Lesson 2 Additional Keys and Their Function on the Keyboard

The next lesson is to learn additional keys and their functions:-

Key name	How to use it
Shift	Press Shift in combination with a letter to type an uppercase letter. Press Shift in combination with another key to type the symbol shown on the upper part of that key.
Caps Lock	Press Caps Lock once to type all letters as uppercase. Press Caps Lock again to turn this function off. Your keyboard might have a light indicating whether Caps Lock is on.
Tab	Press Tab to move the cursor several spaces forward. You can also press Tab to move to the next text box on a form.
Enter	Press Enter to move the cursor to the beginning of the next line. In a dialog box, press Enter to select the highlighted button.
Spacebar	Press the Spacebar to move the cursor one space forward.
Backspace	Press Backspace to delete the character before the cursor, or the selected text.

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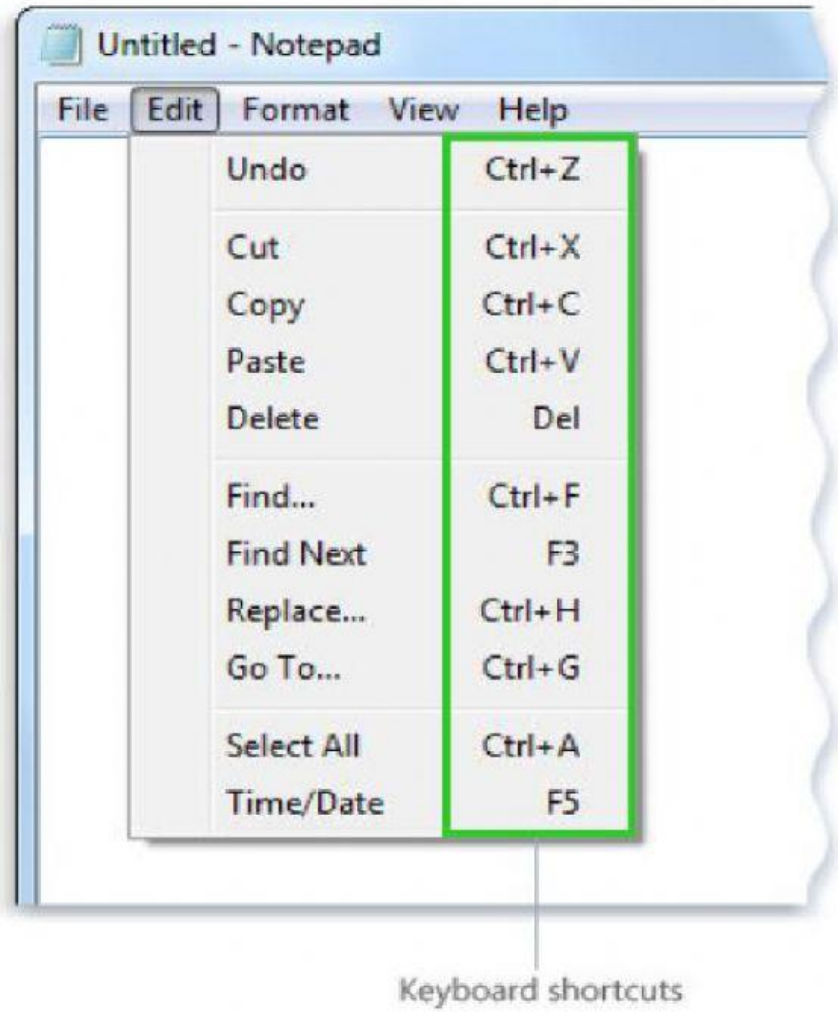
Using keyboard shortcuts

Keyboard shortcutsare ways to perform actions by using your keyboard. They're called shortcuts because they help you work faster. In fact, almost any action or command you can perform with a mouse can be performed faster using one or more keys on your keyboard.

In Help topics, a plus sign (+) between two or more keys indicates that those keys should be pressed in combination. For example, Ctrl + A means to press and hold Ctrl and then press A. Ctrl + Shift + A means to press and hold Ctrl and Shift and then press A.

You can do things in most programs by using the keyboard. To see which commands have keyboard shortcuts, open a menu. The shortcuts (if available) are shown next to the menu items.

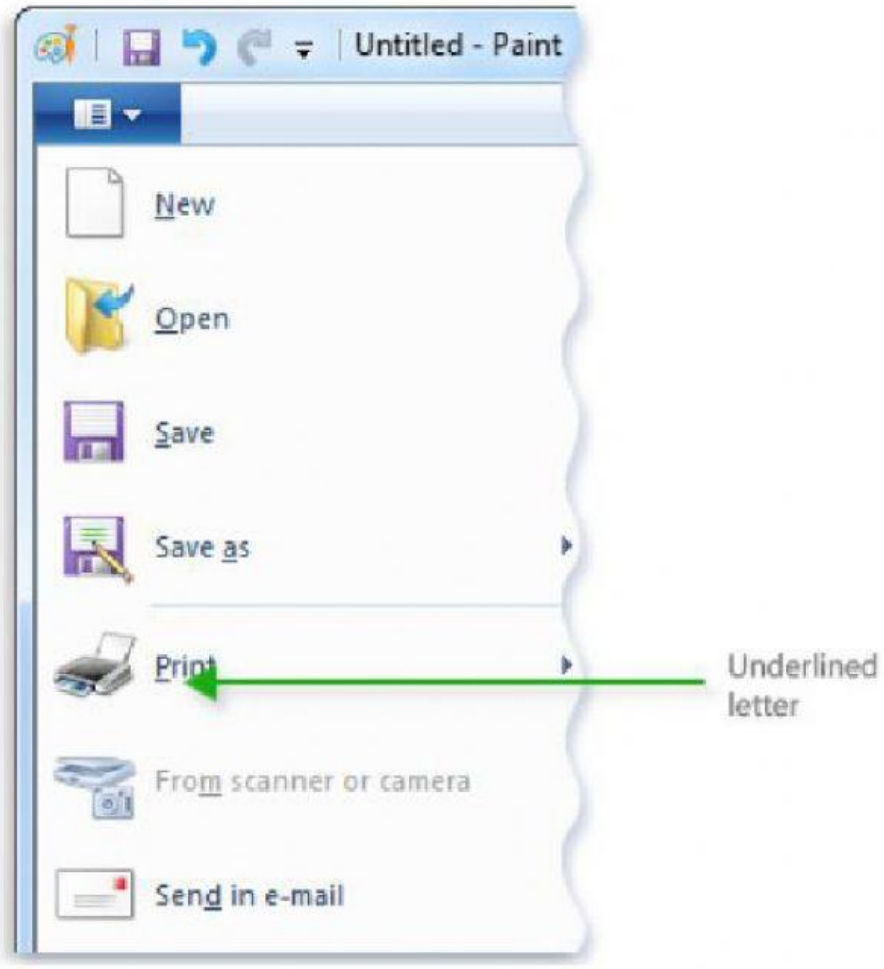
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Choose menus, commands, and options

You can open menus and choose commands and other options using your keyboard. In a program that has menus with underlined letters, press Alt and an underlined letter to open the corresponding menu. Press the underlined letter in a menu item to choose that command. For programs that use the ribbon, such as Paint and WordPad, pressing Alt overlays (rather than underlines) a letter that can be pressed.

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Press Alt + F to open the File menu, then press P to choose the Print command.

This trick works in dialog boxes too. Whenever you see an underlined letter attached to an option in a dialog box, it means you can press Alt plus that letter to choose that option.

Questions

1. **Why do you use Shift with another key?**

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2. What does Alt+F do?

3. When you use the following what happens Space Bar, Backspace, and Tab?

4. What are the shortcuts for : - cut, find, delete , replace and Undo?

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