

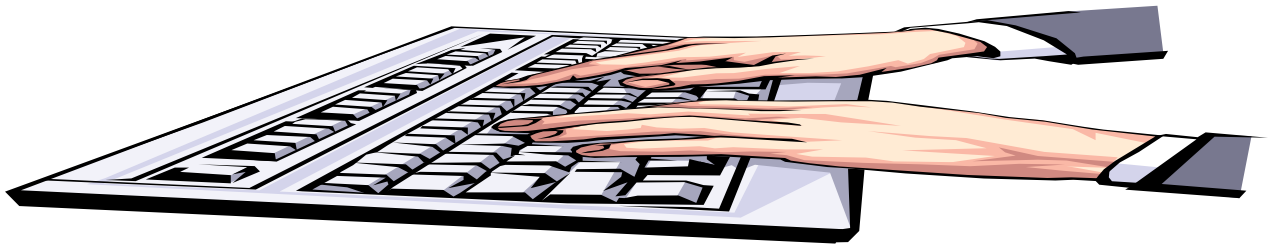


# Keyboard Basics

The Keyboard is an input device for a computer. It allows you to type or key in information. The keys  on keyboard looks like the keys of a typewriter . Even-though keyboards come in many different designs, sizes and colors; there are basic Keys such as Enter, Delete and Spacebar that will be on mostly all Keyboards.




**Caps**

The **Caps Lock** key will allow you to type in all UPPERCASE and CAPITAL LETTERS.

**Esc**

**Escape** stops and quits an action you are doing.

**Tab** 

**Tab** moves the cursor directly to the next stopping point.

**Delete *or***  
**←Backspace**

**Delete** or **Backspace** moves the cursor back one space and erases what is there.

Num  
Lock

The **Num Lock** is for the number section located on the right end the keyboard. When you press the Num Lock key it allows you to use the numbers keys in the numeric keypad.

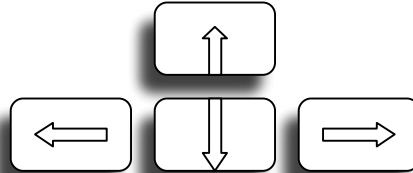


↑ Shift

When you press and hold the **Shift** key down it allows you type uppercase/capital letters or type upper symbols on the number keys at the top of your keyboard.



When the **Space Bar** is press it make a blank space a moves forward.



The **arrow keys** allow you to move the cursor up, down, right, or left on the screen.



**Enter** or **Return** allows you to enter information or moves cursor to the next line for typing.

Home Row Keys



Placing you fingers on the **Home Keys** allows you to use the correct keyboarding technique.