

Computer Basics – The 101 Keyboard

Overview

This part is about

- what the different keys on the keyboard do.
- how to use the keyboard to give commands in WordPad.

The 101 keyboard

Like the mouse, the keyboard is another part of the user interface that allows you to give commands to the computer. While the mouse is used for navigation and drawing, the keyboard is used for inputting number and letter data. In addition, the keyboard can also be used for navigation.

Opening WordPad

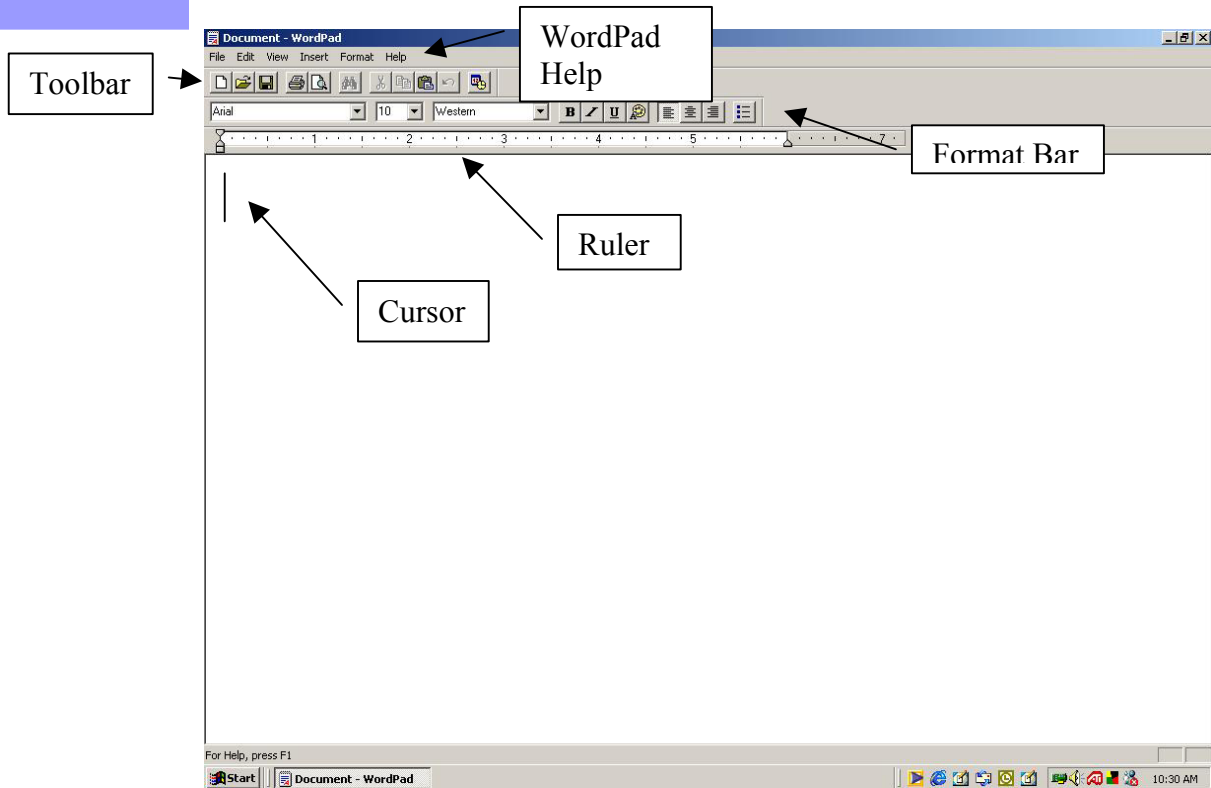
WordPad is a simple program that is used to create text documents like letters and reports. To open WordPad from the Windows desktop, follow this procedure:

Step	Action	Reference
1	Click Start button.	
2	After the Start menu appears, point to Programs.	
3	After the Programs submenu appears, point to Accessories.	

4	After the Accessories submenu appears, point to WordPad.	
3	Click WordPad.	

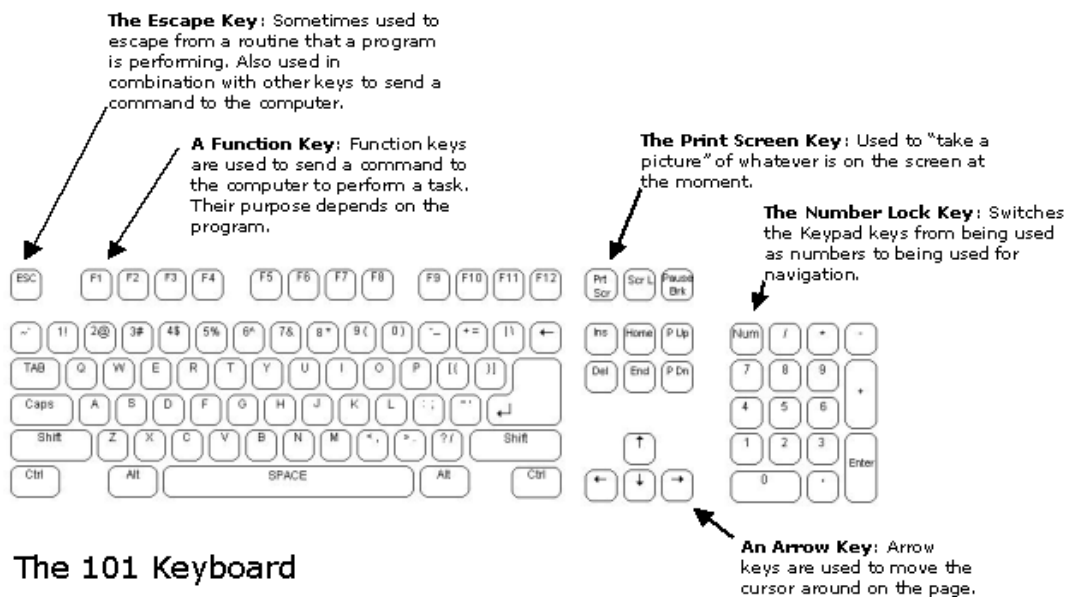
The WordPad window

The WordPad window displays a space to create a document such as a letter or a report, tools for changing the appearance of the document and Wordpad Help to teach you how to use the program.



The 101 keyboard layout

The keys on the 101 keyboard are used to input text and numbers as well as navigate within a program.



The 101 Keyboard

The alphanumeric section

The alphanumeric section of the keyboard has keys for inputting letters and numbers as well as several special keys for giving the computer commands.

The Ctrl Key: The Ctrl key stands for "Control." This key is used in combination with other keys to perform specific tasks, often called shortcuts. One example is "CTRL+P." Programs often automatically print the document that is on the screen if you push the Ctrl key and the "P" key at the same time.

The Backspace Key: This key erases the character directly to the *left* of your cursor. If you have text or graphics that are highlighted, those are erased by pushing this key as well.

Tab: Similar to a typewriter, the Tab key will insert indentation into a document. It also jumps from box to box when entering a form online, or in Windows.

Enter: The Enter key works very much like the "Return" key on a typewriter. However, do NOT press enter after every line when you are typing a document. Windows knows when you are reaching the end of a line, and will automatically go to the next line. Pressing enter also usually agrees to a question that Windows asks you, similar to pressing an "OK" button, or a "Yes" button.



The Alt Key: The ALT key stands for "Alternate." When you push this key in Windows, the cursor moves to the menu bar at the top of the screen. It's the same as clicking your mouse on the "File" Menu above. From there you can use the arrow keys to select menu options. This is useful if you don't like switching between your mouse and keyboard often. Press "Alt" again to move the cursor back off of the menu bar.

The Shift Key: Used exactly the same as a typewriter in Windows. Makes capital letters and allows you to use symbols such as @#\$%. The Shift Key can also be used to highlight text, like you would do with your mouse. Hold down the shift key (don't release it), and move your cursor with the arrow keys to highlight text this way.

The Numeric Keypad and related keys section

The Numeric Keypad section has keys for inputting numbers as well as navigating within a program. Other keys in this section are also used to navigate within a program.

Insert: The insert key switches between the Insert Mode, and the Overwrite Mode. The Insert Mode will insert text where the cursor is when you type. For example, if you type the phrase "Windows is Fun," then move your cursor between "is" and "Fun" and type "REALLY" the result will be "Windows is REALLY Fun." In contrast, Overwrite Mode simply writes over anything in its path. If Overwrite Mode had been on in the last example, the word "Fun" would have been written over by "REALLY," making the sentence read "Windows is REALLY."

Num Lock: If you look at your Numeric Keypad (that group of keys to the right with all the numbers on it), you'll see that there are arrows and words under the numbers. When Number Lock is turned on, you can use those keys to enter numbers (instead of using the row right above the letter keys). When Num Lock is turned off, you can use the arrows and commands printed below the numbers.

Delete: This key erases the character directly to the *right* of your cursor. If you have text or graphics that are highlighted, those are erased by pushing this key as well.

Moves cursor up one line.
 Moves cursor left one space.
 Moves cursor down one line.
 Moves cursor right one space.

Home: The Home key is usually used to move your cursor to the beginning of a line.

Pg Up : The Page Up key usually moves the cursor up one "screen-length."

Pg Dn : The Page Down key usually moves the cursor down one "screen-length."

End: The End key is often used to move your cursor to the end of a line.

