

Learning the Keyboard

Home will take the cursor to the far left on the line. (In Word)
End will take you to the far right on the line. (In Word.)

Insert will over-ride type. Instead of moving the text to the right, it will type over the text.

Page Up and Page Down will move the page accordingly when in Word, or while surfing the web, or while using print preview. It will not work in all instances. It is much easier than using the scroll bars on the right.

Delete will erase anything to the right of the cursor. Also, if a file or object is highlighted and you push delete, it will delete the object. (Throw it in the 'Trash Can.')

These four arrows help navigate the cursor around the different lines in Word. Instead of using the mouse, one can navigate using the arrows.

Notice the light for Num Lock is on. If the light is on the buttons can be used as their numbers, otherwise their other property is active (arrows, home, page up, end, page down. Refer to the above diagram for their properties.) Remember if you want to use the key pad as numbers you need to press num lock and make sure the light is on.

Caps light indicates that you have Caps Lock on. Cap Locks makes all letters in cap locks and can be found on the left hand side of keyboard.



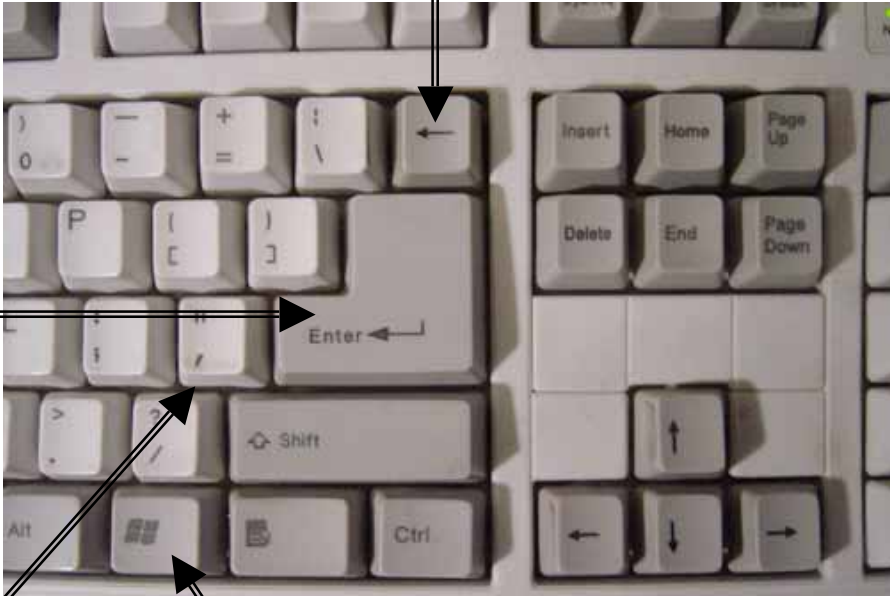
Tab adds five spaces to between words or used to indent at the beginning of a document.

Caps Lock when pressed will make all letters capital.

Shift when pressed with a letter makes a letter capital. Or when pressed with the numbers will create the symbol on top of the number.

Space Bar adds a space between words.

Back Space or the Arrow to the left will delete anything to the left.



Enter in Word makes the cursor jump to the next line down. It is good for paragraphs. In general Windows use, if a button has blue or is highlighted, you can press enter instead of clicking on the button.

Apostrophe

Windows key will open the start menu.