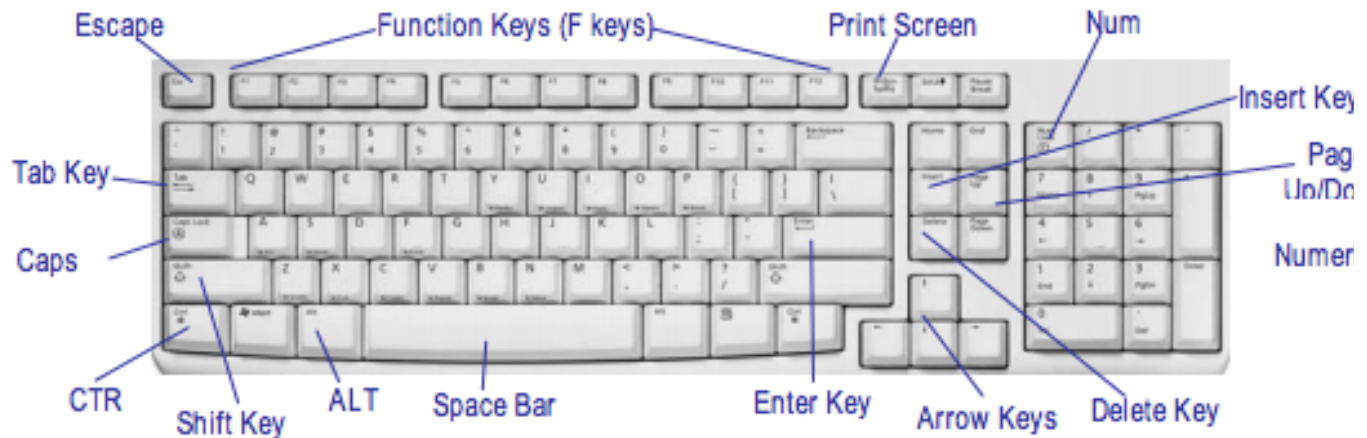


Keyboard Vocabulary

Basic keyboard layout:



Shift Key. Press shift at the same time you are pressing any other key and you will get a new character. For instance, press shift at the same time you press a letter and it will capitalize the letter. Press shift at the same time you press a number and you will get a “%” or “\$.”

Tab Key. Just like a typewriter, the tab key helps you indent your text.

Function Keys. Sometimes referred to as “F keys,” they are not as popular as they once were. But there’s one F key you can pretty much always count on: the F1 key. It will most often bring up a help menu, no matter what program you’re in.

Enter Key. On your keyboard, the Enter key might be marked as a “Return” key or with only a large arrow. It’s used to go down to a new line when typing text.

CTRL Key. The Control key is used in conjunction with another key to initiate a certain action. In most programs, holding down the CTRL key while pressing the S key will save a file, CTRL+P will print a file, etc.

ALT Key. Also used in combination with other keys to do something. For instance, ALT+F usually opens the File menu.

Caps Lock. Press it once and when you type the letters they will all be capitalized. Press it again and the letters will go back to lower case.

Num Lock and Numeric Keypad. The Num Lock key toggles the numeric keypad on and off. When off, the keys perform other functions (i.e., directional arrows) instead of typing numbers.

Space Bar. Used to enter a blank space between sentences when typing text.

Backspace. This key will remove the character to the left of the cursor (the small blinking vertical line that shows you where you are on a page of text).

Shift Key. The Shift key allows you to create a capital letter. Or ... you can hold down Shift key and press one of the number keys (on the top row of keyboard) to get a punctuation symbol (!, @, #, \$, for instance).

Tab Key. Within a text document, the Tab key will move the cursor to the next “tab stop.” In forms, it is used to move from field to field or from one table cell to the next. Pressing Tab and Shift simultaneously will usually “tab” you back to the previous field.

Delete. Pressing this key will remove the character to the right of the cursor when pressed.

Print Screen. The Print Screen button will send a copy of your monitor’s screen to the “clipboard” ready to be pasted into another program.

Mouse Vocabulary

Pointer/Cursor – When you move the mouse around, you will see a symbol that moves around on the computer's monitor screen that changes depending on what you're pointing to.

Left-Click – (Select/Highlight) This is the standard click when you're choosing or selecting something. It's done with your pointer-finger on the left button

Double-Click – (Open/Start) By pointing to something and then double-clicking (double-clicks are ALWAYS with the left mouse button), you are telling the thing you're clicking on to open or to start. In text areas, however, double-clicking can select a whole word.

Right-Click – (Menu) If you remember only one thing, remember that a right-click ALWAYS means MENU. By right-clicking on an item or in a certain area, you'll get context menus, special menus specifically about whatever you're pointing to, letting you know what your options are. It's the secret weapon of expert computer users!

Drag – You can also use the mouse to drag items (like pictures, files, etc.) from one place to another or to resize windows or boxes.

Close Button – This "X" on a field of red is found in the upper right-hand corner of your screen. One-click on the "X" closes out what ever happens to be open on your screen.

Minimize – This button on the upper right-hand corner of your screen will shrink your work into a button so you can work on something else. Click that button once to restore your previous work to the full screen.

Maximize – This button on the upper right-hand corner of your screen will increase the size of the document that you're working on to fill the entire screen.

