Keyboard Practice in WordPad

1. **Notice** the blinking cursor (insertion point) on the screen. This indicates where your typing will go.
2. **Type** your first name. **Press and release** the Enter key. **Notice** that you are now on a new line and your name does not start with a capital letter.
3. **Locate** the Shift key on your keyboard and **hold it down**. While holding the Shift key, **type** the first letter of your name. **Release** the Shift key and **continue typing** your name. **Press and release** the Enter key.
4. **Press and release** the 2 key. **Notice** what types. **Answer**: The number 2 types.
5. **Press and release** the space bar. **Notice** what happens. **Answer**: There is a space after the 2.
6. Now **hold down** the Shift key and **press** the 2 again. **Notice** the difference. **Answer**: The symbol at the top of the “2” key prints. **Press and release** the Enter key.
7. **Locate** the Caps Lock key and **press and release** it. **Notice** the blue Caps Lock light is on over on the top right of the keyboard. This means all letters typed will be capital letters. **Type** your first name. **Press and release** the Caps Lock key again to get out of all-caps mode.
8. Since you have not pressed the Enter key, **notice** that the insertion point is to the right of the last letter typed. **Locate** the cluster of arrow keys on the keyboard. These arrow keys allow you to move the insertion point without erasing or disturbing anything already typed. **Press and release** the left arrow and **notice** the movement of the cursor. **Move** the cursor to the middle of your name.
9. **Press** the Backspace key. What happened? **Answer**: Letter to the left of the insertion point is erased.
10. **Press** the Delete key. The Delete key will erase letters to the right of the insertion point.
11. **Look** at the number pad at the very right of the keyboard and **locate** the Num Lock key. **Notice** the single blue light that is on. **Press** some of the numbers on the number pad. What happens? **Answer**: Numbers are typed.
12. **Press and release** the Num Lock key. **Notice** the blue light goes out. **Press** some of the numbers. What happens? **Answer**: Nothing will type.
13. **Press and release** the Num Lock key again to turn the number pad back on.

Next you will be doing the Mouse Tutorial.

Ask a lab attendant to start it for you.