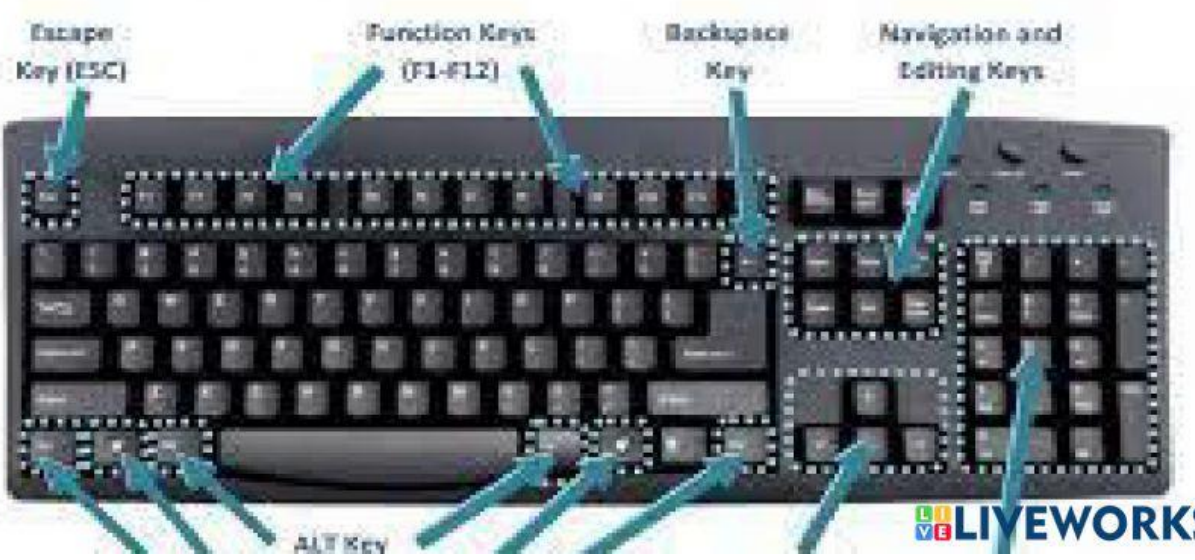
Lesson 1 Introducing the Keyboard



As the typewriter that was used up to 20 years ago, the actual letter placing is exactly the same with the special keys.

It is called the **qwerty** keyboard arrangement**.**

Note: This is a guide line for keyboards some additional keys may be in a different place, but not often is this found.



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In this lesson we are going to learn the typing keys, direction keys and numerical keys. Then there are the functional leys and control keys.

These three sets are probably the most important to become familiar with in the beginning. After this we can add the others.

First Set.

- **Typing (alphanumeric) keys**. These keys include the same letter, number, punctuation, and symbol keys found on a traditional typewriter.

These will be the prominent keys in your career of computers. With the basics there is nothing.

Typing text

Whenever you need to type something in a program, e-mail message, or text box, you'll see a blinking vertical line (I) called the cursor or insertion point. It shows where the text that you type will begin. You can move the cursor by clicking in the desired location with the mouse, or by using the navigation keys (see the "Using navigation keys" section of this article).

In addition to letters, numerals, punctuation marks, and symbols, the typing keys also include Shift, Caps Lock, Tab, Enter, the Spacebar, and Backspace.

Second Set

- **Navigation keys**. These keys are used for moving around in documents or webpages and editing text. They include the arrow keys, Home, End, Page Up, Page Down, Delete, and Insert.

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As the name says Navigation Keys they direct which way to go. Up, down, left, right, delete and insert. Like driving a car we need to know what direction we need to follow.

Third Set

As the name says numerical. The numbers are grouped on the right to make it easy for adding numbers together or calculating insead of using a separate calculator.

Then we come to the last two groups which are important and used on a regular basis.

Fourth Set

- **Control keys**. These keys are used alone or in combination with other keys to perform certain actions. The most frequently used control keys are Ctrl, Alt, the Windows logo key, and Esc.

As the name says control keys. As you go along you will find where they are used, but is good to know where they are on the keyboard.

Last set is

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Fifth Set

- **Function keys**. The function keys are used to perform specific tasks. They are labeled as F1, F2, F3, and so on, up to F12. The functionality of these keys differs from program to program.

These keys are not used as often as the others but are also important and are shortcuts for certain functions. The reason they are called "function keys."

Questions

1. **What is the keyboard arrangement called?**

2. **What is a computer keyboard similar to?**

3. **Which are the first three blocks that we need to learn, what are they called and what is their function?**

4. **What the last two sets of of keys and what do they do. List each set separate?**

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