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

### 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.

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

### 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.

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

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

### 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.

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

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