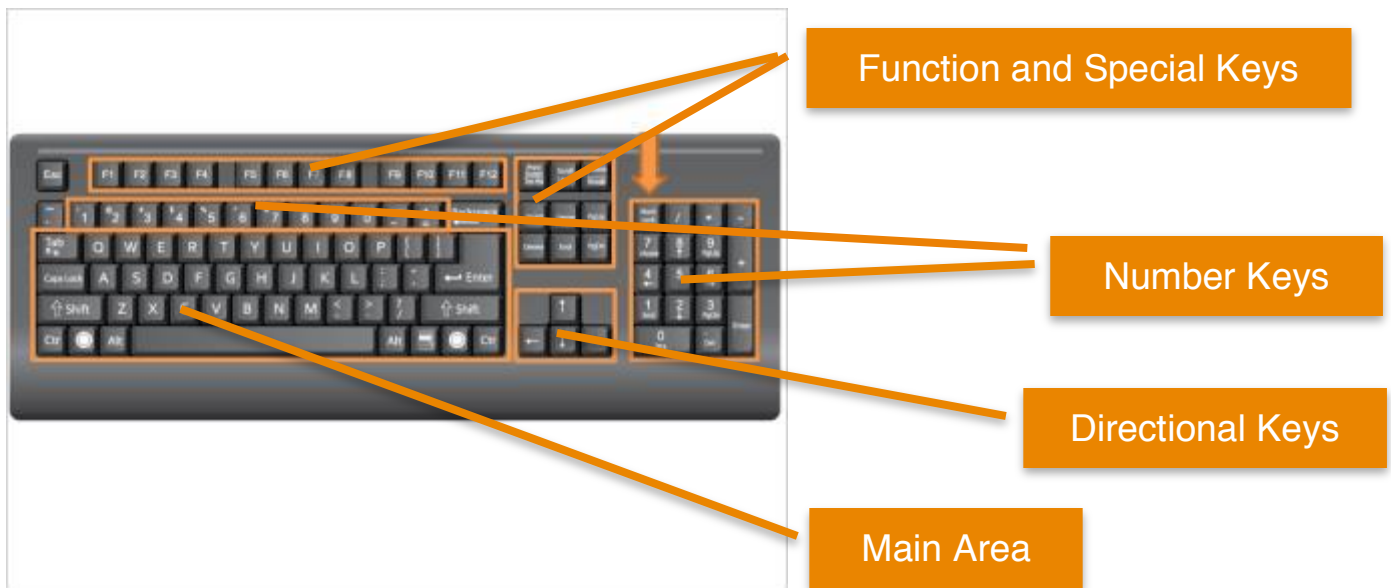


The Keyboard



The keyboard is one of the main ways to communicate with the computer.

Mike will be using the keyboard to type in a lot of the information, to create his resume, for example.



There are sections of keys on the keyboard.

The main portion of the keyboard includes the keys you will use most often, such as the letter keys, the space bar, and more.

We will go over some of the specific keys later in this class.

This section has the directional keys, which help you move through a document and website with the arrows.

The number keys are located in two places on the keyboard.

They are in the main section above the letters and in the number pad on the right side of the keyboard. The area of number keys on the right can either be arrow keys or number keys depending on whether the number lock key is on or off.

At the top of the keyboard are the function keys and special keys, which have more specific uses.



Lets go over some the specific keys themselves.

Space Bar - This bar adds a blank space.

Shift - This key is used for either capitalizing a letter or to access the symbols above the number keys and punctuation keys. When you hold down the shift key, either the capital letter is typed or you are typing the icon that appears on the top left of the key.

Backspace (on some keyboards this is delete) - Use this button if you are typing something and you want to delete things.

Enter - Enter is the key that you press to submit something or go to the next step. For example, you would press enter to go to the next line in a word processing document or to go to a website after typing in the address.

Caps Lock - When you press this button, everything that you type will be CAPITALIZED. To turn it off and go back to typing lower case letter, just press it again.

Tab - This button is used if you want to indent in a word processing document or an email or you can use in to jump to the next field if you are filling out a form.



Notes:

Arrow Keys - These are navigation keys that can help you go up, down, left and right when you are working on a word processing document or when you want to scroll up and down a webpage.

Number Lock - Some keyboards have a number pad on the side, and if you turn on the Num Lock, the number pad will display numbers. If the Number Lock is not on, the number pad becomes a navigation pad like the arrow keys.



The class includes a practice session using the keyboard.