Using Mouse and Keyboard to use Application Software

There's a computer. to listen a song, to type a letter, to draw a picture, what else do you need?

4.1 / Application Software

Teacher, I would like to draw a picture.

Teacher, I would like to type a letter.

Teacher, I would like to listen to a song.

Yes, children, we can do all those things. There are separate tools (programmes) fo that. We should know about the keyboard and the mouse to do those things.

4.1　Examples for Tasks that can be done by a Computer

Preparing budget reports and expenditure estimates, etc.

Computer Games

Watching a video

Searching information in internet

Preparing documents (letters, reports, lesson notes, etc.)
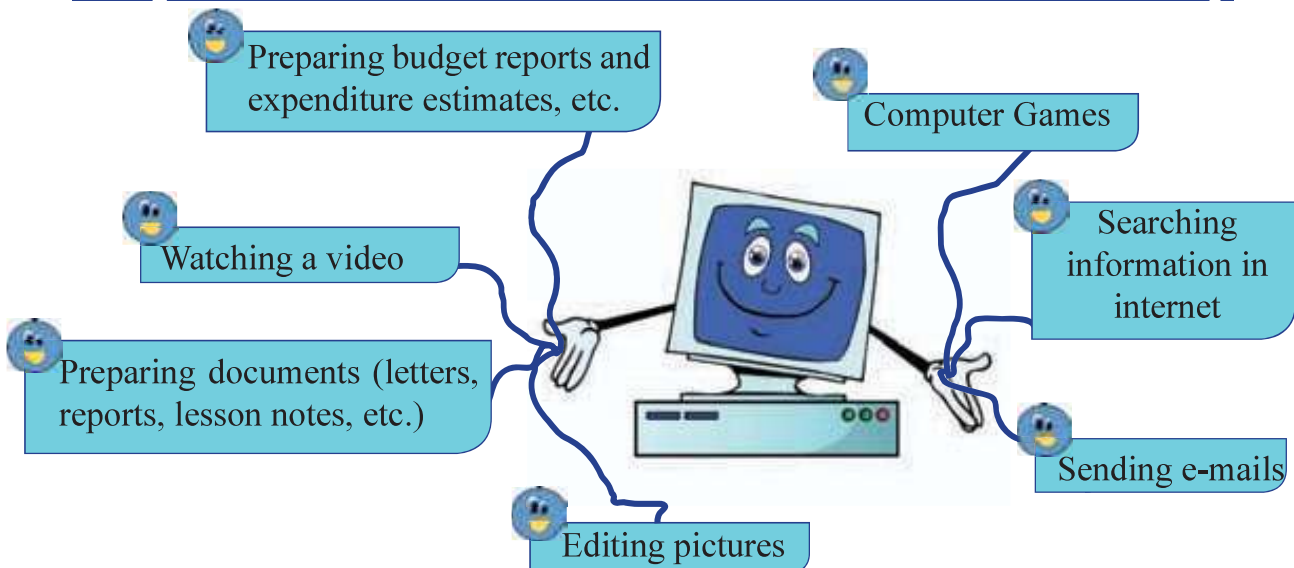
Sending e-mails

Editing pictures

Figure 4.1 - Several Tasks that can be done through a Computer

Various programmes which execute such requirements of the user are called application software.

4.1.1　Types of Application Software

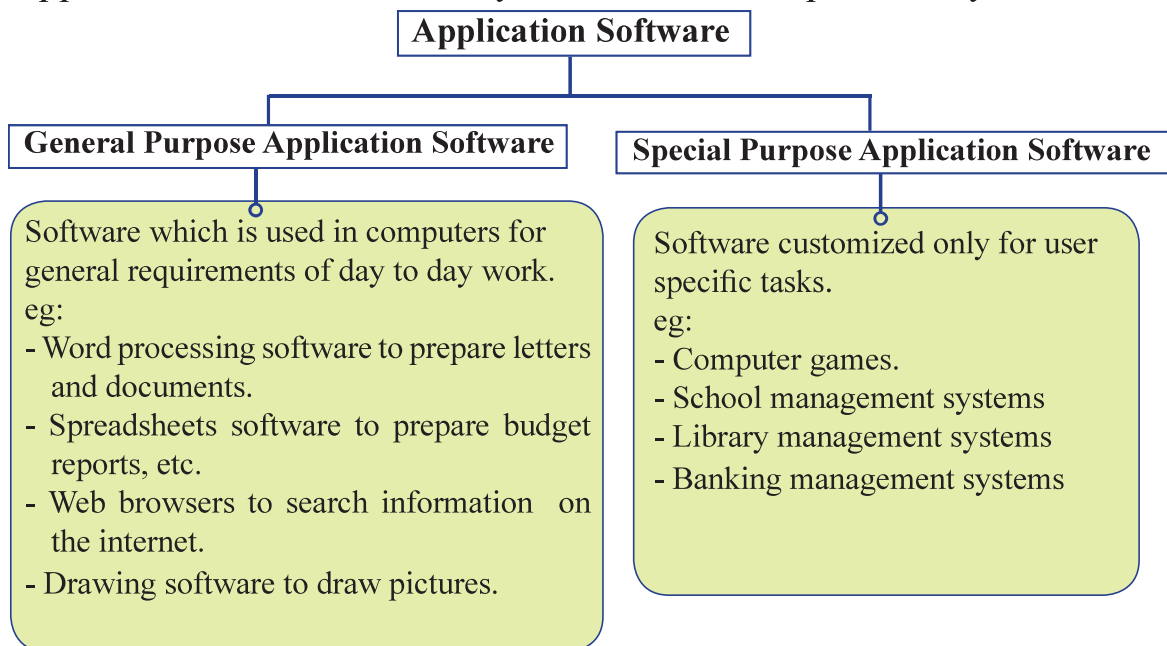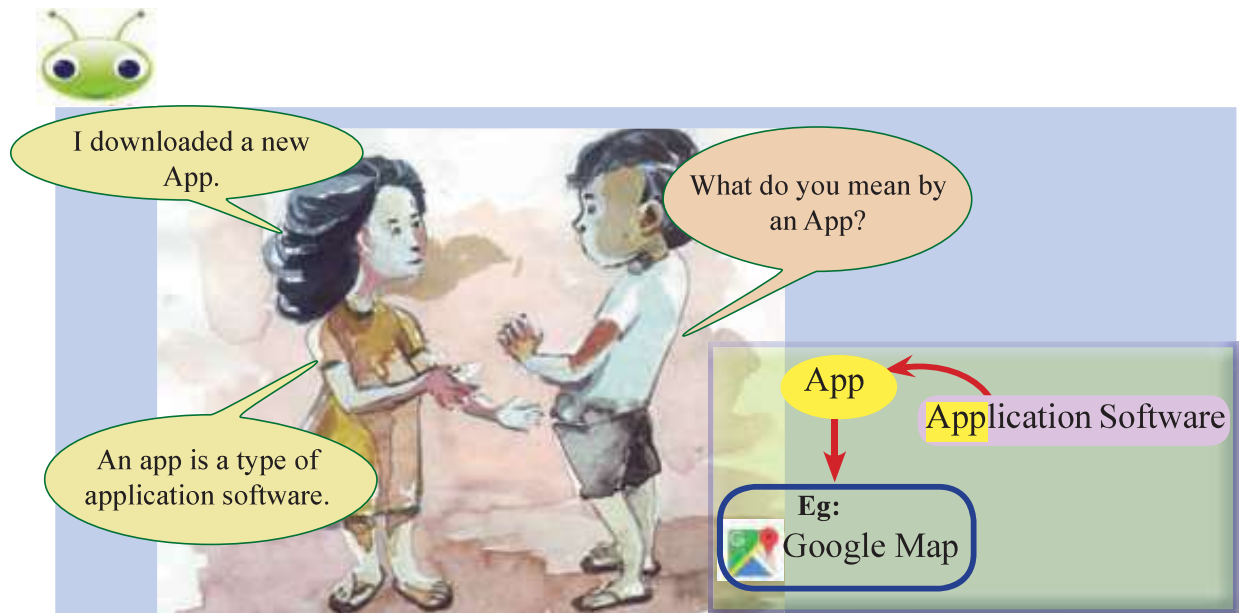Application software is mainly divided into two parts. They are;

Application Software

General Purpose Application Software

Special Purpose Application Software

Software which is used in computers for general requirements of day to day work.
eg:
- Word processing software to prepare letters and documents.
- Spreadsheets software to prepare budget reports, etc.
- Web browsers to search information on the internet.
- Drawing software to draw pictures.

Software customized only for user specific tasks.
eg:
- Computer games.
- School management systems
- Library management systems
- Banking management systems

**Figure 4.2 - Categorizing Application Software**

4.2 Basic Tools needed to use Application Software

When using application software, basically the keyboard and the mouse are used. Therefore, first of all, you need to get 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. Also, opening a file, folder, menu and selecting commands can be done by clicking the buttons on the mouse.

The arrow mark shown on the screen is identified as the mouse pointer or the cursor.
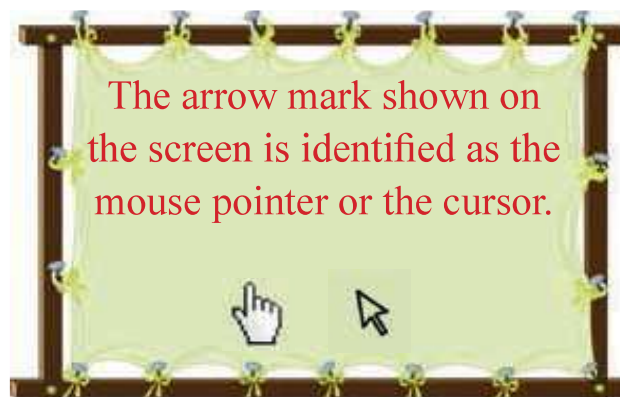
Main Parts of a Mouse

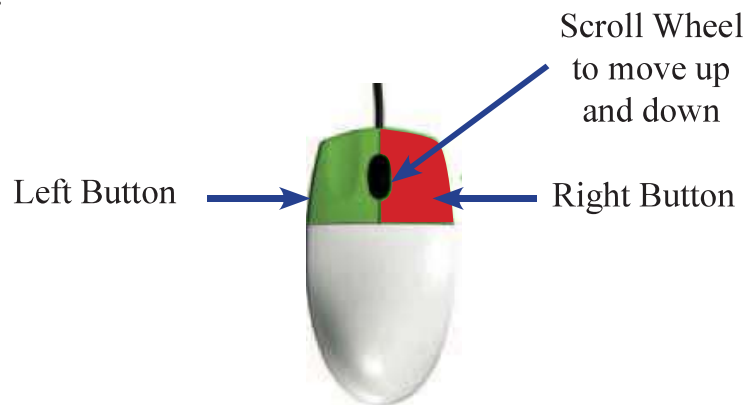Normally, the mouse has a left and a right button and a small wheel in the middle.

Scroll Wheel to move up and down

Left Button

Right Button

Figure 4.3 - Main Parts of a Mouse

Let's identify several types of mouse that are in use.

Mouse   Wireless Mouse   Touch Pad
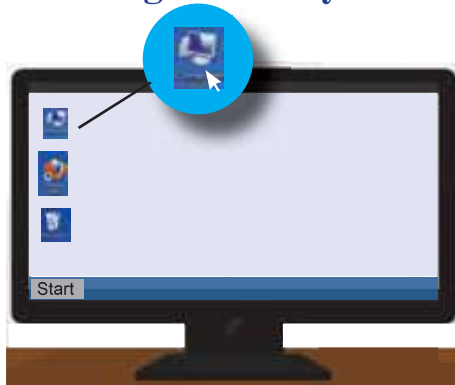
Figure 4.4 - Examples for Mouse Types

Functions of the Mouse

Many tasks can be performed on the computer screen with a mouse. They can be divided into following three categories.

Eg:
- Selecting necessary items
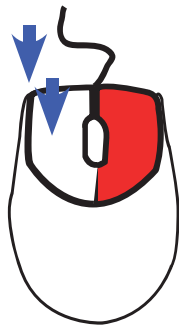- Opening necessary items
- Moving necessary items

Selecting necessary items

To do this, bring the cursor on to the item and click the left button once. Then the item is highlighted.
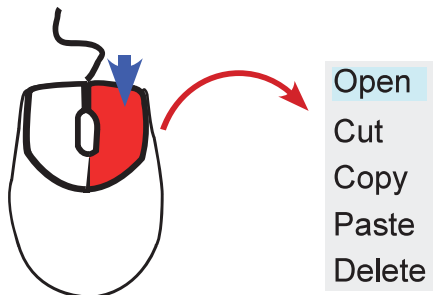
Opening necessary items

Method I

By double-clicking the left button, you can open the application or file that represents a corresponding icon.

Method II

Once you click the right button on the icon, select the 'open' command from the sub menu.

Open
Cut
Copy
Paste
Delete

Moving necessary items

Click the left button, then drag and drop it.

In addition, 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 inproperly can cause pain and difficulty in our hands.

Figure 4.5 - Using the mouse properly

Figure 4.6 - Using the mouse inproperly

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

Figure 4.7 - Keyboard

Figure 4.8 - Wireless Keyboard

Figure 4.9 - Touch Keyboard

Types of Keys in the Keyboard and Their Functions

The numeric keys are located at the top of the keyboard and at the right corner.

The question mark/fullstop located at the right side of the characters can be used.

To select the way of typing and formatting
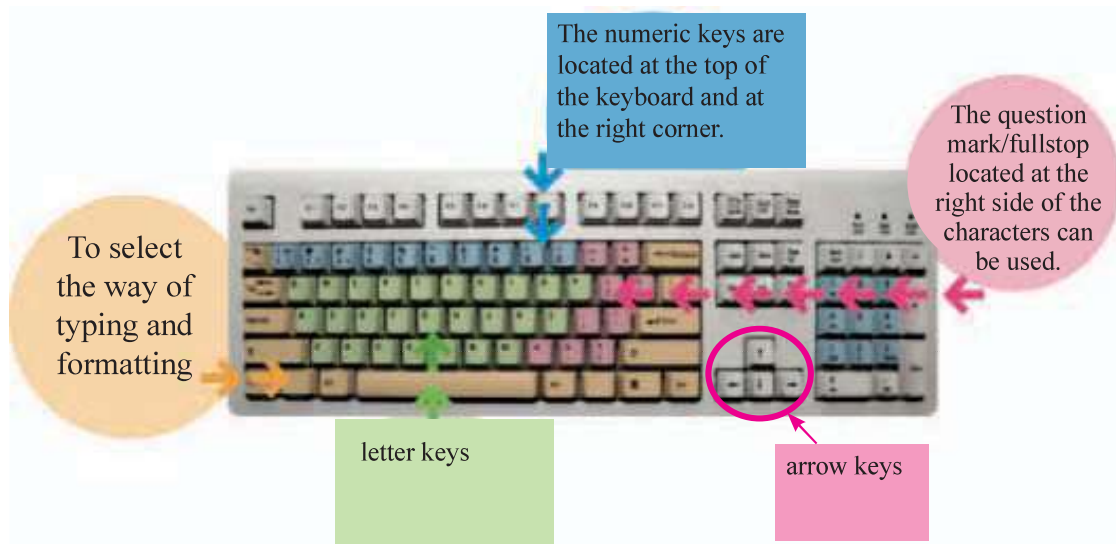
letter keys

arrow keys

Figure 4.10 - Parts of the Keyboard

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.

Letter keys are 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 'QWERTY' layout.
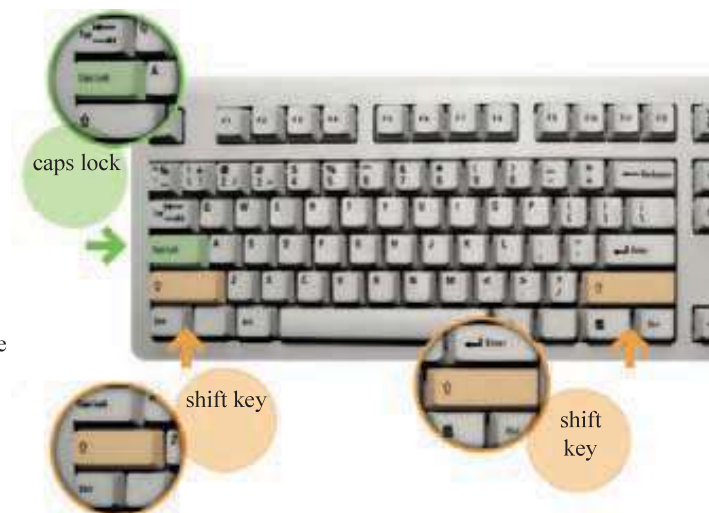

Cat |

The cursor shows the location where the typing starts.

Use the Caps Lock key

After pressing the Caps lock key once, you can type in capital letters. When you need to type normally, press the Caps lock key again.

caps lock

shift key

shift key

☐ **Pressing Caps Lock** key once
   A, C, D

☐ **When you press Caps Lock**
   again a, c, d

Use the 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. Similarly, while pressing the Shift key, if you press other keys, the symbol at the top of the key is typed.

⇧ + A ⟶ A

⇧ + ?/ ⟶ ?

Activity 3 – See 4.3 in Workbook.

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. Likewise, you can press it several times to get the needed space.

    Eg:-   Pressing once. Thank You

           Pressing twice. Thank You

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.

    Eg:-   Pressing once. Thank   You

           Pressing twice. Thank   You

Enter key - This key is used to take the cursor one line below.

        Eg:-   Pressing once Thank

                         You

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 and pain in fingers as well as in the wrists.

The way you should keep your fingers on the keyboard is shown below.

Figure 4.11 – 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

At first, art was drawn manually by man.

Later, software was produced to draw pictures using the computer.

Figure 4.12 - A hand drawn painting

Figure 4.13 - An art drwan using a computer

Activity 4 - See 4.4 in the Workbook.

Different software is used to create graphics and to draw arts. This software is known as graphic software.

Adobe Illustrator   **Microsoft Paint**

Figure 4.14 - Examples for Grapic Software

Activity 5 - See 4.5 in the Workbook.

Word Processing Software

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

Figure 4.15 - Examples for Word Processing Software

Activity 6 - See 4.6 in the Workbook.

Audio and Video Editing Software

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?

Yes, you need audio-visual editing software for that.

Audio-visual editing software? What is that?

Software has been developed to edit audio and video recordings. Many tasks can be done using this software.

Audio	Visual
Hearing	Sight
- Audio Has voice Eg: Radio Programmes	- Video Has voice and images That means, audio-visual Eg: Television programmes
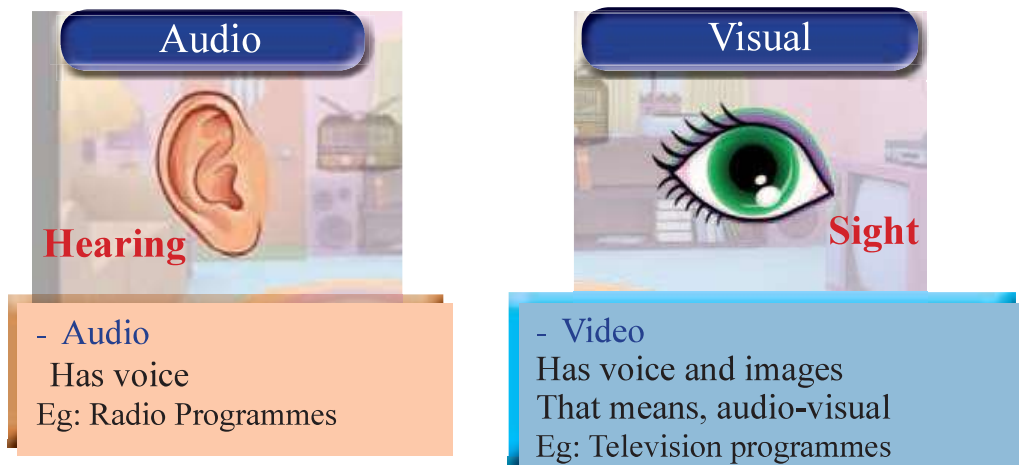
Among several software which is designed to create and edit audio-video material, software created to edit audio recordings is known as audio editing software and software created to edit video recordings is known as video editing software.
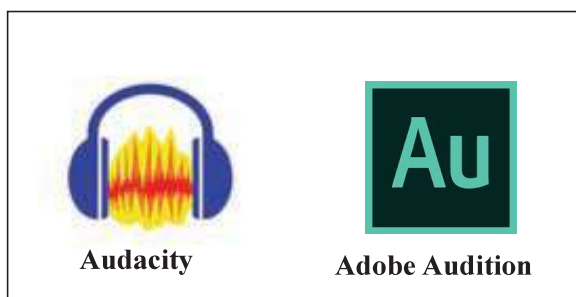

Audacity	Adobe Audition

Figure 4.16 – Examples for Audio Editing Software

Openshot	Adobe Premiere Pro
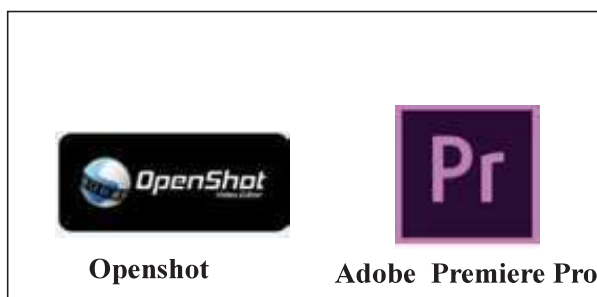
Figure 4.17 – Examples for Video Editing Software

Activity 7 – See 4.7 in the Workbook.

Do you mean that by using a software we can record what we are talking now and edit it as required?

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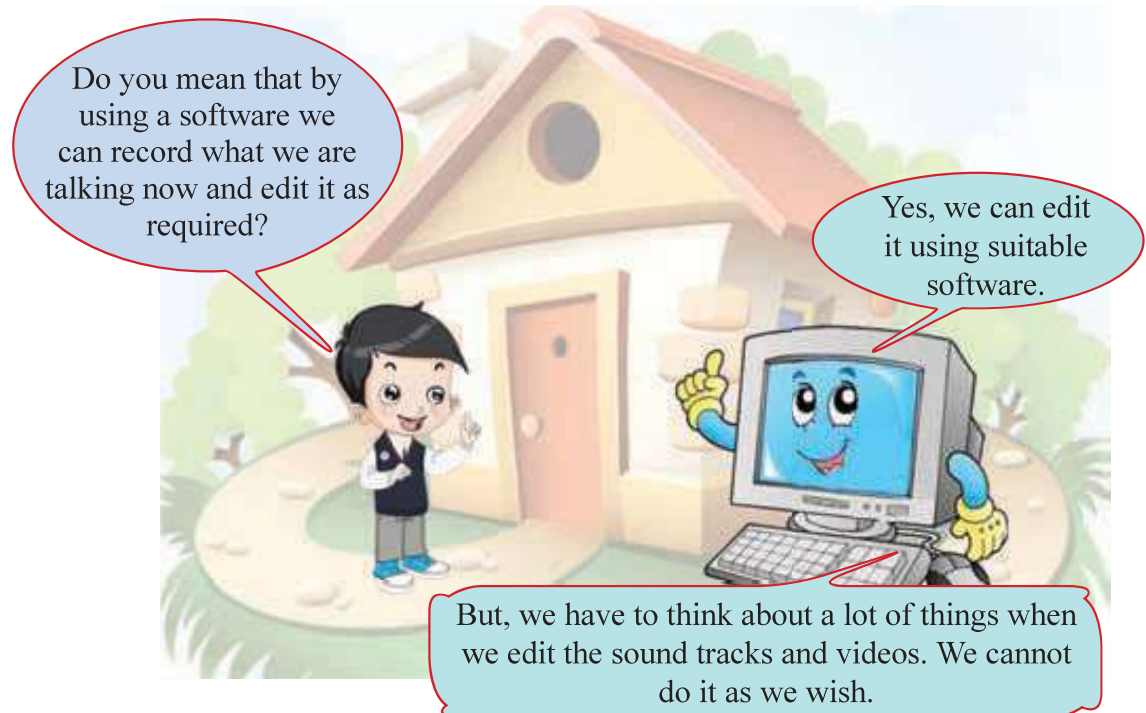
It is very important to comply with the ethics in editing audio and video recordings.

When we record voices and images of others, their permission must be obtained. (In case of small children, the permisson of their parents or school must be obtained.)

When editing recordings of voices and images of others, they should not be done in a manner as to make them uncomfortable.

Editing should not be done in a manner as to give a false idea or a message.

You should not use the knowledge of editing software for fraudulent purposes.

If edited audio or video files are made available, it must be done by protecting the identity of you or relevant people.

Activity 8 - See 4.8 in the Workbook.

Summary

★ Software which is designed to fulfil user requirements is called application software.
  Eg: graphics software, word processing software, audio-video software

★ Knowledge of the keyboard and the mouse is important to use application software.

★ Right button, left button and scroll wheel are the main parts of a mouse.

Scroll wheel

Left button ⟶   ⟵ Right button

The numeric keys are located at the top of the keyboard and at the right corner.

The question mark/fullstop located at the right side of the characters can be used.

To select the way of typing and formatting

letter keys

arrow keys