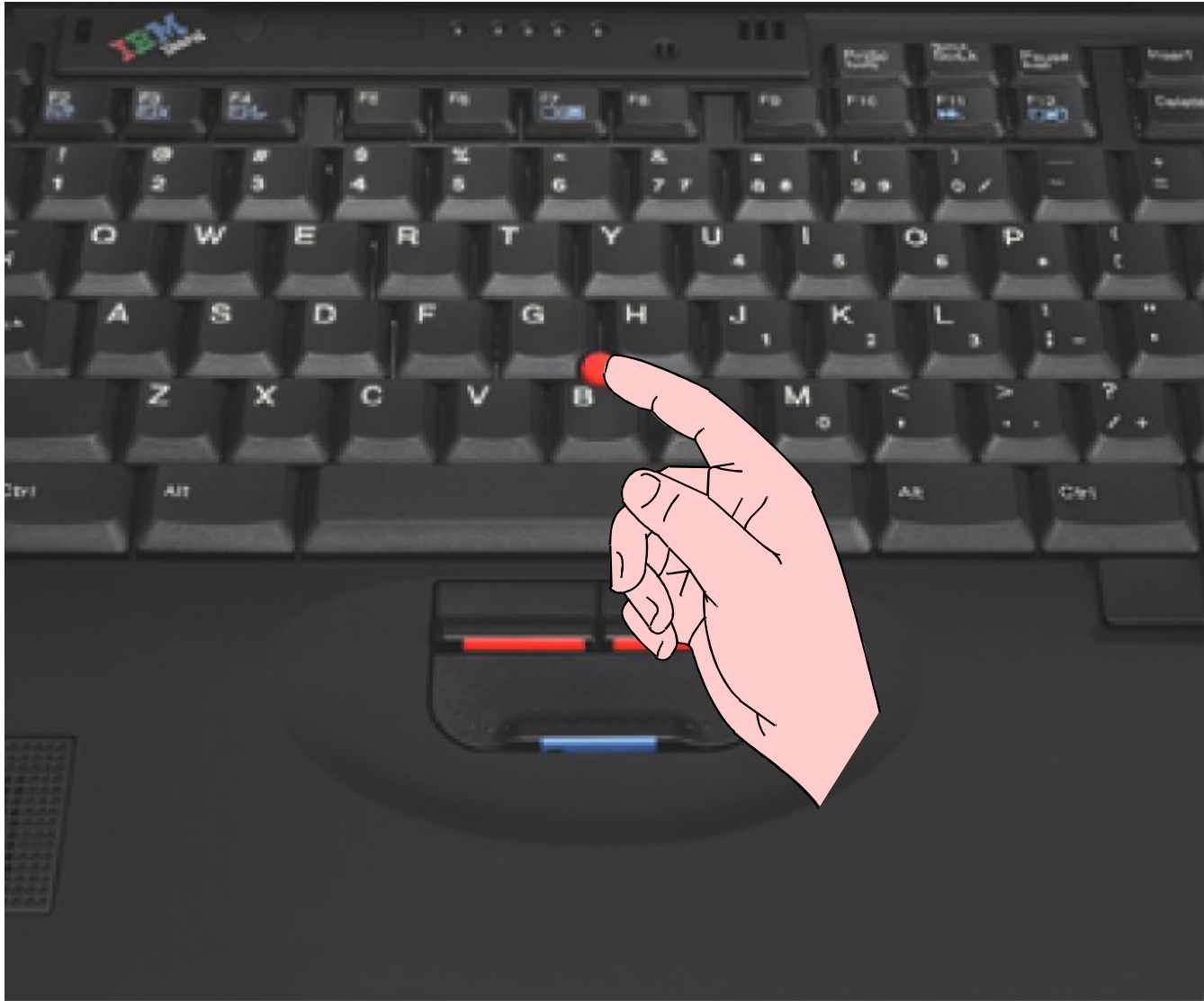
Variants of the Mouse - Trackpads

- **A trackpad is a touch-sensitive pad that provides the same functionality as a mouse.**
- **To use a trackpad, you glide your finger across its surface.**
- **Trackpads provide a set of buttons that function like mouse buttons.**



Variants of the Mouse- Integrated Pointing Devices

- **An integrated pointing device is a small joystick built into the keyboard.**
- **To use an integrated pointing device, you move the joystick.**
- **These devices provide a set of buttons that function like mouse buttons**



lesson 3 Review

- **Identify the five key groups on a standard computer keyboard.**
- **Describe the purpose of a mouse and the role it plays in computing.**
- **Identify the five essential techniques for using a mouse.**
- **Identify three common variants of the mouse.**