

The Keyboard

The **Shift** key is used to type a single capital letter or to select the characters at the top of the keys e.g. the £ over the 3.

The **Caps Lock** key is used to hold down the keyboard so that all capital letters are typed whilst it is on.

The **Return** key takes you down a line on the screen, instructs the computer to do something or sets a new paragraph.

The **Backspace (Back ←)** key will delete characters to the left of your cursor which is the flashing line on your screen.

The **Enter (↵)** key will take you down a line when typing, start a new paragraph, or action the highlighted button on your screen.

The **Tab** key will indent for a line i.e. If you want to start typing 5 spaces in then press the tab key and the cursor will move in 5 spaces.

The **Space Bar** will place a space between words.

The **Ctrl (control), Alt and Fn** keys are used in more complicated ways so don't use them for now.

