**Caps Lock:**
Press to make all letters typed in capitals. Look for the light on the right hand side of the keyboard.

**Esc:** Exits some small things like the right-click menu.

**Tab:** Makes an indent when typing or advances the cursor to another field in a form.

**Function Keys:** Perform tasks specific to the currently running program (usually not used).

**Backspace:** Erase text to the left of the cursor.

**Delete:** Erase text to the right of the cursor.

**Lights:** Tells you what is turned on. Make sure Caps Lock is off and Num Lock is on.

**Num Lock:**
Used to make the numbers keypad work. Look for the light.

**Numbers Keypad:**
Great for long numbers because it looks like a calculator.

**Arrow Keys:** Moves the position of the cursor and allows you to move around the screen.

**Shift:**
Hold down shift and press other keys to get either a capital letter or the symbol on the top of the keys.

**Space bar:**
Makes a space, hold down to make more.

**Enter:**
Go to the next line when typing or tell the computer you want to enter the information.

**Ctrl:**
A modifier key called Control which, when pressed in conjunction with another key, performs a special operation.

**$ = $**

**Quit:** Exits some small things like the right-click menu.