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

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

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

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

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.

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

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

Esc: Exits some small things like the right-click menu.

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.

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

Delete: Erase text to the right of the cursor.

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