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.

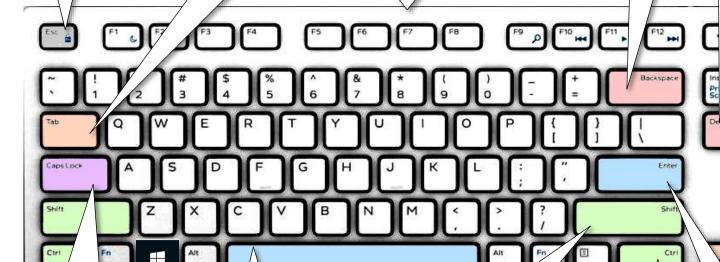**Function Keys:** Perform tasks specific to the currently running program (usually not used).

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. L to R: Num Lock, Caps Lock, Scroll Lock. *Make sure Caps Lock is off and Num Lock is on.*

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

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

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

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

Shift + $4 = $

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

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

Number Pad: Great for long numbers because it looks like a calculator.

Windows key: Tap to open and close the Start Menu.

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