How to use the Keyboard

How best to use the special keys on keyboard

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| 1. | To type the **first letter** of a word or sentence with a **capital** | Hold down the **SHIFT** key and type the letter, then let go of the **SHIFT** key. |
| 2. | To type a whole word or **sentence** in capitals | Press the **Caps Lock** key once (a light comes on)   * this turns ON the lock and all letters will be in capitals * if you also hold down the **SHIFT** key it overrides the Caps Lock and those letters will NOT be capitals   Press the **Caps Lock** key again to turn OFF the lock (the light turns off) |
| 3. | To type in **numbers** more quickly. On most keyboards there is a separate number keypad on the right. | Press the **Num Lock** key once (a light comes on)   * this turns ON the lock so that the number key pad works * There are also **arithmetic** keys for + add - subtract \* multiply / divide * And there is an extra **Enter** key |
| 4. | To **delete** a character in your document | When the cursor is **after** the text you want to delete, press the **Backspace Delete** Key  When the cursor is **before** the text you want to delete, press the **Delete** Key |
| 5. | To **move** the cursor around in your document | Use the **Cursor**(arrow) Keys:  **←** move 1 character to the left  **→** move 1 character to the right  **↑** move up 1 row  **↓** move down 1 row  **Home** move to the start of the row  **End** move to the end of the row  **Page Up** move up one screen  **Page Down** move down one screen |