



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  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  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 white 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 white 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 white 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.