

## Handout: Using your keyboard

**Source:** <http://windows.microsoft.com/en-us/windows/using-keyboard#using-keyboard=windows-7>


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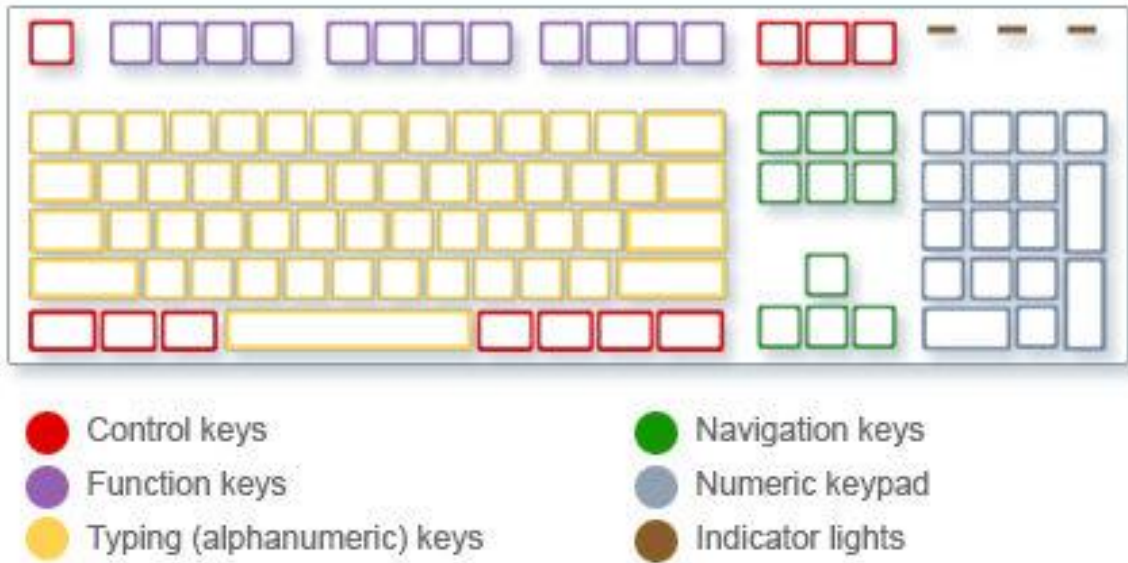
Whether you're writing a letter or calculating numerical data, your keyboard is the main way to enter information into your computer. But did you know you can also use your keyboard to control your computer? Learning just a few simple keyboard commands (instructions to your computer) can help you work more efficiently. This article covers the basics of keyboard operation and gets you started with keyboard commands.

### How the keys are organized

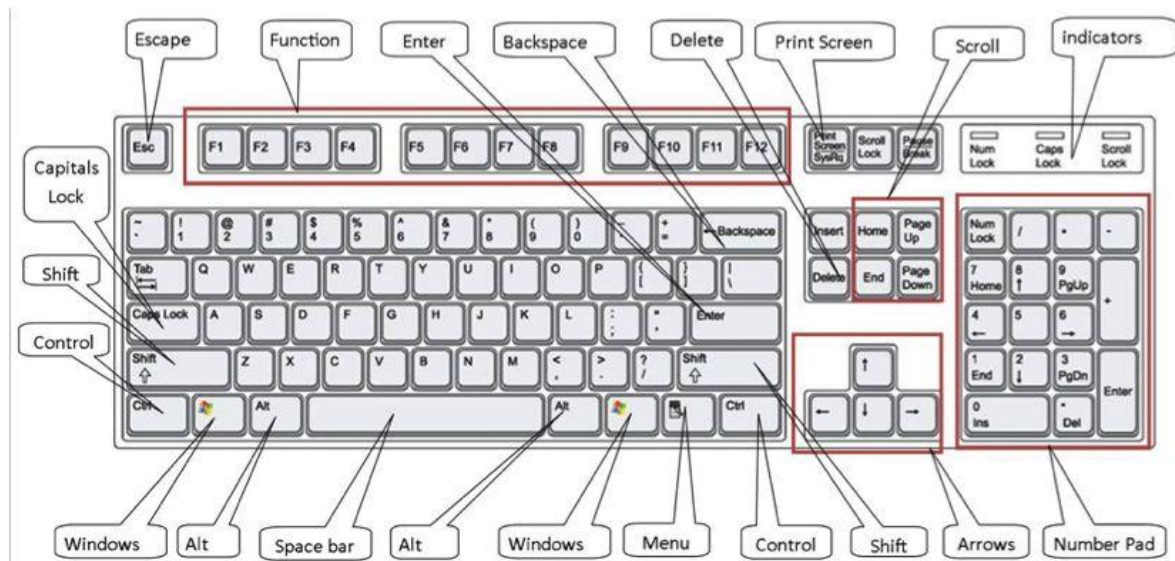
The keys on your keyboard can be divided into several groups based on function:

- **Typing (alphanumeric) keys.** These keys include the same letter, number, punctuation, and symbol keys found on a traditional typewriter.
- **Control keys.** These keys are used alone or in combination with other keys to perform certain actions. The most frequently used control keys are Ctrl, Alt, the Windows logo key , and Esc.
- **Function keys.** The function keys are used to perform specific tasks. They are labeled as F1, F2, F3, and so on, up to F12. The functionality of these keys differs from program to program.
- **Navigation keys.** These keys are used for moving around in documents or webpages and editing text. They include the arrow keys, Home, End, Page Up, Page Down, Delete, and Insert.
- **Numeric keypad.** The numeric keypad is handy for entering numbers quickly. The keys are grouped together in a block like a conventional calculator or adding machine.

The following illustration shows how these keys are arranged on a typical keyboard. Your keyboard layout might be different.



How the keys are arranged on a keyboard




## Typing text

Whenever you need to type something in a program, e-mail message, or text box, you'll see a blinking vertical line ( | ). That's the cursor, also called the insertion point. It shows where the text that you type will begin. You can move the cursor by clicking in the desired location with the mouse, or by using the navigation keys (see the "Using navigation keys" section of this article).

In addition to letters, numerals, punctuation marks, and symbols, the typing keys also include Shift, Caps Lock, Tab, Enter, the Spacebar, and Backspace.

Key name	How to use it
Shift	Press Shift in combination with a letter to type an uppercase letter. Press Shift in combination with another key to type the symbol shown on the upper part of that key.
Caps Lock	Press Caps Lock once to type all letters as uppercase. Press Caps Lock again to turn this function off. Your keyboard might have a light indicating whether Caps Lock is on.
Tab	Press Tab to move the cursor several spaces forward. You can also press Tab to move to the next text box on a form.
Enter	Press Enter to move the cursor to the beginning of the next line. In a dialog box, press Enter to select the highlighted button.
Spacebar	Press the Spacebar to move the cursor one space forward.
Backspace	Press Backspace to delete the character before the cursor, or the selected text.

## Using control keys

These keys are used alone or in combination with other keys to perform certain actions. The most frequently used control keys are Ctrl, Alt, the Windows logo key , and Esc.

**ESCAPE KEY** Use this key to get you out of situations you do not want to be in. Press this key to quit any task you are performing.

**TAB KEYS:** The tab key moves the cursor from one data entry field to the start of the next data entry field. If there are multiple data entry fields on the same line, the tab key will always move you from left to right and from top to bottom. The back tab key (shift + tab) moves the cursor to the start of the previous data entry field. It moves you from right to left and from bottom to top.

**CAPS LOCK AND SHIFT KEYS;** These keys allow you to enter data in upper and lower case letters (for instance: h or H). A caps lock status light on indicates upper case letters, and a caps lock status light off indicates lower case

## Using navigation keys

The navigation keys allow you to move the cursor, move around in documents and webpages, and edit text. The following table lists some common functions of these keys.

Press this	To do this
Left Arrow, Right Arrow, Up Arrow, or Down Arrow	Move the cursor or selection one space or line in the direction of the arrow, or scroll a webpage in the direction of the arrow
Home	Move the cursor to the beginning of a line or move to the top of a webpage
End	Move the cursor to the end of a line or move to the bottom of a webpage
Ctrl+Home	Move to the top of a document
Ctrl+End	Move to the bottom of a document
Page Up	Move the cursor or page up one screen
Page Down	Move the cursor or page down one screen
Delete	Delete the character after the cursor, or the selected text; in Windows, delete the selected item and move it to the Recycle Bin
Insert	Turn Insert mode off or on. When Insert mode is on, text that you type is inserted at the cursor. When Insert mode is off, text that you type replaces existing characters.

## Using the numeric keypad

The numeric keypad arranges the numerals 0 through 9, the arithmetic operators + (addition), - (subtraction), \* (multiplication), and / (division), and the decimal point as they would appear on a calculator or adding machine. These characters are duplicated elsewhere on the keyboard, of course, but the keypad arrangement allows you to rapidly enter numerical data or mathematical operations with one hand.



Numeric keypad

