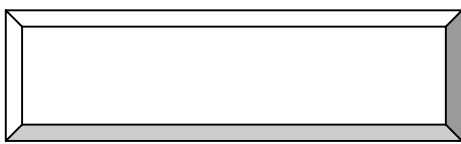
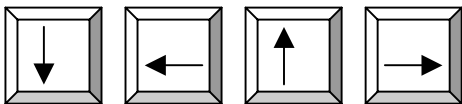


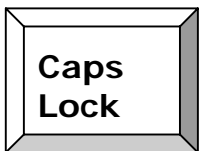
Using the Keyboard



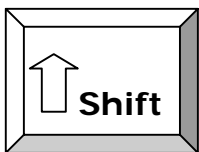
Spacebar - Press this bar to make a space between words



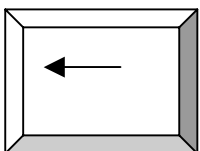
Arrow Keys - Use these to move the Cursor around the keyboard. It can be quicker than using the mouse!



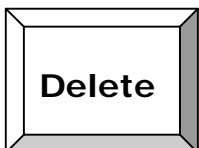
Caps Lock - Press once to make all the letters UPPER CASE / CAPITAL. Press again to return to lower case letters.



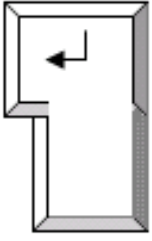
Shift - Hold this key down to get a single CAPITAL LETTER or to get the top character on the key.



Backspace - Deletes the character to the left of the cursor

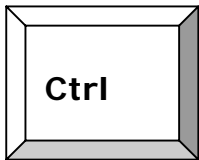


Delete - deletes the character to the right of the cursor

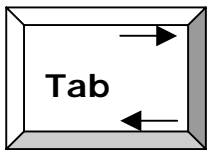


Enter / Return - Press to start a new paragraph, or confirm an action.

Hot tip!! - If you have difficulty double clicking when opening programs, click on the program once to select it, then press the Enter/Return key & the program will open.



Control - Use with other keys to perform certain actions e.g: Ctrl + c = copy; Ctrl + v = paste



TAB - Moves the cursor around the page / across the to the right of the screen in pre-set jumps to help line up text on the page.

- When completing an on-line form pressing the tab key moves the cursor from one input field to the next one.