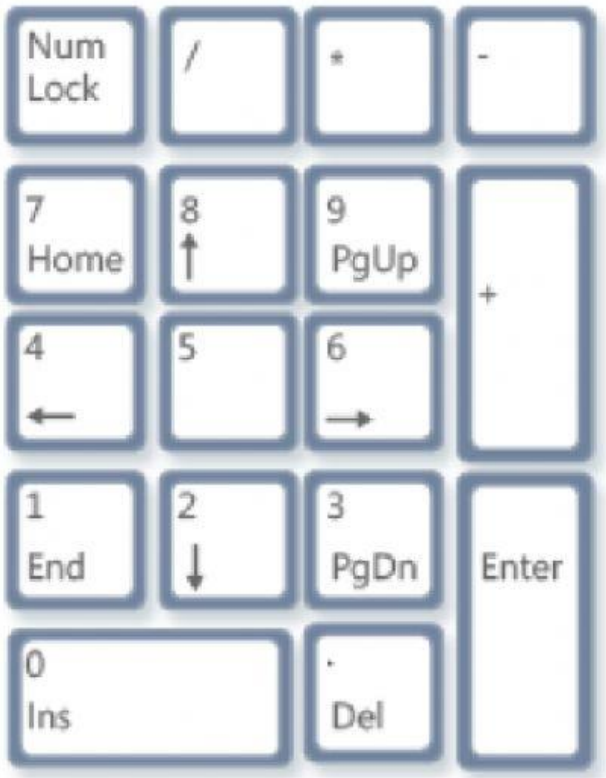
Lesson 4 Using Numeric Keys and 3 Odd Keys

Using the Numeric Keyboard

The numbers keypad arranges the numerals 0 through to 9, the arithmetic operators + elsewhere on the keyboard, of course, but the keypad arrangements allow you to rapidly enter numerical data or mathematical operations with one hand.



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Numeric Keyboard

To use the numeric keypad to enter numbers, press Num Lock. Most keyboards have a light that indicates whether Num Lock is on or off. When Num Lock is off, the numeric keypad functions as a second set of navigation keys (these functions are printed on the keys next to the numerals or symbols).

You can use your numeric keypad to perform simple calculations with Calculator.

Three odd keys

So far, we've discussed almost every key you're likely to use. But for the truly inquisitive, let's explore the three most mysterious keys on the keyboard: PrtScn, Scroll Lock, and Pause/Break.

PrtScn (or Print Screen)

A long time ago, this key actually did what it says—it sent the current screen of text to your printer. Nowadays, pressing PrtScn captures an image of your entire screen (a "screen

it (Ctrl + V) into Microsoft Paint or another program and, if you want, print it from that program.

More obscure is SYS RQ, which shares the key with PrtScn on some keyboards. Historically, SYS RQ was designed to be a "system request," but this command is not enabled in Windows.

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Tip: Press Alt + PrtScn to capture an image of just the active window, instead of the entire screen.

ScrLk (or Scroll Lock)

In most programs, pressing Scroll Lock has no effect. In a few programs, pressing Scroll Lock changes the behavior of the arrow keys and the Page Up and Page Down keys; pressing these keys causes the document to scroll without changing the position of the cursor or selection. Your keyboard might have a light indicating whether Scroll Lock is on.

Pause/Break

This key is rarely used. In some older programs, pressing this key pauses the program or, in combination with Ctrl, stops it from running.

Other keys

Some modern keyboards come with "hot keys" or buttons that give you quick, one-press access to programs, files, or commands. Other models have volume controls, scroll wheels, zoom wheels, and other gadgets. For details about these features, check the information that came with your keyboard or computer, or go to the manufacturer's website.

Questions

1. Which are the 3 odd keys?

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2. What are the numerical keys used for and where are they on the keyboard?

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Press this	To do this
Left Arrow, Right Arrow, Up Arrow, or Down Arrow	Move the cursor or selection one space or line in the direction of the arrow, or scroll a webpage in the direction of the arrow
Home	Move the cursor to the end of a line or move to the top of a webpage
End	Move the cursor to the end of a line or move to the bottom of a webpage
Ctrl + Home	Move to the top of a document
Ctrl + End	Move to the bottom of a document
Page Up	Move the cursor or page up one screen
Page Down	Move the cursor or page down one screen
Delete	Delete the character after the cursor, or the selected text; in Windows, delete the selected item and move it to the Recycle Bin
Insert	Turn Insert mode off or on. When Insert mode is on, text that you type is inserted at the cursor. When Insert mode is off, text that you type replaces existing characters.

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