





Keyboarding Basics:

special keys, tips for typing, and shortcuts

Identifying Keys

All keyboards have the same arrangement of letters and numbers (QWERTY). On different keyboards the special keys may be in different places. The secret to typing quickly is memorizing where the keys are.

Below is a list of the special keys that are normally present on the keyboard.

| Keyboard Symbol | Key Name | What does it do? |
|-------------------------------------------------------------------------------------|---------------------|-------------------------------------------------------------------|
| Shift | Shift | hold down to create a capital letter or the upper symbol on a key |
| Caps Lock | Capital Letter Lock | makes all typed letters capital |
| | Space Bar | creates a space |
| Tab | Tab | indents or moves between cells in a table |
| Enter | Enter | creates a new line |
| Backspace | Backspace | erases one character to the left of the cursor |
| Del | Delete | erases one character to the right of the cursor |
| F1 – F12 | Function (number) | used for shortcuts |
| PrtSc | Print Screen | copies a picture of the screen which can then be pasted |
| Esc | Escape | exits certain areas and cancels out of full screen applications |
|  | Windows | opens the Metro or Start Menu |
| Home | Home | moves the cursor to the beginning of a line |
| End | End | moves the cursor to the end of a line |
| PgUp | Page Up | scrolls one entire page up |
| PgDn | Page Down | scrolls one entire page down |
| Ctrl | Control | held down for shortcuts |
| Alt | Alternate | held down for shortcuts |
|  | Arrow Keys | moves the cursor one character in the indicated direction |

Cursor

- The cursor is the blinking vertical line where the text appears on the screen.
- The cursor moves as you type.
- The cursor is positioned directly in front of the letters that are about to be typed.
- If the cursor is in the middle of a word, the letters already to the right of the cursor will be moved over.
- The cursor can be moved by clicking the mouse or by pressing the arrow keys on the keyboard.

Using Keyboard Shortcuts

- Using keyboard shortcuts allows you to perform basic functions without using the mouse.
- Most shortcuts require pressing two or more keys at the same time.
- Two common shortcuts are:
 - Ctrl + C = copies selected item or text
 - Ctrl + V = pastes what was copied

Practice Typing Skills

- Touch typing is a style of keyboarding in which your fingers rest over the “home keys.”
- The home keys for the left hand are a, s, d, and f.
- The home keys for the right hand are j, k, l, and ;.
- You can learn to touch type using the tutorials at: freetypinggame.net or www.gcflearnfree.org/computers/typing.
- You can practice touch typing by playing games at: abcya.com/kids_typing_game.htm.

Keyboard Tips

- Be gentle.
 - Keys are buttons and only need to be touched to work.
 - Do not press too hard. A gentle touch is enough to make a key work.
 - Do not hold a key down. If you do, it will register continuously until you let go.
- Learn where the keys are on your keyboard. This will increase your typing speed and make you more comfortable typing.
- Practice makes perfect. The more you type, the faster you will become.