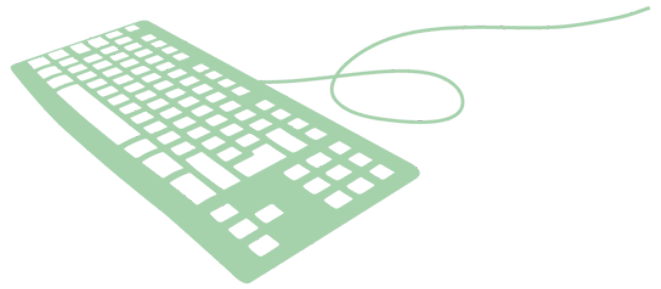


YOUR KEYBOARD AT A GLANCE



Using a keyboard is one of the first things you'll need to do, so we've put together this guide to help you find your way around a typical desktop computer or laptop keyboard.

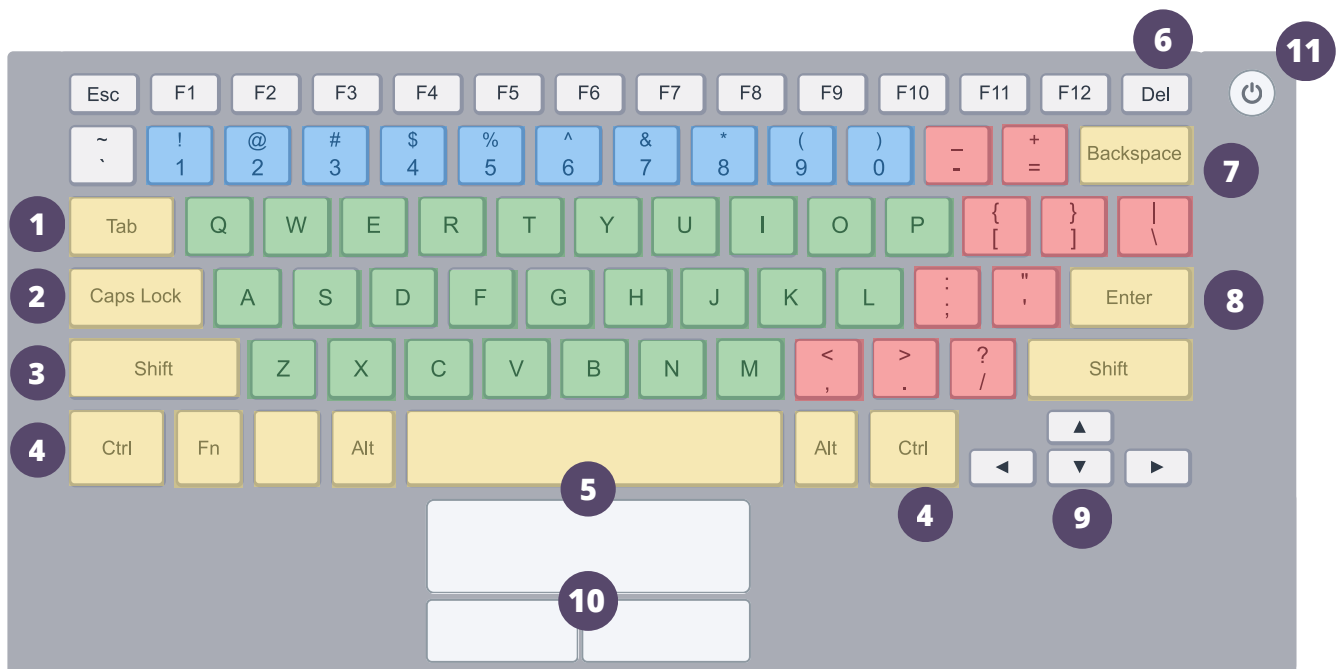
This is what a typical computer keyboard looks like. Keyboards sometimes get compared to a typewriter, but there are extra keys that can help you do some amazing things.

Using a keyboard can take a bit of getting used to, and you'll only need to press the keys slightly.

You can practice with the keyboard as much as you like until you feel confident.

If you are using a laptop, you can see what the laptop keyboard looks like on the next page.





The **number keys** are coloured in blue.

The **letter keys** are usually in the middle of the keyboard and will be what you will need the most.

The **side and bottom keys** help you to do things when you're typing, like adding capital letters, spaces, or moving down on to the next line.

The **symbol keys** includes the question mark key, the full stop key and brackets.

1. The **tab key** moves the cursor to the next box. It's useful when filling in an online form
2. **Caps lock key** allows you to type in capitals. Press the button again to turn it off.
3. **Shift key** can also be used for capital letters, just hold it down, type the letter you want to make it into a capital. It will also let you type the symbols above the number keys, like ! or %.
4. The **Ctrl (control) keys** is used for keyboard shortcut which you'll learn more about on page... You'll notice here are two control keys, both along the bottom of the keyboard.
5. The **space bar** is pretty straightforward and adds a space between letters, numbers and symbols.
6. You can use the **delete key** to delete words to the right of the cursor.
7. Pressing the **backspace key** deletes the last letter you typed, so you can correct any mistakes.
8. The **enter key** will move you down a line if you are typing. It's also the action or 'Go' button when you're on the internet.
9. The **arrow keys** help you to move up, down, right or left on the screen.
10. The **touchpad** is the same as a mouse.
11. The **on/off** button