


return to lower case letters.

3. The Number keys are in two places. One set is in the second row, ie above the Alphabetical keys, which would normally be used whilst typing text. The other set is on the right as a Number keypad. When the Num Lock key is pressed (light illuminates) these work as numbers and would normally be used for calculation along with the Arithmetic keys:
divide /, multiply *, subtract -, add +.
When the Num Lock key is pressed again (light goes out) the keys work in their movement modes.
4. Function keys along the top of the keyboard are used for special functions. Some are common to Windows programs and others are specific to different applications.
5. Special keys have various functions **either** on their own **or** in combination with other keys eg pressing the Windows  key shows the Start Menu.
6. Short cuts. Some of the more common short cuts are (with both keys held down together):
 - Ctrl X = Cut (ie remove the highlighted text or item and put it into the clipboard, a temporary store, for use later)
 - Ctrl C = Copy (ie take a copy of the highlighted text or item and put it into the clipboard for use later)
 - Ctrl V = Paste the text or item in the clipboard onto where the cursor is
 - Ctrl B = Make the highlighted text Bold
 - Ctrl S = Save the file, Ctrl Z = Undo the last changeFor more short cuts refer to AbilityNet Factsheet 'Keyboard Shortcuts in Windows'