

Standard Keyboard (Windows) - The Main Keys.

"Esc" or "Escape". If you find yourself someplace you do not want to be, pressing 'Esc' may get you out, but it may not!. In fact, what 'Esc' does depends largely on what the program allows.

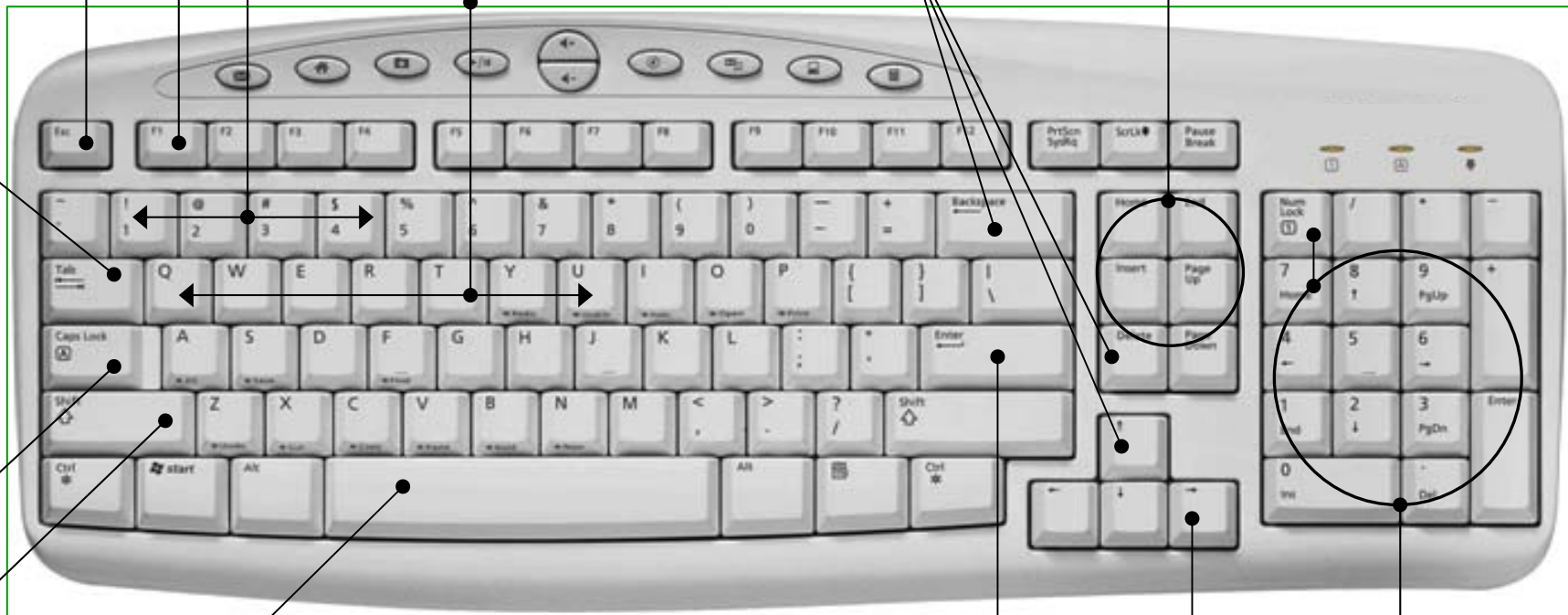
'Delete' will erase the character to the RIGHT of the cursor. 'Backspace' will delete characters to the left. In both cases, any other letters to the right of the cursor will back up to fill in the space. This is a very important point to remember. Don't forget, the 'Backspace' key usually has an arrow pointing left because it erases to the left. The 'Delete' key does the opposite. Use the arrow keys to position the cursor.

Pressing 'Home' will move you to the left or beginning of the current line. Pressing 'End' will move the cursor to the right end of the current line. Pressing 'Page Up' will take you to the top of your current screen. Pressing it again will take you to the top of the previous screen. Pressing 'Page Down' will take you to the bottom of the current screen. Pressing it again will take you to the bottom of the next screen.

The 'Tab' key will move the cursor over about five characters or half an inch each time you press it. Use the 'Tab' key to indent the first line of a paragraph. It will also move the cursor down from text box to text box in a form or email "compose" page etc (hold shift key down then tab to move up).

Caps Lock toggles for upper or lower case typing (q or Q).

Holding the shift key down while typing changes the case to upper or lower.



Function Keys – F1 is usually opens a programs help pages.

The numbers bar and special characters.

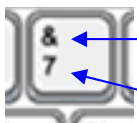
The QWERTY style letter keys.

Spacebar – tap to separate typed words.

The Enter Key - IF you MUST have a new line - such as for a new paragraph or the next line of your address. Don't use it when you are in the middle of a paragraph and your cursor is nearing the right margin. All word processing programs will automatically "word wrap" your words down to the next line when you reach the end of the current line. 'Enter' is also used when you want to tell the computer you have finished something. If you have been filling in a form, press 'Enter' to indicate you have finished.

This is the number pad. It is designed to closely resemble a calculator key pad. If you are typing in only a few digits, you may find it better to use the number keys at the top of the regular keyboard. The 'Num Lock' must be off to use the pad (there may be an on/off light).

The cursor control pad - At the bottom are four arrow keys. Pressing any one of these keys will move the cursor a short distance in the direction of the arrow. It will move the cursor a character or letter left or right. It will move the cursor a line up or down. If the cursor is already at the left end (beginning) of a line, pressing the left arrow will force the cursor up to the end of the previous line. Then, pressing the right arrow will move it down to the beginning of the next line.



For 2 character keys:

- Shift key held down then tap the key.
- Just tap the key.



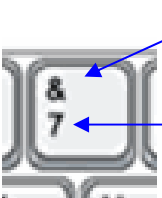
Typical Laptop Keyboard.

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Caps Lock toggles for upper or lower case typing (q or Q)

Holding the Shift key down while typing changes the case to upper or lower.



For 2 character keys:

Shift key held down then tap the key.

Just tap the key.

The shift key changes the case from lower to upper or vice-versa depending on the Caps Lock setting.

'Delete' will erase the character to the RIGHT of the cursor.

'Backspace' will delete characters to the LEFT. In both cases, any other letters to the right of the cursor will back up to fill in the space. This is a very important point to remember. Don't forget, the 'Backspace' key usually has an arrow pointing left because it erases to the left. The 'Delete' key does the opposite. Use the arrow keys to position the cursor

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