





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.