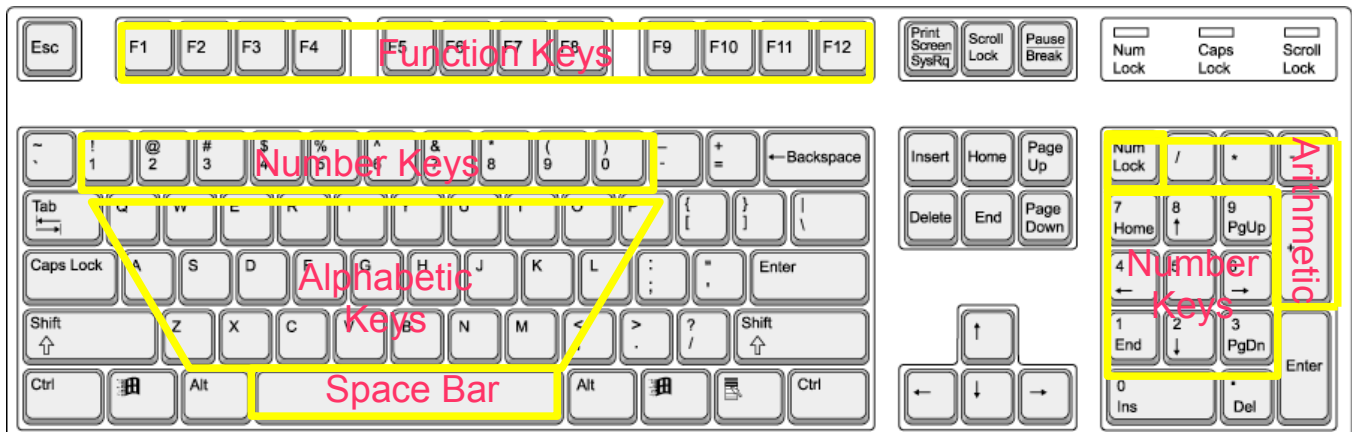


Using the Keyboard

1. This is a typical keyboard. (Alternatives are available).



It has lights to indicate Numbers or Capitals locked.

It has sets of Alphabetical keys (A to Z),

Number keys (0 to 9), Function keys (F1 to F12) and

Special keys such as:-

Alt, Insert, Space bar (unlabelled), Ctrl, Num Lock, Delete, Page Down, Tab, End, Page Up, Enter (or Return), Print Screen, Esc, Shift, Windows, Home, Caps Lock, Backspace

To activate a key on its own a short press is all that is needed. If this is difficult then adjust the keyboard using the Accessibility Options found in the Control Panel.

Many keys have more than one function which can be initiated by pressing another key at the same time.

2. The Alphabetical keys are in a 'QWERTY' arrangement, so named by the top left set of keys, ie as on a typewriter.

There are usually two spots marked on the 'F' and 'J' keys showing where to put the index fingers.

For capital letters (upper case) hold both the Shift key and the letter key down together. Alternatively, press the Caps Lock key (light indicates) and then type the letter keys. All the following letters will be capitals.

PTO

Press the Caps Lock key again (light goes off) to 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 +.

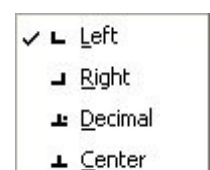
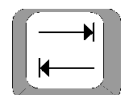
When the Num Lock key is pressed again (light goes out) the keys work in their movement modes.

4. The Enter/Return key is used eg when you come to the end of a paragraph and want to start a new one or have entered a number in a box.




5. The Space Bar is used for what it says ie to put in a space eg between words.

6. The Tab (short for tabulate) key is used for jumping along the line eg to put items in columns as you move from line to line. The default for each Tab stop is usually every half inch or so but this can be set up by finding the right menu eg Format or Tools. Tabs can be Left (where words follow the Tab), Right (where words precede the Tab) or Centre (where words are spaced equally about the Tab).



7. 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.



8. Special keys have various functions **either** on their own **or** in combination with other keys eg pressing the Windows  key shows the Start Menu.

9. Text is inputted by just typing! But then it needs to be formatted.

A new paragraph is started by pressing Return.

In some programmes things will happen automatically eg a capital letter may be entered after a full stop or if you are numbering paragraphs when you press Enter the next number will appear.

Spelling may be checked where a red underline shows a possible error.

To delete text move the cursor  by moving the mouse to just after the letter you want to delete and left-click. The flashing cursor  will appear then press the Backspace key and the letter before the flashing cursor will be deleted. If you want to delete a large amount of text then first highlight it by left-clicking at the start of the text whilst dragging the mouse across the text you want to remove to blacken it up and let go. Then press Backspace to delete the whole block.

10. Short cuts. The ones listed use the Control or Ctrl Key (bottom left of the keyboard).

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 change

Ctrl A = Select All (eg all the text in a document)

For more short cuts refer to AbilityNet Factsheet 'Keyboard Shortcuts in Windows'

11. To learn to type find a tutor online eg the BBC have one for schools called "Dance Mat typing" which you can try at www.bbc.co.uk/schools/typing/