



You have already learned these functions in class so don't be afraid to give them a try!

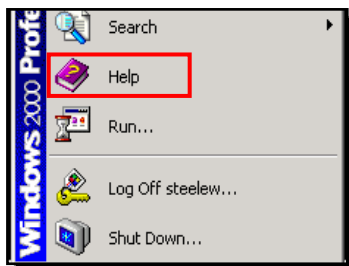
This quick reference guide reviews the basic keyboard and mouse functions (page 2) used to perform various computer functions/activities.

Keyboard Functions

- To display the log-on dialog box, press the **Ctrl – Alt – Del** keys at the same time.



- The Num Lock key is located in the upper left corner of the numeric keypad and when activated allows you perform various keyboard functions.
- The Start button is located in the lower left hand side of your computer screen. When you click on the Start button, a pop-up function menu displays.



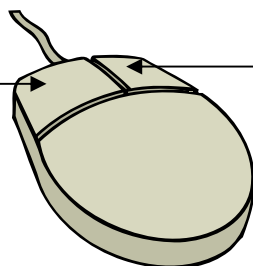
- The Help function contains topics to answer all of your computer-related questions.



- To open the Help function, place your cursor on the Help function and left-click. If you cannot find the answer to your question on the main Help page, click on the appropriate book icon for a more detailed explanation/description of computer-related information.

Mouse Functions

Left Button –
The Left button is the primary mouse button. Use the left button to navigate around your computer.



Right Button –
The Right button is used when you are instructed to “Right Click”.

- The left mouse button is the primary button for “communicating” with your computer.
- The right mouse button is for numerous formatting commands:
 - Cut
 - Copy
 - Paste
 - Shadowing
 - Deleting
- To perform changes to a document (for example: highlighting/shadowing, different font/text), click on the starting point and while holding down the left mouse button drag your cursor over the appropriate text. Perform the necessary changes.

In the following example the highlighted text’s format was changed from plain to **Bold**, *Italic* and Underline.

The image shows a mouse and two text boxes. The left box is titled "Left Button" and explains its primary function. The right box is titled "Right Button" and explains its use for "Right-Click". Below these, a series of screenshots demonstrate a text editing process: first, text is highlighted; then, the text is formatted with bold, italic, and underline. The final screenshot shows the text with all three formatting options applied.

Command Features

Command	Action
Cut	Removes the highlighted text from the document
Copy	Copies the highlighted text and allows you to paste it in another location
Paste	Pastes the copy or cut text into another location in the current document or another document
Delete	Completely removes the selected text from your document

Have a question?

Contact Paris Jefferson at 353-3254 or by email at Paris.jefferson@ucsfmedctr.org.