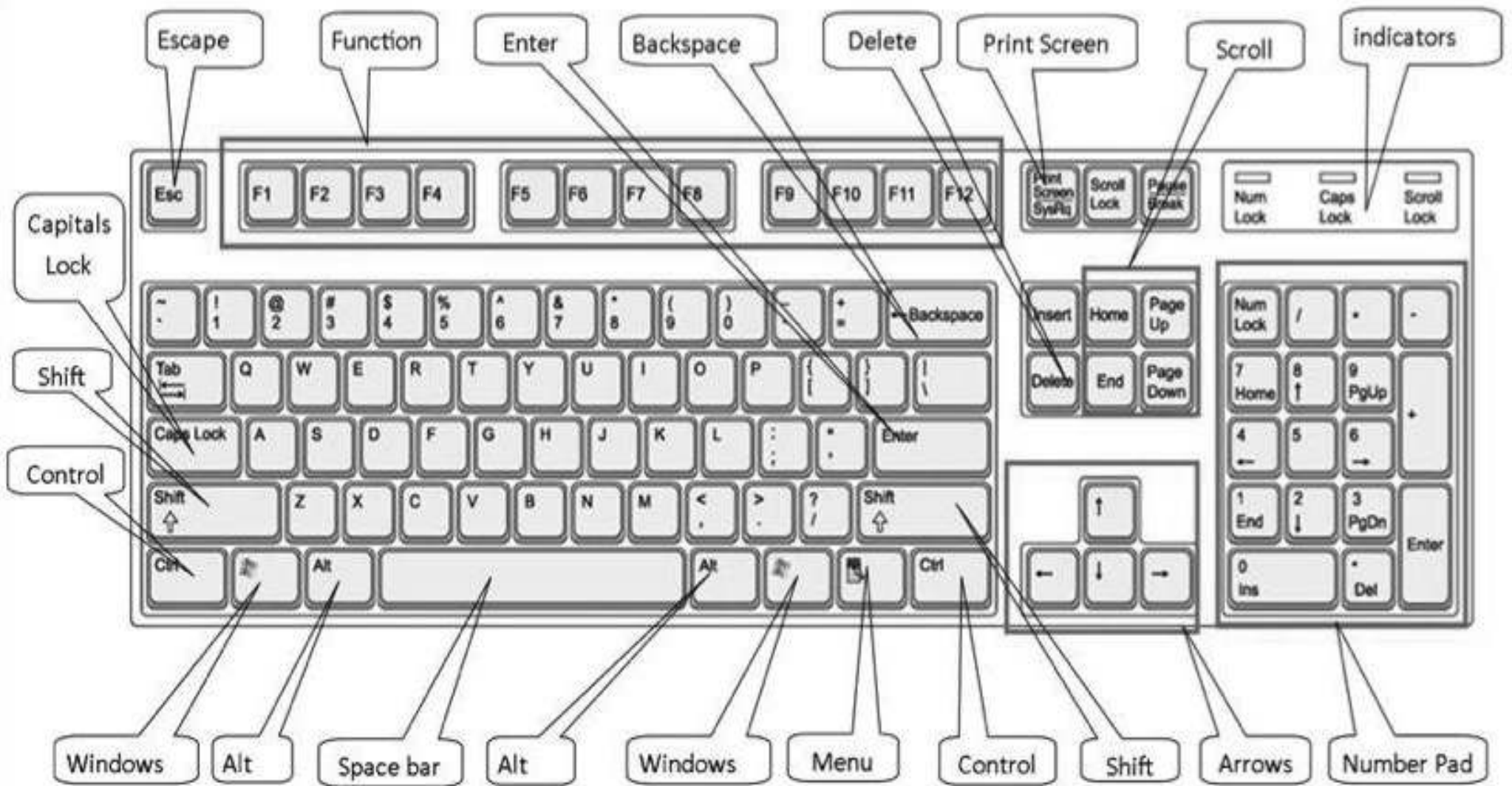


# Keyboard

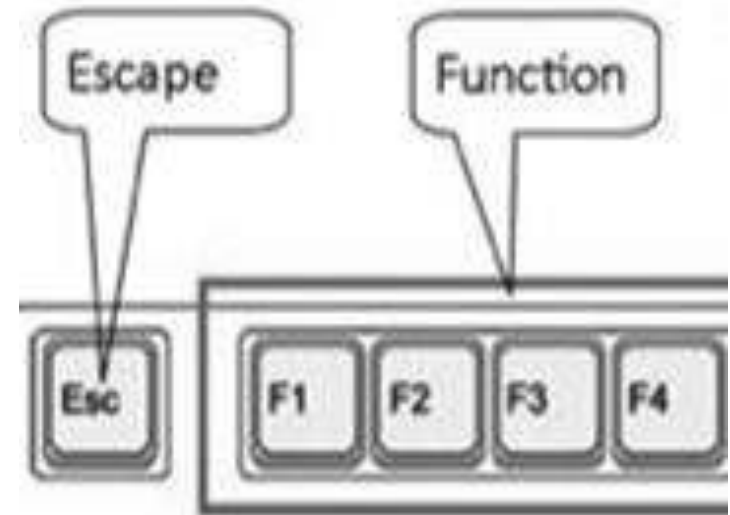
- Keyboard is an important input device which has characters printed on the keys and each press of a key typically corresponds to a single written symbol.
- To produce some symbols requires pressing and holding several keys simultaneously.
- Keyboard keys produces not only letters or symbols, they also trigger or execute certain commands.

[https://www.youtube.com/watch?v=75\\_ZR7fGVds](https://www.youtube.com/watch?v=75_ZR7fGVds)



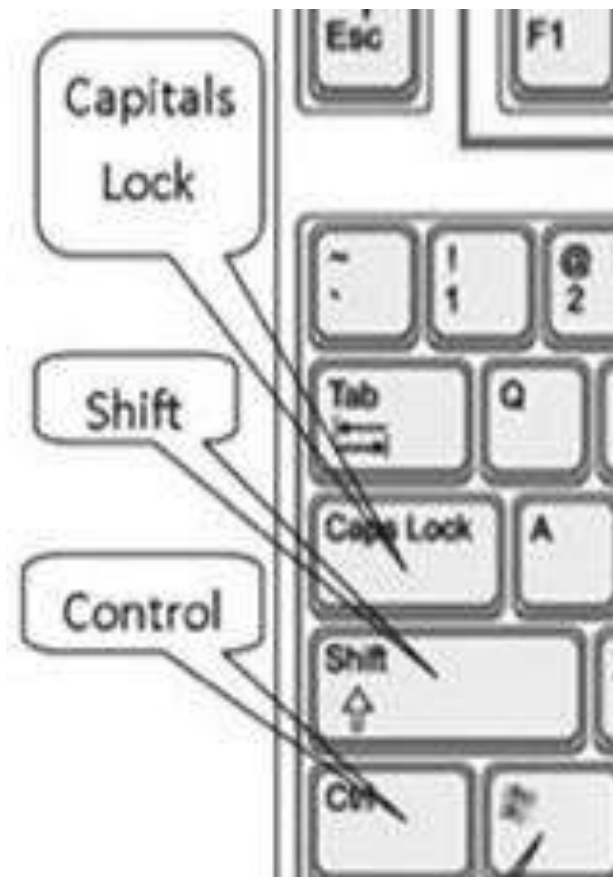
[https://www.youtube.com/watch?v=75\\_ZR7fGVds](https://www.youtube.com/watch?v=75_ZR7fGVds)

- Escape key:  
to interrupt or cancel the current process or running program, or to close a pop-up window.
- 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.



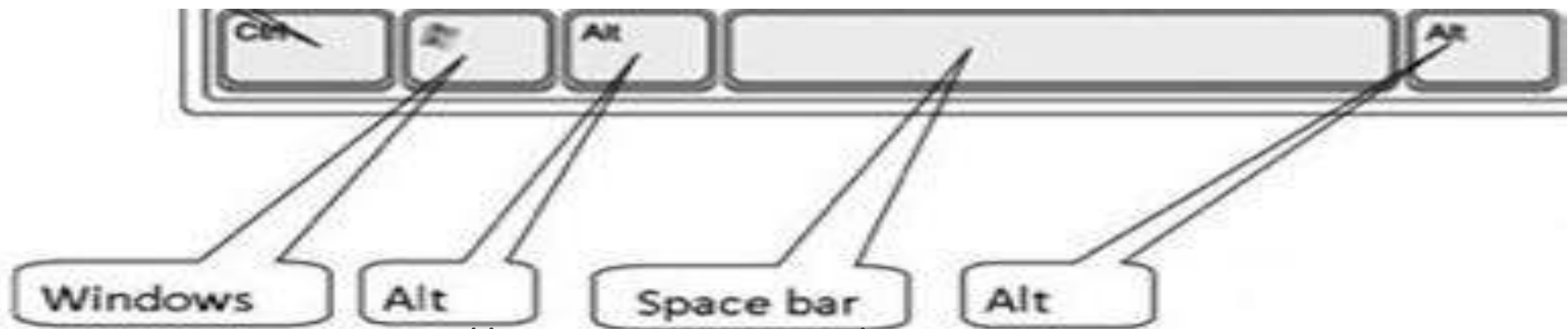
[https://www.youtube.com/watch?v=75\\_ZR7fGVds](https://www.youtube.com/watch?v=75_ZR7fGVds)

- **Caps Lock Key:** 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.
- **Shift Key:** 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.
- **Control (Ctrl):**



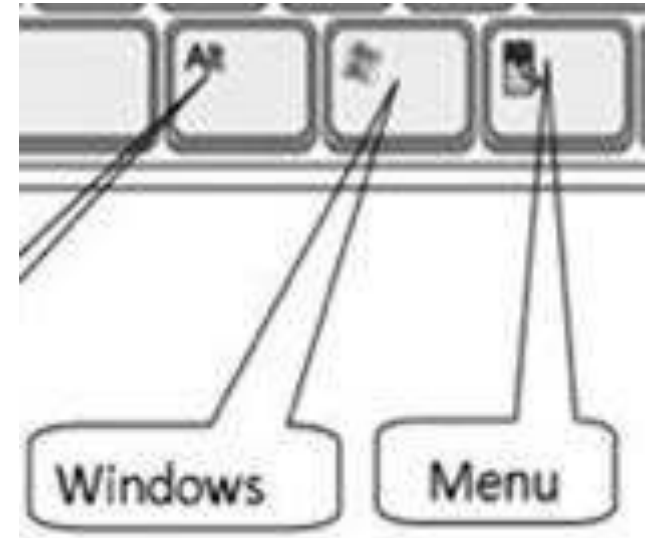
[https://www.youtube.com/watch?v=75\\_ZR7fGVds](https://www.youtube.com/watch?v=75_ZR7fGVds)

- Alter(Alt) Key:
- Space bar: to move the cursor one space forward.



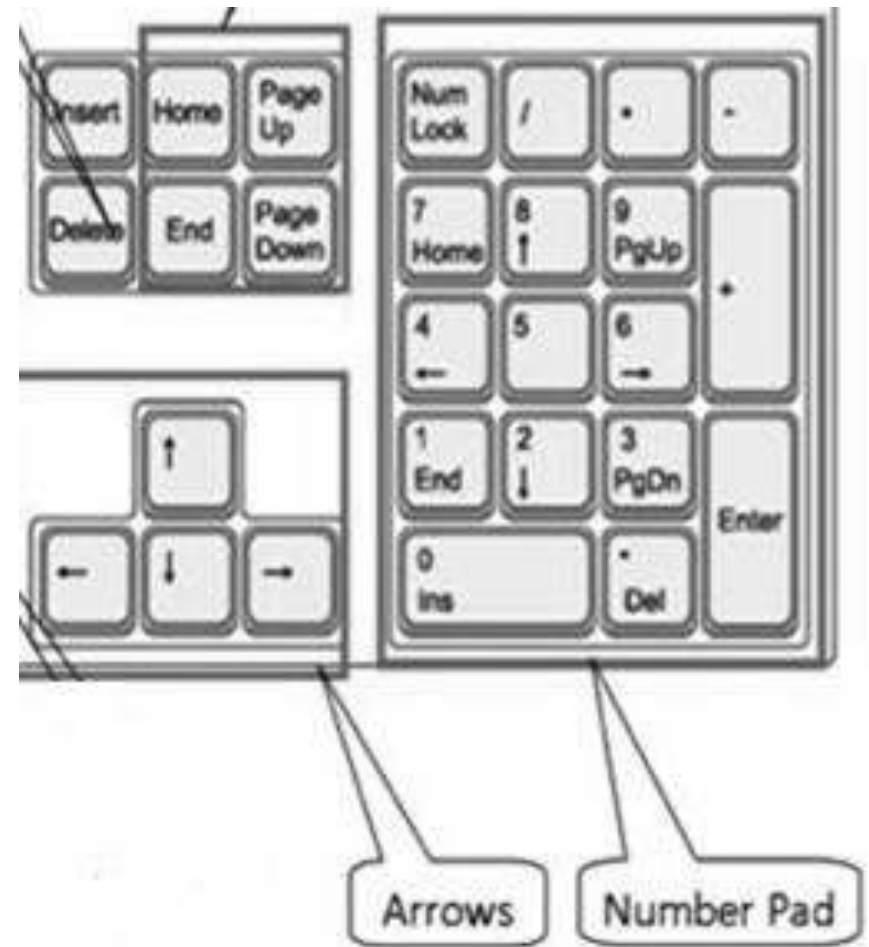
[https://www.youtube.com/watch?v=75\\_ZR7fGVds](https://www.youtube.com/watch?v=75_ZR7fGVds)

- Windows Key: to open start menu
- Menu Key:

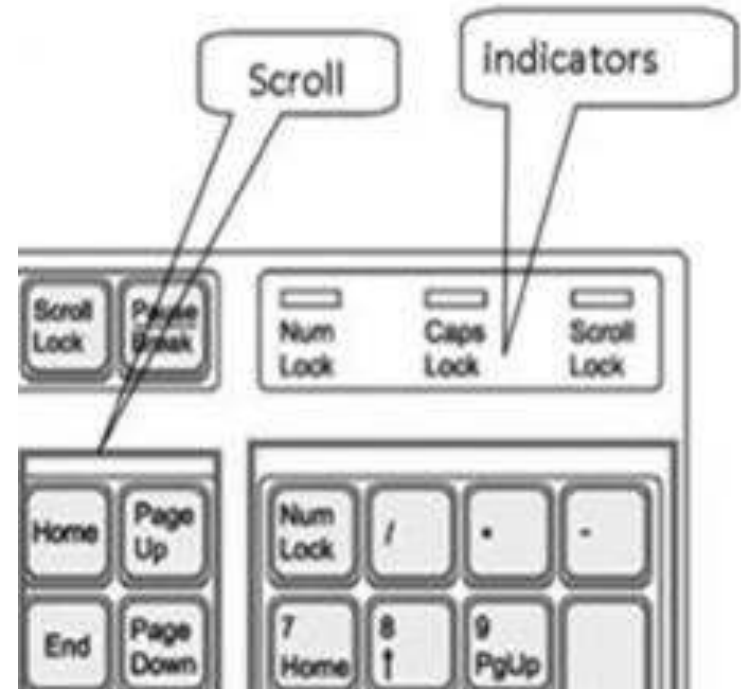


[https://www.youtube.com/watch?v=75\\_ZR7fGVds](https://www.youtube.com/watch?v=75_ZR7fGVds)

- Arrow Keys: Move the cursor or selection one space or line in the direction of the arrow, or scroll a page in the direction of the arrow
- Numeric keys: The numeric keypad arranges the numerals 0 through 9, the arithmetic operators + (addition), - (subtraction), \* (multiplication), and / (division), and the decimal point as they would appear on a calculator or adding machine. These characters are duplicated elsewhere on the keyboard, of course, but the keypad arrangement allows you to rapidly enter numerical data or mathematical operations with one hand.



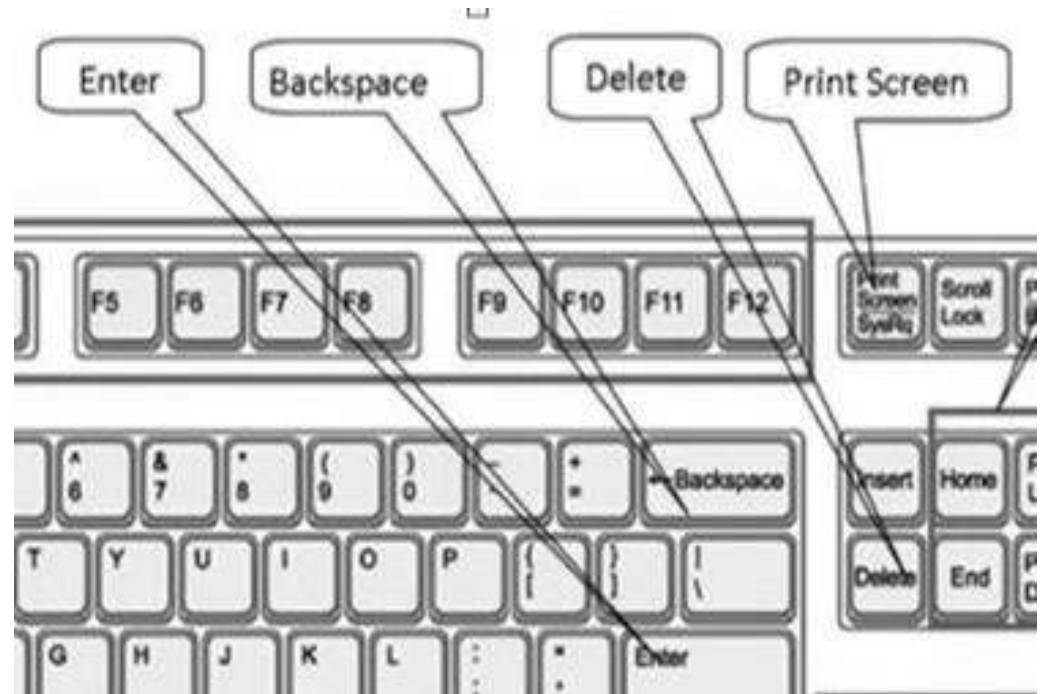
[https://www.youtube.com/watch?v=75\\_ZR7fGVds](https://www.youtube.com/watch?v=75_ZR7fGVds)



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- Enter key: brings cursor to next line and to choose option in given pop-up window.
- Backspace key: to delete the character before the cursor, or the selected text.



[https://www.youtube.com/watch?v=75\\_ZR7fGVds](https://www.youtube.com/watch?v=75_ZR7fGVds)

- Insert key: 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



Delete key: Delete the character after the cursor, or the selected text; in Windows, delete the selected item and move it to the Recycle Bin

End: Move the cursor to the end of a line or move to the bottom of a webpage

Home: Move the cursor to the beginning of a line or move to the top of a webpage

Page Up Key: Move the cursor or page up one screen

Page Down key: Move the cursor or page down one screen

[https://www.youtube.com/watch?v=75\\_ZR7fGVds](https://www.youtube.com/watch?v=75_ZR7fGVds)