

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.

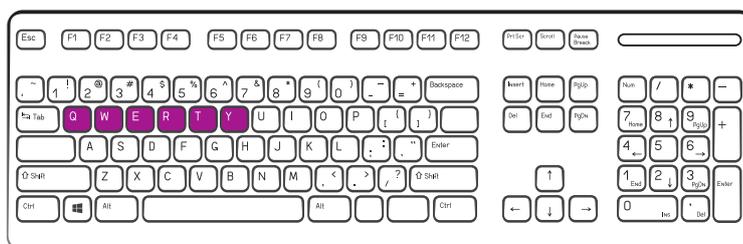
Keyboard basics

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

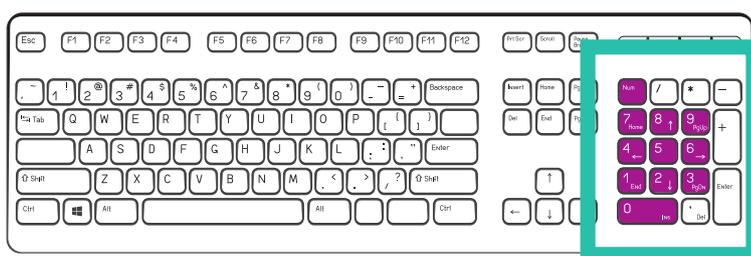
- Most keyboards use the same layout for letters. It's called **QWERTY**, from six of the keyboard letters.
- Some people type with both hands, some with two fingers. Being accurate is more important than being fast.
- Use the **Space bar** to make the spaces between words.
- Press **Caps Lock** to type 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.



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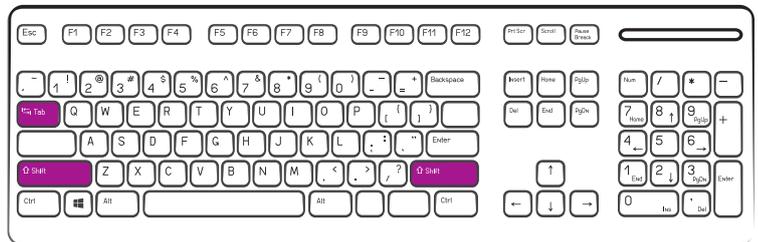
A 'Number Pad' to the right of the letters on a desktop computer

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More about the keyboard

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

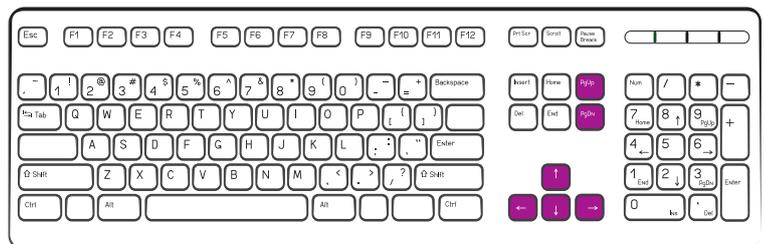
- Press **Tab** to move to the next link on a web page.
- Hold the **Shift** key and press **Tab** to go back the other way.
- Press Tab when you're filling in a form to the next field or section.



You can control things with the keyboard

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

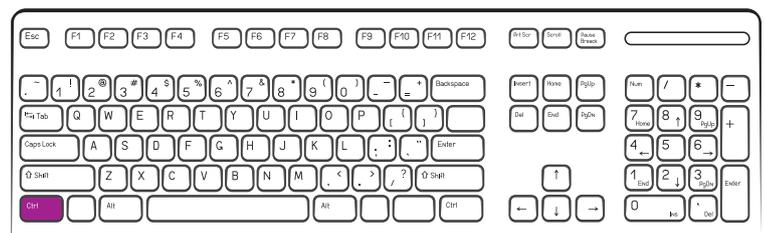
- Press an **arrow key** to move from item to item.
- Press **Enter** to open the item.
- Press **Page Down** to move the whole screen down by a page.
- Press **Page Up** to go the other way.



Press the arrow keys to move from item to item, and Page Down and Up to move between pages

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.



The Control key