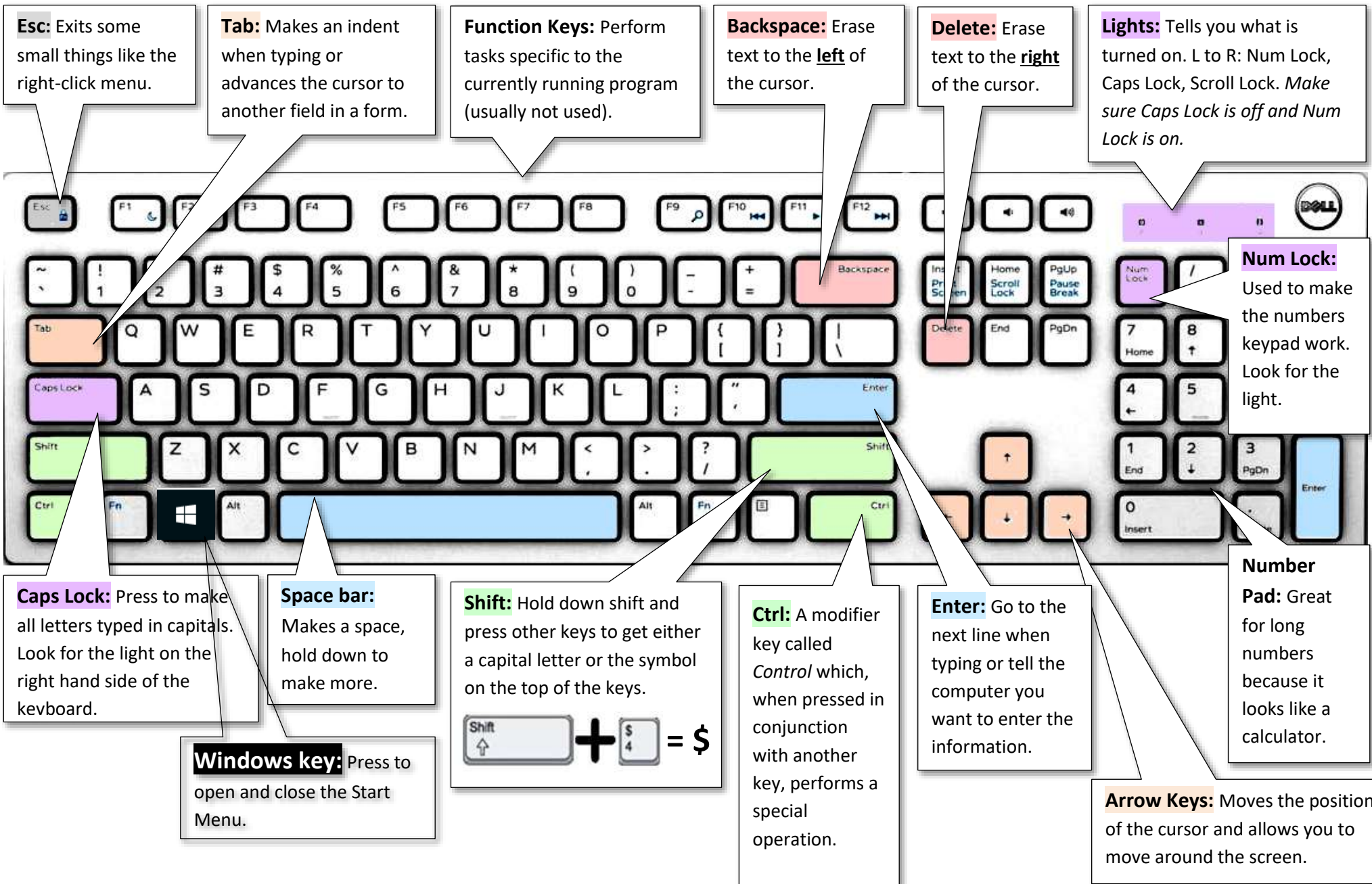


# Handout 2 - Keyboard Guide



**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:** Press 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.

**Windows key:** Press to open and close the Start Menu.

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

Shift + \$ = \$

**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.

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