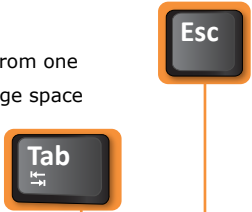


Tab

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.

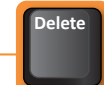


Escape

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 ←

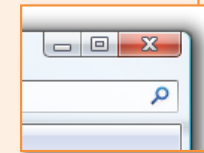
The backspace key deletes to the left.



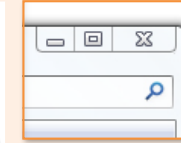
Delete →

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

Visual signs

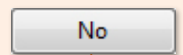
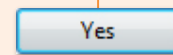


Active window - with red 'close' button and darker shadow behind window.



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

Selected button



Not selected

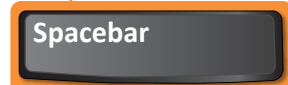
Numeric keypad

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.



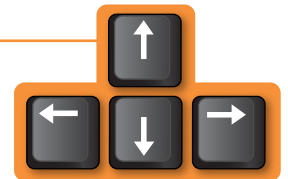
Spacebar

This is 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).

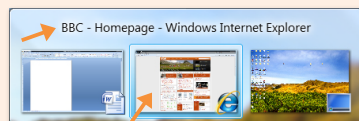


Arrow keys

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

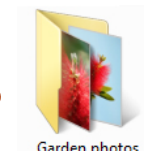
This opens a menu on your screen that gives you options relevant to where your computer is actively working. **Pressing** this key is the same as **right clicking** the mouse.



Press Spacebar to change partially selected to selected!

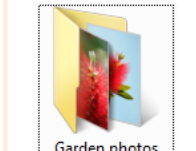
Visual signs

Not selected



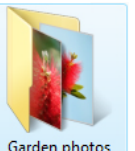
No border

Partially selected



Dotted line

Selected



Highlighted in blue