








The Keyboard



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|  Control keys |  Navigation keys |
|  Function keys |  Numeric keypad |
|  Typing (alphanumeric) keys |  Indicator lights |

Typing keys

Include the letter, number, punctuation, and symbol keys found on the traditional typewriter. Whenever you need to type something in a program, e-mail message or text box, you'll see a blinking vertical line which we call the cursor or insertion point. It shows you where the text you type will begin. You can move the cursor by clicking in the desired location with the mouse, or by using the navigation keys. Some keys you will use a lot are:

- **ENTER key:** Drops you to the next line (paragraph); used as "go find" when typed after you have entered a Web address in the address bar, in a dialogue box, press ENTER to select the highlighted button.
- **BACKSPACE key:** Used to delete backwards along a line of type.
- **DELETE key:** Used to delete forwards along a line of type.
- **SHIFT key:** Used in combination with a letter for uppercase type. Used in combination with other keys to type the symbol shown on the upper part of that key.
- **CAPS LOCK:** Press CAPS LOCK once to type all letters in uppercase. Press CAPS LOCK again to turn this function off.

- SPACEBAR: moves the cursor one space forward.

Control keys

Used alone or in combination with other keys to perform specific actions. Sometimes used as short cuts for various tasks (eg. Control X = Cut; Control C = copy; Control V = Paste). Most frequently used control keys are: CTRL, ALT, Windows logo key and ESC.

Example: CTRL, ALT and DELETE – holding all three buttons down at the same time allows you to bring the computer system down if for some reason the system becomes locked (is not responding).

Function keys

Used to perform specific tasks. Labeled F1, F2, F3 up to F12. Functionality of these keys differs from program to program.

Navigation keys

Used for moving around in documents or webpages and editing text. Includes the arrow keys, HOME, END, PAGE UP, PAGE DOWN, DELETE and INSERT.

Numeric keypad

Handy for entering numbers quickly. Grouped together as you would have them on a calculator or adding machine.

Information taken from: Microsoft. Windows help and how-to: Using your keyboard. 7 October 2008. <<http://windowshelp.microsoft.com/Windows/en-us/help/d33de1a1-42db-420c-8579-5299b82ccddd1033.mspx>>