

### Tab

This moves your computer's focus from one area to another. It also inserts a large space in a word document. **Pressing Tab and Shift** moves backwards through the active areas.



### Shift

**Press** this to get a capital letter or a symbol instead of a number. *Shift* is useful for selecting whole ranges of files in a folder.

**Select** the first file, **hold down Shift** and **arrow key** to the last.



### Ctrl

The *Control* key is useful for shortcuts and also for selecting individual files.

Select the first file, **hold down the Ctrl** key and **select** the others using the *Arrow* key and *Spacebar* key.



### Keyboard shortcuts

**Press and hold** **Ctrl** and then **press:**

- C** to copy
- V** to paste
- P** to print

### Windows key

This opens the Start Menu. One **press** to open, another **press** to close. The Start Menu is where you go to access everything on your computer.

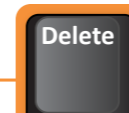
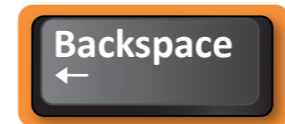


### Escape

If you are in "slide show" or software that does not seem to give you a way out, **press** this key and you will "escape".

### Backspace ←

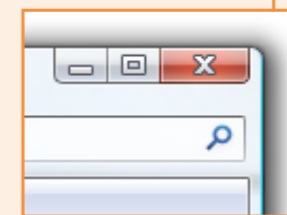
The backspace key deletes to the left.



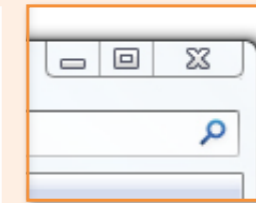
### Delete →

The delete key deletes to the right or it will delete selected files or folders.

### Visual signs



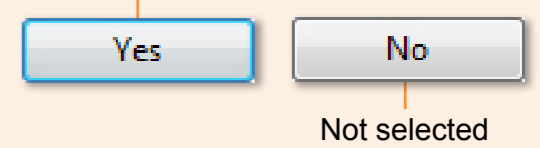
**Active window** - with red 'close' button and darker shadow behind window.



**Inactive window** - with white 'close' button and lighter shadow behind window.



### Selected button



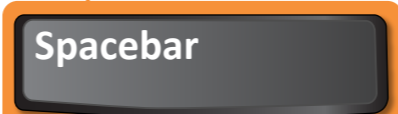
### Numeric keypad

Use the numeric keypad like a calculator to add, subtract, divide and multiply.



### Alt

This is the alternative to the mouse. **Press Alt** to activate the menu bar. *Alt* will underline letter keys that will action a particular command. Also use your *Arrow* keys to move between commands.



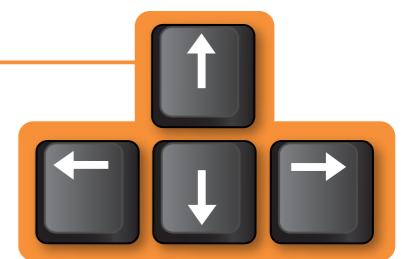
### Spacebar

This to used to insert a space in a letter, it also "checks" or puts a tick in a box when you are filling in a dialogue box or web form.



### Enter

**Press** this key when you want the computer to open a selected file or action a selected command like "OK" or . It is the 'confirm' key (the same as the left click key on the mouse).

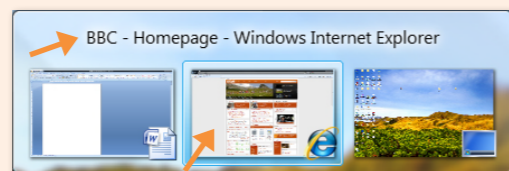


### Arrow keys

**Navigate** up and down and left and right with these.

### Switch between windows

**Press Alt and Tab** together to show all open windows:



E.g. **Releasing** the *Tab* key now will open the BBC - Homepage in Internet Explorer.

### Right Click

or short cut menu key

This opens a menu on your screen that gives you options relevant to where your computer is actively working. **Pressing** this key is the same as **right clicking** the mouse.



Press Spacebar to change partially selected to selected!

### Visual signs

