

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: Tap 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.

Shift: Hold down shift and tap 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.

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

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

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

Diagram: A diagram of a computer keyboard with callout boxes explaining the functions of various keys. The keys are color-coded: Esc (grey), Tab (orange), Caps Lock (purple), Shift (green), Windows key (black), Space bar (light blue), Backspace (red), Delete (red), Enter (blue), Num Lock (purple), and Arrow keys (orange).