



Beginners: The Keyboard

TAB KEY

- Indents the start of a paragraph;
- When filling in a form on the web, lets you move to the next box.

When a key has two characters on it:

- Press the key to type the bottom one;
- Press the key whilst holding SHIFT, to type the top one.

Keys on the bottom-right are the most used when using the Internet.

BACKSPACE KEY

Deletes the character to the left of the insertion point

DELETE KEY

- Deletes the character to the right of the insertion point
- Deletes/erases any selected object - text, files

NUMBER LOCK KEY

Enables the number pad (light will show)

SPACE BAR

Inserts a blank space to separate words.

CAPITALS LOCK KEY

All letters typed will be in capital.

SHIFT KEY

Activates a second function when held down. E.g. SHIFT + Letter = capital letter

ARROW KEYS

Move the cursor around the text.

ENTER/RETURN KEY

- Starts a new paragraph;
- Or executes a command.

