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.
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 key 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.
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.