Keyboards are similar/ to the typewriters of the past! You had the letters, numbers, shift, backspace, spacebar on them, and they are still present on your keyboard.

Your carriage return is now called "Enter".

The first row of keys.

ESC
You can use the ESC (or escape key) in most programs to back out or quit whatever you happen to be doing at the time.
Most of the time I see people use this with video's for example! They want to see videos in FULL screen mode, and when they are done viewing they will hit the ESC key to bring the screen back to normal size.

The F Keys - Functions Keys
If you look to the top of the keyboard you will see keys that have 'F' and a number on them. They are called function keys. Typewriters didn't have these. You may use some of them from time to time and others you may NEVER use!

F1
F1 you can press to bring up the help menu. Alot of times if you are working in a program, and you need to reference something you can click that F1 for help. If you are browsing the internet, and use F1 your help menu for your system will come up! Try it now to see what I'm talking about!

F2 Not used that often!
You can use this function when you rename documents. For example, lets say you have a file you made named 'my computer basics' and you hate the title! You want to change that title to something you like better! You click that document, and hit F2 and it will allow you to change that document name. It's basically the same thing as you right clicking on the document, and hit the command 'rename'.
After you type the new name, just click outside the name box or press the enter key to make the name change.

F3 Not used that often!
F3 When you are working in Windows, the F3 key will open the **Find Files** window. Example: From the desktop, hit the F3 key, Click on All files and folders and type in the word Start in search space provided. The FIND command will find EVERY time the word 'start' comes up.

F4 Not used that often!
The F4 key has some very useful functionality. You can press F4 to open the Address bar when working in Internet Explorer. This will allow you to type the address of a Web page for quick access. You can also press the Alt key and the F4 key at the same time to close the open Window that you are currently working on.

F5

The F5 is the REFRESH key! You can press F5 when viewing a Web page to make sure that you have the most current version of that Web page. You can also use F5 when in Windows to refresh the screen.

F6   Not used that often!

This key is often used to move the cursor around the structure of the program. Pressing it will often cycle you from window to window.

F7   Not used that often!

The F7 key does not have any functionality in Windows. It may, however be used in some individual programs. To find out if it is available in the program you are using, bring up the program's help screen and type in the words function key.

F8

The F8 key can be used to access Safe Mode if pressed during the computer's boot up process. For example during a trouble-shooting mode. You would push this button during the booting up process to go into safe mode instead of the regular screen we use most often.

F9   Not used that often!

The F9 key does not have any functionality in Windows. It may, however, be used in some individual programs. To find out if it is available in the program you are using, bring up the program's help screen and type in the words function key.

F10   Not used that often!

F10 is the key that is used to activate the menu bar in many programs. You can use F10 to highlight the first menu choice, and then use the arrow keys to move around the menus. Pressing the Shift key while pressing F10 will bring up the shortcut menu. This is similar to right-clicking on an object.

F11

Press F11 when you are working in Internet Explorer and the window will open to full screen mode. This will make all the toolbars disappear and can be useful to see more information on the screen. Press F11 when you are in full screen mode will toggle you back to your normal view. Let's Try it – open the internet and hit the F11 key

F12   Not used that often!

The F12 key does not have any functionality in Windows. It may, however be used in some individual programs. To find out if it is available in the program you are using, bring up the program's help screen and type in the words function key.

Print Screen/SysRq

You can use this button if you want to take a picture of the screen you are using presently. The computer places that image on the windows clipboard. You then can paste that image into a word processing program.

Let's Try it – **Print Screen/SysRq** key Open up your word processor (word, wordpad,

word perfect). Go to your word processor, and look to the top of the screen within that program. You will see the FILE, EDIT at the top! Click edit, and then click 'paste'. You should see an image of this screen on your word processor now!

Scroll Lock   Not used that often! There are some programs that will use it.

Pause/Break Not used that often! There are some older programs that will use it.

The **BOTTOM of the keyboard**!

Ctrl and Alt
The Control (Ctrl) and Alternate (Alt) keys make other keys on the keyboard act differently from the way they normally would act. They are normally used with short cut methods.

Open Word and type your name, processor open from the exercise we did a little while ago you can see some of the short cuts listed under the 'edit' features.

CTRL+X to CUT!

Windows Logo Key See page of shortcuts

Arrow Keys

These keys will move your cursor up, down, and side to side

Page up, Page down, Home, End Keys

They are movement keys as well.

Numeric keypad
This section is like an adding machines/calculator. If you see this portion of the keyboard it should look familiar! You need to have the NUM LOCK button pressed in order to use this like you did the adding machine.
When the NUM LOCK (number lock) key isn't being used they are basically movement keys as described above.

Most of the time computers have this NUM LOCK turned on at startup!

If you look on your keyboard you will see a button that looks like it has two minus signs on it. See the picture to the left. Without using your shift that you would normally use for capital letters you will get a (-) minus sign. If you use your shift key (_) you get what they call an underscore key.----