computersharing•centre

Meet the Keyboard Crew - and learn to drive your computer!

Shift

Hold me down to **change** lowercase letters to uppercase (**a → A**) and numbers to symbols (**7 → &**). I also help **select** groups of files and blocks of text.

Shift + A = A

Shift + £ 3 = £

Tab

I can **move** you through options or text boxes on the screen. To go backwards **hold down** Shift, **then** press me!

Backspace

I delete to the **left**:

1. deletes + Backspace =
2. delete

Delete

I delete to the **right**:

1. deletes + Delete =
2. delete

I delete files & folders too

We are the Keyboard Crew, and it is our job to help you move around your computer with ease and confidence.

We have **always** been here so why not get to know us better?

Our **Playing cards** show you what you can do with us!

Control

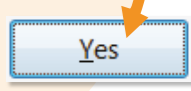I am the **master shortcut key** - hold me down then press and release another key.

To copy: Ctrl + C   **To paste:** Ctrl + V

Enter

I do the same as the **left click** of the mouse. Press me to action or 'OK' a **selected** option.

selected button

Yes

Windows

I open and close the Start Menu in **Windows 7** and switch between the Start Screen and your last used app in **Windows 8.**

Start Screen

Start Menu

Alt

Alt stands for **Alternative** and that's what I am, the alternative to using the mouse. I **open** and **close** useful menus and reveal which **keys** to press.
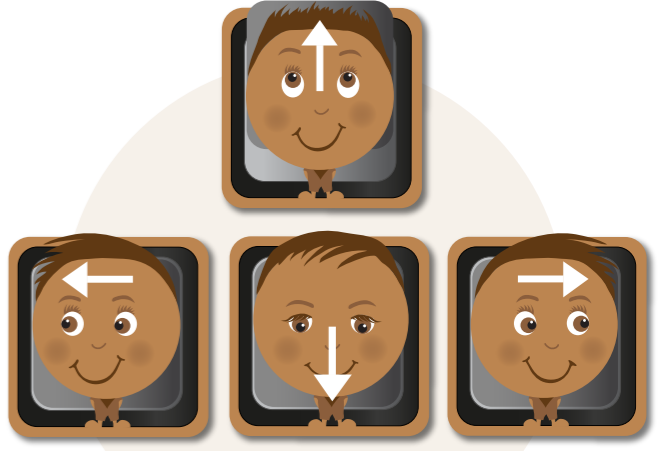
Spacebar

Use me to type a **space**, **tick** a box on a form or **select** a file. I work with Ali Alt to open the window menu.

Menu

Use me instead of **right-clicking** the mouse. Once you have selected something, press me and I will reveal the useful 'options menu'.

Arrows

We move around files & folders, text in a document or forward and back through web pages and photos. We are **'navigation'** keys.