

PRINTABLE GUIDE

Practise the mouse and keyboard

The mouse pointer shows where clicks act; the typing cursor shows where text appears. Practise with harmless content. Mouse buttons and trackpad gestures can be customised.

Windows computer; mouse or trackpad | 2 min read | 5 steps

Before you start

- ☐ A mouse or trackpad you can use comfortably
- ☐ A practice document or editable text box

1. Move and click

Move the mouse gently and watch the pointer. Click the primary button once to select a control or place the typing cursor. A configured trackpad tap may do the same. Avoid holding the button unless you intend to drag.

- ☐ Done this step

2. Try a double-click

Double-click a harmless folder in File Explorer to open it. Two quick primary clicks act together; clicking slowly can select or rename instead. Use Open or adjust settings if double-clicking is difficult.

- ☐ Done this step

3. Explore the other button and wheel

Right-click, or use your device's secondary-click gesture, to show a menu of choices. Close it with Escape. Move the wheel to scroll a page; many trackpads scroll with two fingers when that gesture is enabled.

- ☐ Done this step

4. Type and correct

Click inside the practice document and type a short sentence. Space adds a gap, Enter begins a new line in many apps, and Backspace removes text before the cursor. Check Caps Lock if letters unexpectedly appear in capitals.

☐ Done this step

5. Adjust comfort if needed

Windows settings can change pointer size and mouse behaviour. Accessibility options include an on-screen keyboard and Sticky Keys. Change one option at a time and test it rather than assuming the default controls suit everyone.

☐ Done this step

Try it for yourself

Type a sentence, correct one letter and scroll a harmless page.

☐ I tried the task.

My notes

Can a key behave differently in another app?

Yes. Enter can submit a message instead of starting a line, for example. Read the app's controls before using an important form.

Official help and the online guide

Windows mouse and keyboard accessibility - <https://support.microsoft.com/en-us/accessibility/windows/make-your-mouse-keyboard-and-other-input-devices-easier-to-use>

Windows keyboard shortcuts - <https://support.microsoft.com/en-au/windows/keyboard-shortcuts-in-windows-dcc61a57-8ff0-cffe-9796-cb9706c75eec>

Read online: <https://plaintechguides.com/guides/practise-mouse-and-keyboard/>