



The Basics

Keyboard Skills

Section Aims

- # Distinguish the types of keys
- # Know what the keys do
- # Use the keys

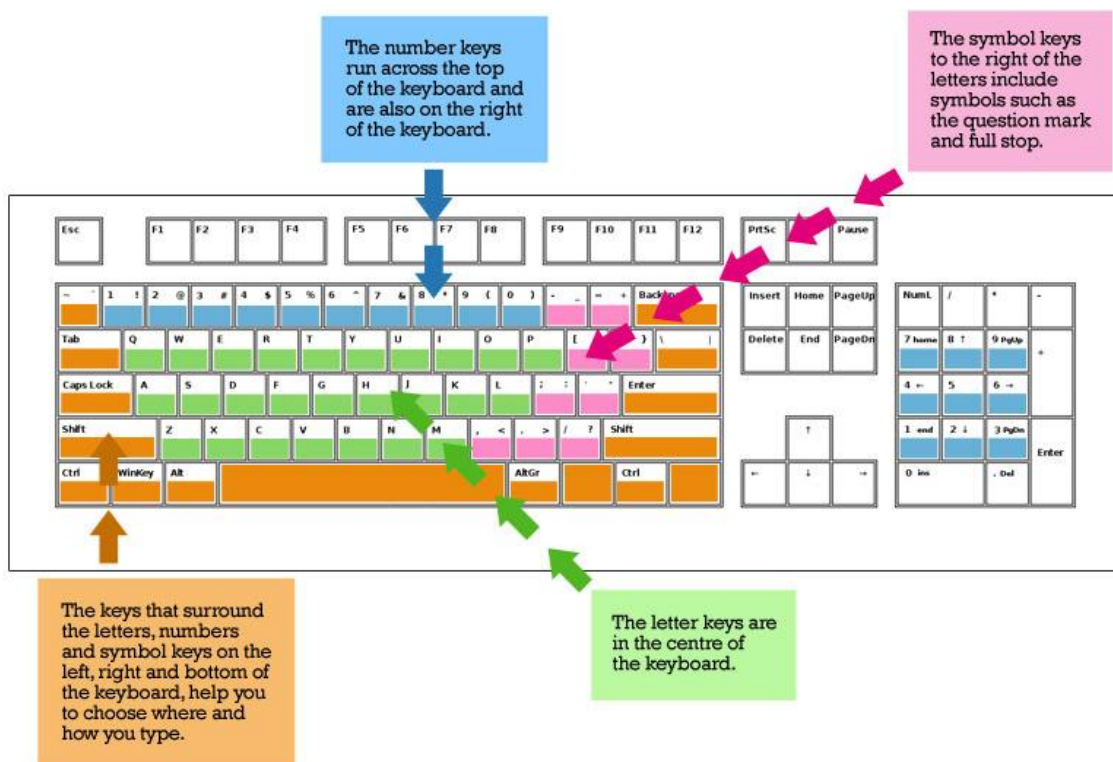
Key Learning Points

- # Know the 4 types of keys and where they are located:
 - Symbol keys
 - Letter keys
 - Number keys
 - Function keys
- # Using the cursor to start typing on the keyboard
- # What the SHIFT key is for
- # What the ENTER key is for
- # How to delete text
- # How to get spaces between words
- # Using the navigation arrows

Introduction

This section is all about the keyboard. After completing this section, you will be more familiar with the different types of keys and you will know how to use the keyboard as well.

1. Know the 4 types of keys and where they are located:



2. Using the cursor to start typing on the keyboard

When you open a document or click in a box to type, you will see a flashing vertical line. This is the cursor. It tells you where you are going to start typing on the page or screen.

flashing cursor

So before you start typing, always make sure the cursor is flashing where you want the text to be. Move the cursor over to where you want the text to be and click the left mouse button.



3. What the SHIFT key is for

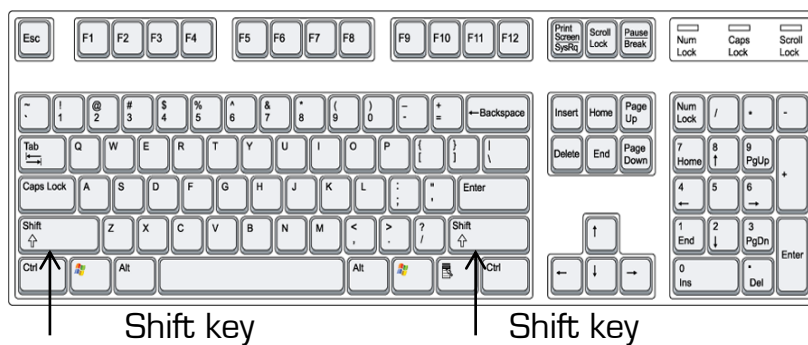
Pressing the Shift key lets you type **capital letters** and the **symbols** at the top of the keys.

The Shift keys are on the left and right of the keyboard, with the arrow pointing upwards.

For **capital** letters, press down the shift key and hold and then type the letter.

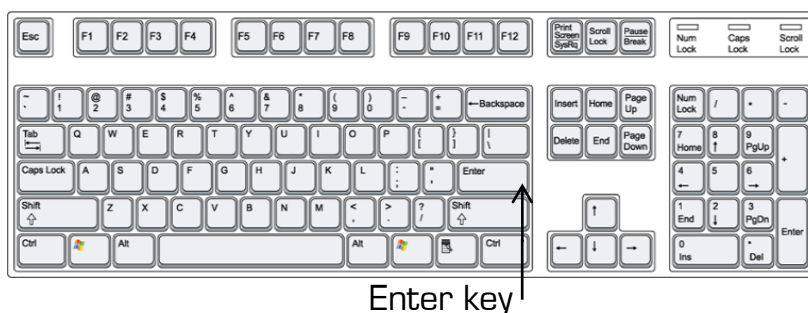
For **symbols** at the top of a number key, press down the shift key and then type the symbol.

You can use the Shift key to type any symbol at the top of a key. When you let go of the Shift key you will begin to type lower case letters and numbers again.



4. What the ENTER key is for

The Enter key moves your cursor down a line.

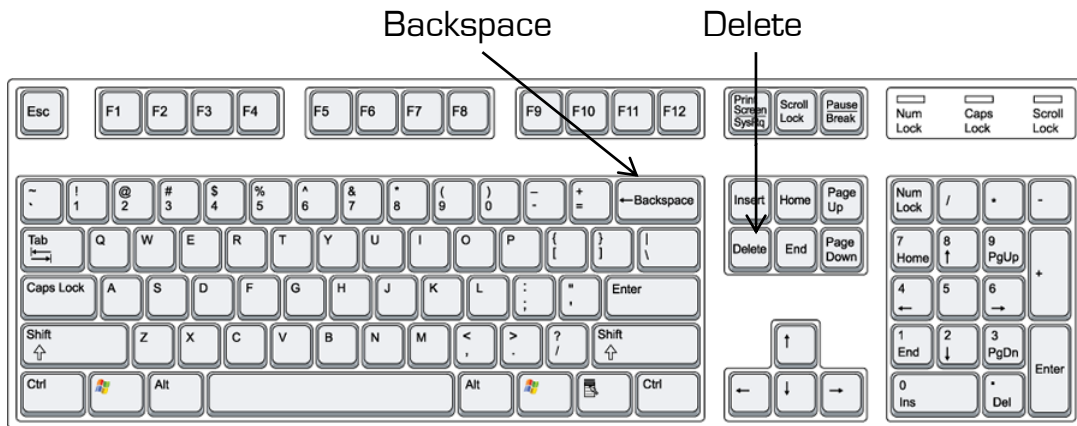


5. How to delete text

To delete your typing you have two options:

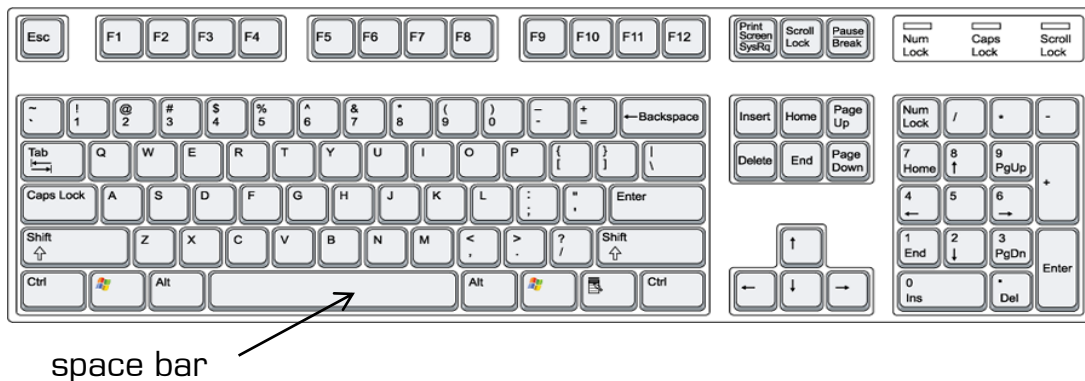
- Put your cursor to the right of a word or letter. Press the **Backspace** button to delete your word. The cursor will move to the left and delete as it goes.

- Put your cursor to the left of a word or letter. Press the **Delete** button to delete your word. The cursor will pull text from the right towards the cursor.



6. How to put spaces between words

Press the space bar once to get a gap between words.



7. Using the navigation arrows

The arrow keys let you move your cursor in all directions on the page or screen – up, down, left and right. The arrow keys can also be used for scrolling.

