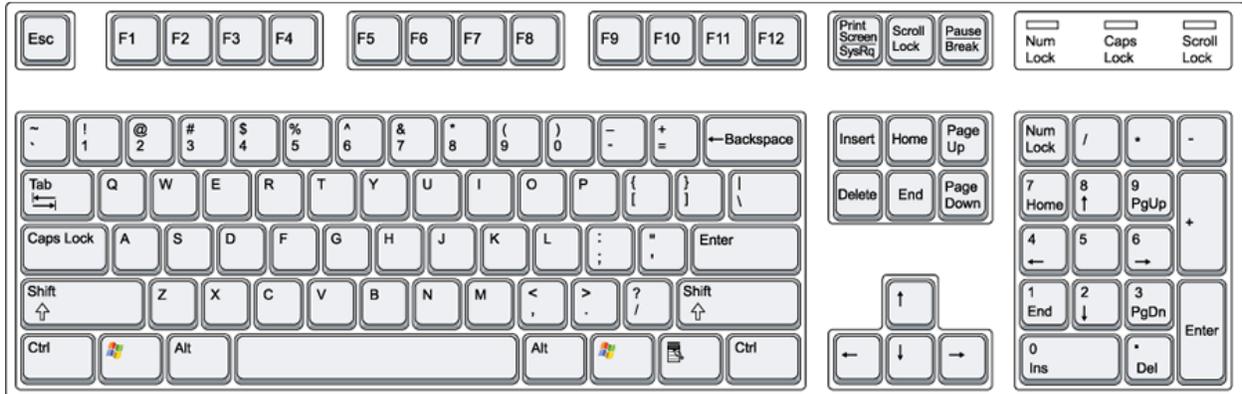


INTRODUCTION TO THE KEYBOARD

The Keyboard is the primary means of input for a computer. Most computer functions are triggered by key commands, many of which cannot be performed with the mouse alone.



This is a standard “QWERTY” keyboard. Keyboards come in all shapes and sizes, but the general layout of the keys are identical to the above image.

BASIC (TYPEWRITER) KEYS



The name “QWERTY” comes from the layout of the keys beginning with Q and ending in M. The letters are arranged by frequency of use in the English language with commonly used letters allocated to natural resting places of the hands on the keyboard.

Letters (Q,W,E,R,T,Y), Numbers (1,2,3,4,5), Symbols (!,@,#,\$,%), SPACEBAR, (inserts a pause or “space”) and Arrows (←↑→↓) function primarily to input data, and do not have an extra function unless otherwise specified in a specific program or paired with another key.

BACKSPACE can be used to erase one letter behind the text cursor (|) in a field where text can be altered like a document or an email. Outside of this context BACKSPACE usually navigates to previous page or screen.

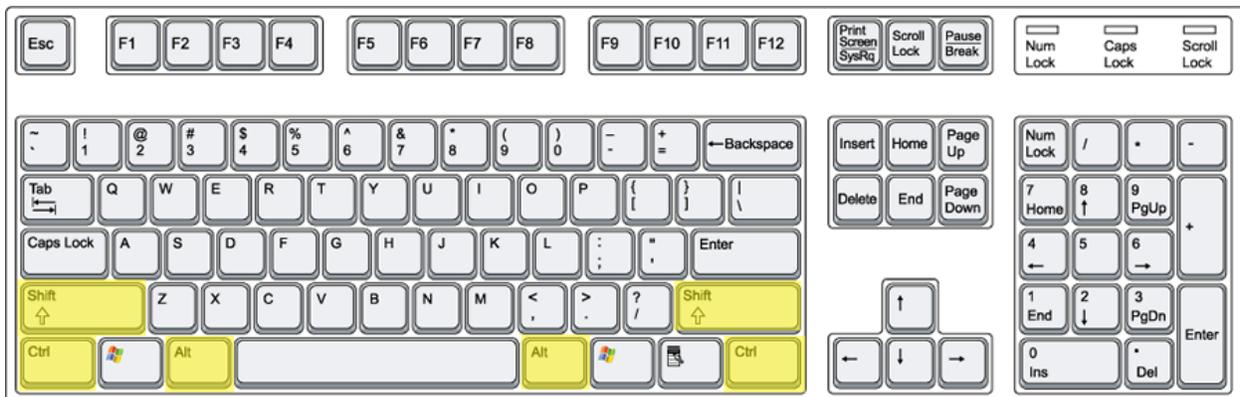
DELETE in the context of text will erase one letter in front of the text cursor. Outside of this context DELETE is usually used to delete a file.

ENTER (or RETURN) in the context of text will create a break in the document and begin a new paragraph. ENTER can also function as a confirm command or the equivalent of a mouse click if an object is highlighted. Some text fields, such as a status box on Facebook, will interpret a ENTER stroke as confirm, and not a break. Depressing SHIFT while striking the ENTER key will not be interpreted as a confirmation and should create a break in this cases.

TAB in the context of text will create an indent of a set measurement...

...like so. This only works in text where the formatting will recognize indentation. For instance, a Microsoft Word document will recognize indentation, most email does not. Outside of the context of formatable text TAB will cycle through fields. If there are a set of text boxes on a website, for instance, TAB can be used to select the next one so that you do not need to use the mouse and click on the next field to continue.

MODIFIER KEYS



Many keys on the keyboard function differently based on context.

When pressed these keys will input the character displayed at the bottom of the key, for instance the key labeled [! 1] will input the character [1] when pressed. When the SHIFT key is depressed at the same time the input will be the character on the top of the key, in this case [!]. SHIFT will also capitalize the input of letter keys.

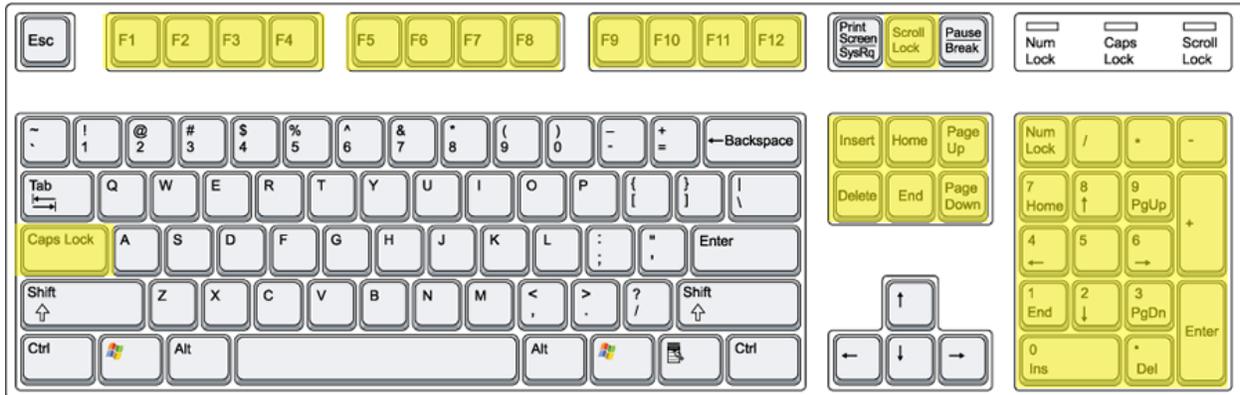
SHIFT also functions as a means to select **continuous** regions of data by depressing the shift key and using the arrow keys to create a region, **such as in highlighting a sentence in a document like this.**

Selecting regions is also possible with the CTRL key, but they don't have to be continuous, **like** with this **sentence.**

ALT does nothing on its own. ALT functions as an Alternating Key, triggering a secondary function of a different key, and is used with keyboard shortcuts (which we'll cover later). This is often program specific.

CTRL does nothing on its own either and will trigger the secondary function of another key, just like ALT. CTRL usually triggers a system function such as printing. As with ALT this will be covered in Keyboard Shortcuts.

OTHER KEYS



The NUMPAD is a secondary set of keys used for entering numeric data. They do not have any extra function, and exist just for convenience for inputting numerical data.

CAPS LOCK acts like a switch and will reverse the function of the SHIFT key's effect on letters, inputting them as capital unless the SHIFT key is depressed.

NUM LOCK acts like a switch and is used to enable or disable the NUM PAD.

INSERT is used with inputting text and will set the computer in a mode that when toggled on will replace each letter ahead of the text cursor with what is typed. By default text is inserted with the text cursor, it does not replace text.

HOME will bring the text cursor to the beginning of a line.

END will bring the text cursor to the end of a line.

PAGE UP and PAGE DOWN will scroll a window up or down the equivalent of one screen.

PRTSCN (remember to depress SHIFT as well) "Print Screen" will perform what is called a "Screen Capture", copying your entire screen, which you can later paste into a program like Microsoft Word.

Function keys are all contextual and usually pertain to advanced system maintenance, but not always. A casual user should have no reason to ever really use them. One good use of an Function Key to know is in regards with booting your computer in SAFE MODE, which is a special setting meant for resolving critical errors like viruses or corrupted files. To trigger safe mode strike F8 when booting up, before Microsoft Windows opens.

KEY BOARD SHORTCUTS

A Keyboard Shortcut is a term used for pressing a modifier key with basic key in order to trigger a secondary function of that basic key. When performing a Keyboard Shortcut you hold down the modifier key and strike the basic key. Often Keyboard Shortcuts are program specific, especially when the modifier key ALT is used.

(Where “+” means “press with”)

CTRL + Q = Quit (Exit a Program)

CTRL + W = Close Window

CTRL + A = Select All

CTRL + S = Save

CTRL + F = Find

CTRL + Z = Undo

CTRL + X = Cut

CTRL + C = Copy

CTRL + V = Paste

CTRL + P = Print

ALT + TAB = Switch windows

CTRL + ALT + DEL = Will bring up a menu allowing you to shut down, restart, or log off your computer. This will also allow you to launch Task Manager in order to monitor computer programs currently running on your computer and if need be stop them from doing so. A powerful tool if a program on your computer freezes.