Using a keyboard

The keyboard is one of the main ways to use a computer. Here are some useful tips on how to use it.

**Keyboard basics**

You mostly use the keyboard to type in text and numbers. Let’s start with text.

- Most keyboards use the same layout for letters. It’s called QWERTY, from six of the keyboard letters.
- Some people type with both hands, some with two fingers. Being accurate is more important than being fast.
- Use the **Space bar** to make the spaces between words.
- Press **Caps Lock** to type upper case. Press it again to go back to lower case.
- Hold down the **Shift** key while typing a letter to make it upper case.
- Hold down the **Shift** key to type the second symbol marked on some keys, such as * and ?.

Here are some tips for numbers.

- All keyboards have a row of numbers above the top row of letters.
- Most desktop computers and some laptops also have a group of numbers to the right of the letters. This is called the **number pad**.
- The number pad keys have other functions. To use them for numbers, make sure the **Num Lock** key is on. There might be an indicator light on the keyboard.
More about the keyboard

You can also control things with the keyboard. Here are three things you can do with the Tab key.

- Press **Tab** to move to the next link on a web page.
- Hold the **Shift** key and press **Tab** to go back the other way.
- Press Tab when you’re filling in a form to the next field or section.

Use other keys to move around the screen without having to reach for the mouse.

- Press an **arrow key** to move from item to item.
- Press **Enter** to open the item.
- Press **Page Down** to move the whole screen down by a page.
- Press **Page Up** to go the other way.

The Ctrl key is a bit like Shift. It stands for Control. You use to change what other keys do.

- Highlight some text then hold **Ctrl** and press **C**. The text will be copied.
- Move somewhere else, hold **Ctrl** and press **V** to paste the text.
- Hold **Ctrl** and press **S** to save your document.
- Hold **Ctrl** and press **P** to print your document.