



Space bar –Long bar below letters

Use to leave a space between letters, numbers or words.

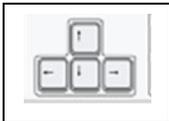
Backspace

Backspace key. This will delete letter by letter from right to left

Del Deletes letter by letter – from left to right.
If text is highlighted it will delete all text.

Enter

Moves down to next line. Allows you to leave a space between lines or paragraphs



Arrow keys

Moves up one line at a time
Moves left or right – one letter at a time
Moves down one line at a time

Page Up Moves text up ½ a page at a time

Page Down Moves down the text ½ a page at a time

Home Moves the cursor to the beginning of a line

End Moves the cursor to the end of a line

Ctrl + home

Moves the cursor to the top of the page

Ctrl + end

Moves the cursor to the bottom of the page

Shift

To type a capital letter - Hold down Shift key and type the letter you want

Caps Lock

Tap to turn on . All letters will be in capitals.
Look for light at top RHS of keyboard indicating that it is on.