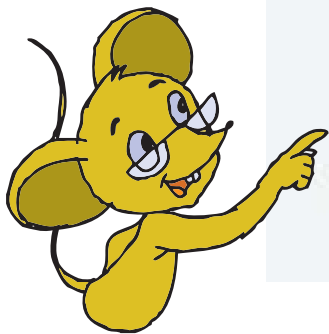


Activities Using a Keyboard



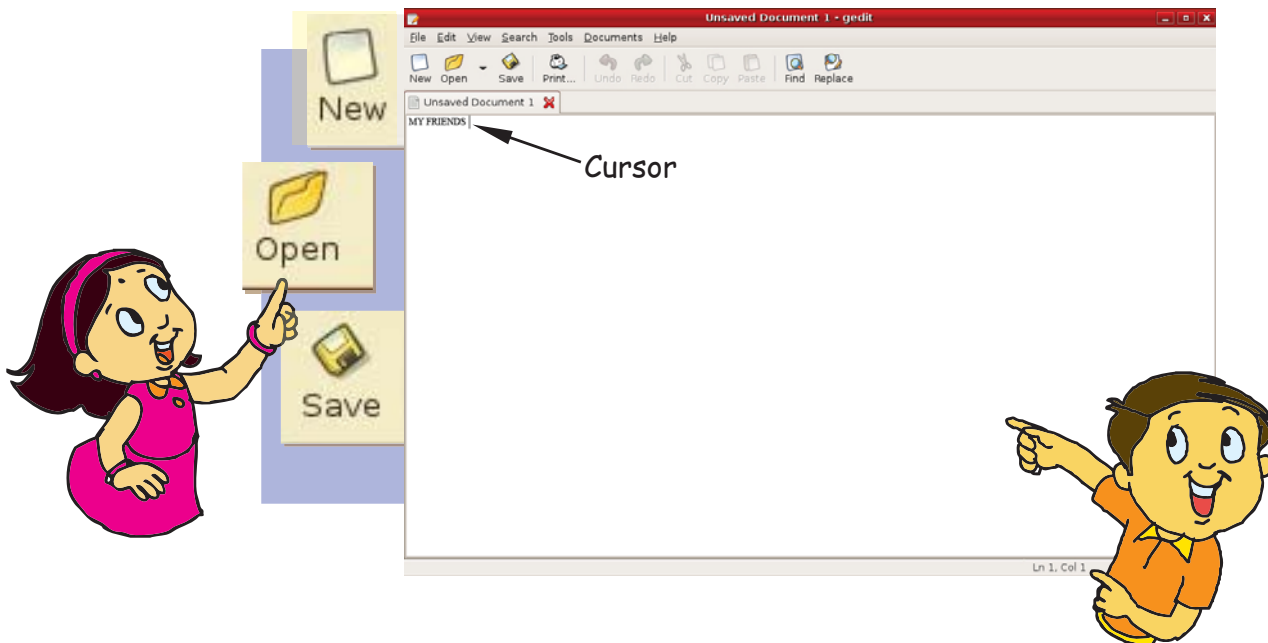
In this lesson you will learn to use:
Caps Lock, Backspace and Delete keys.
The four directional arrow keys, Page Up, Page Down keys.



Tejas: Moz, We want to prepare a list of our friends. Which activity can we use ?

Moz: Use the **text editor** activity. This enables you to write and make changes to the text.

Tejas and Jyoti double click on the **text editor** icon with the mouse.
Tejas: Like the paint activity, the text editor has options to create a new file, open files that are already created and save a file.



Moz: Yes. As you already know, most of the activities have these common options.

Tejas: Do we write text in the blank space?

Moz: Yes. Just like you write on a new page in your notebooks.

Jyoti: The shape of the mouse pointer is different in the text editor.

Moz: Good observation. The mouse pointer in a text editor is also called a **cursor**. It is usually a small blinking vertical line.

Jyoti: Moz, We can write text using the alphabet keys and number keys on the keyboard. I want to type my friend's name. How can I write capital letters?

Moz: First press on the **Caps Lock** key. Then type the alphabets.



Jyoti: A small light on the keyboard comes on when we press the Caps Lock key!

Tejas: Pressing the Caps Lock key again lets us write lower case alphabets. The light on the keyboard is now off!

Moz: Good. The light indicates whether the Caps Lock key is on or off.



Caps Lock

Pressing on the **Caps Lock** key allows you to type capital letters.

1. Press the **Caps Lock** key once again to type lower case letters.
2. A small green light on the keyboard indicates the status (light on - Capital letters, light off - lower case letters).

SKILLS

Tejas and Jyoti write the names of their friends one below the other.

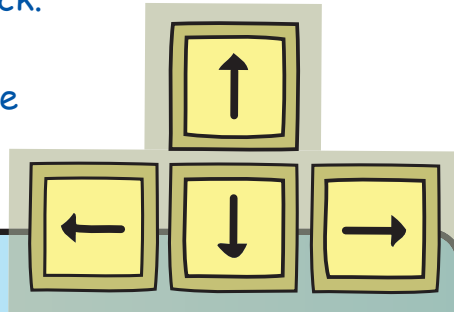
Moz: Good, you have used the **Enter key** to go to the next line.

Jyoti typed Sweetha instead of Swetha and wants to delete the extra 'e' in the name.

Jyoti: Moz, I want to move the cursor back.

How do I do this?

Moz: You can use the arrow keys on the keyboard to move the cursor within the text.



Arrow keys

There are four arrow keys on a keyboard. These keys allow you to move the cursor up, down, left and right.

1. Up and down arrow keys move the cursor up or down, one line at a time.
2. Left and Right arrow keys move the cursor left or right, one letter at a time.

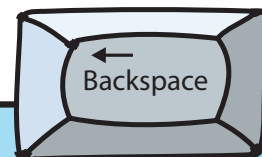
SKILLS

Jyoti: I used the **left arrow key** to take the cursor to the letter 'e' that I want to erase. How do I erase the letter?

Moz: Use the **Backspace key**.

Jyoti: **Backspace key** is erasing the letter before the cursor. How do I erase a letter which is after the cursor?

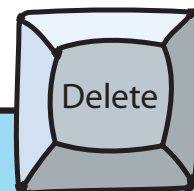
Moz: Oh! Use the **Delete key**. Making changes to the text that you have written is called **editing** the text.



Backspace Key

This key erases the letter or number before the cursor. It is marked Backspace. It is usually the last key on the row of numbers.

SKILLS



Delete Key

This key eraser the letter or number after the cursor.

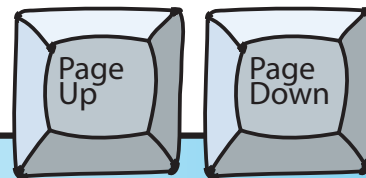
SKILLS



Making changes to the text that you have written is called **editing** the text.

Tejas finishes entering all the names and wants to give a title to the list. So he uses the **Up arrow key** to move the cursor to the top of the page.

Moz: Instead of using the Up arrow key several times, Use **Page Up**. This will move the cursor up one page at a time. Use **Page Down** to move the cursor down, page by page.

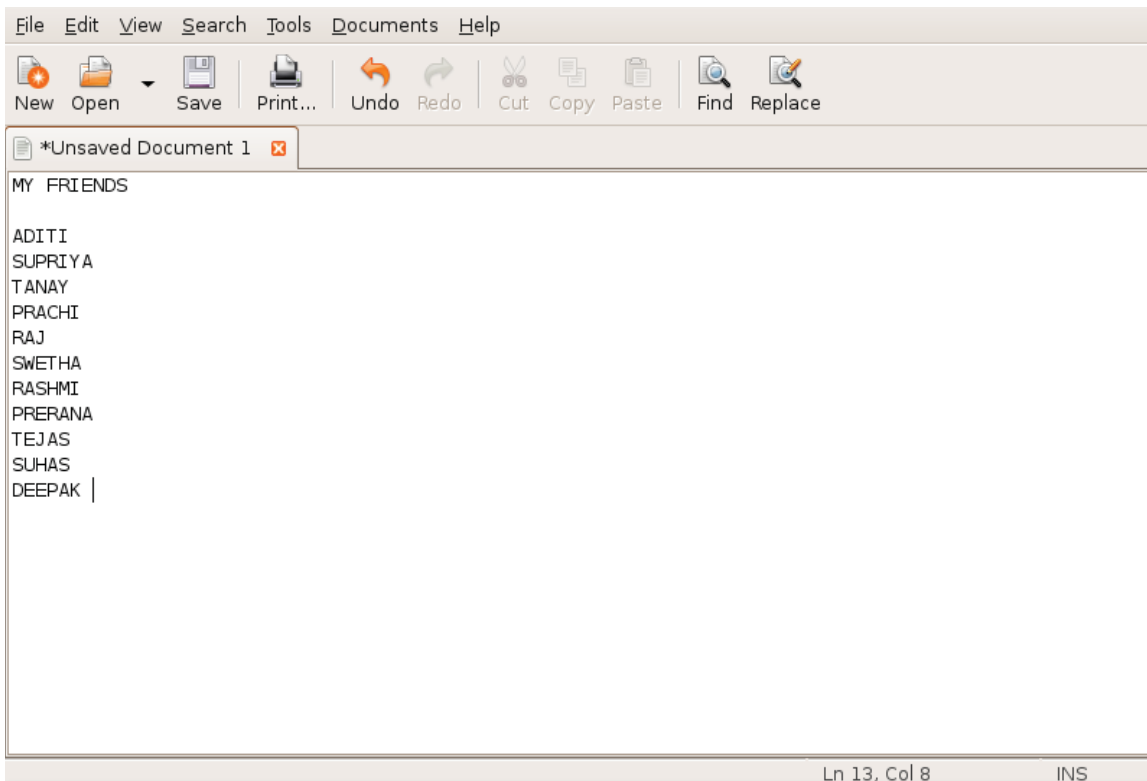


Page Up/ Page Down

These two keys are used to move the cursor up or down, one page at a time.

SKILLS

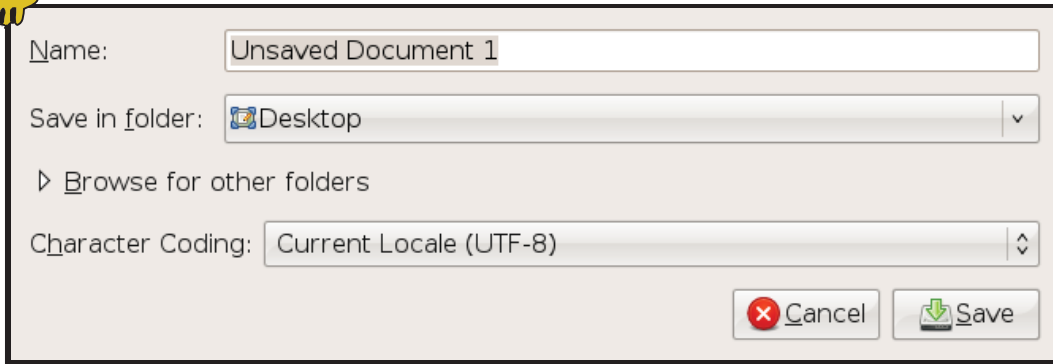
The **arrow keys** and the **Page Up** and **Page Down** keys are called the **navigation keys**. They help us move around in a file.





Moz (Looking at the list): Interesting names! Have you saved the list in a file?

Tejas: I clicked on the **Save** button. The dialog box is asking me to enter a name for the file.



Moz: Give a suitable name so that you can easily find your file later.

Tejas names the file t-friends and Jyoti names her file j-friends.

Jyoti: Can we draw some pictures using the paint activity?

Moz: Ok. I am going out of town for a few weeks. I have prepared a list of activities for you. Start the activities tomorrow.

Chin Chinaki...

