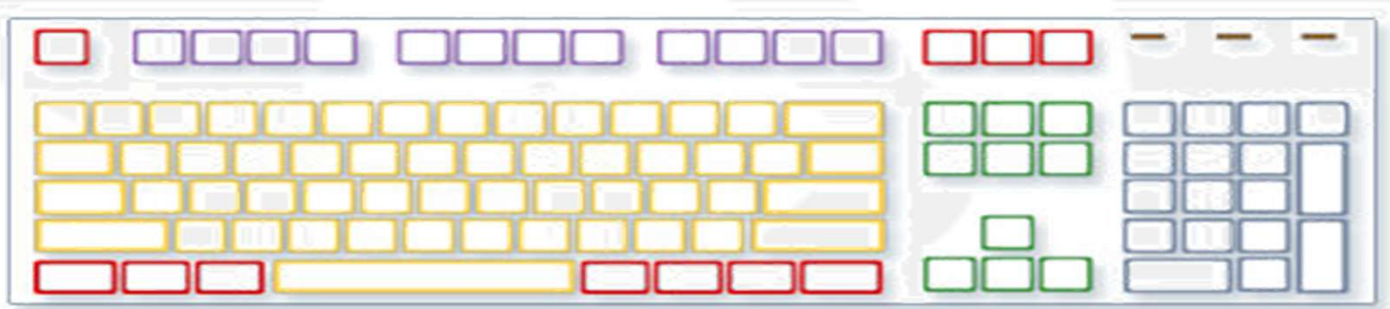


Your Keyboard has many different types of keys:

- **Typing (alphanumeric) keys.**
These keys include the same letter, number, punctuation, and symbol keys found on a traditional typewriter.
- **Control keys.** These keys are used alone or in combination with other keys to perform certain actions. The most frequently used control keys are Ctrl, Alt, the Windows logo key, and Esc. **Useful SHORTCUTS***
- **Function keys.** The function keys are used to perform specific tasks. They are labelled as F1, F2, F3, and so on, up to F12. The functionality of these keys differs from program to program.
PLUS: Special control for your computer's equipment- Loudspeaker, Screen Brightness, WiFi ...



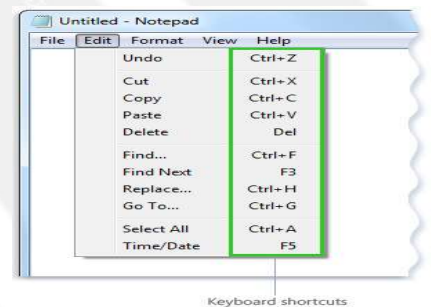
- **Navigation keys.** These keys are used for moving around in documents or webpages and editing text. They include the arrow keys, Home, End, Page Up, Page Down, Delete, and Insert.
- **Numeric keypad.** The numeric keypad is handy for entering numbers quickly. The keys are grouped together in a block like a conventional calculator or adding machine



- Control keys
- Function keys
- Typing (alphanumeric) keys
- Navigation keys
- Numeric keypad
- Indicator lights

*SHORTCUTS

- Most 'Windows' programs allow shortcuts with the [CTRL] key →
 - AND Press this:
 - [Windows logo key]
 - [Alt] + [Tab]
 - [Alt] + [F4]
 - [Ctrl] + [S]
 - [Ctrl] + [C]
 - [Ctrl] + [X]
 - [Ctrl] + [V]
 - [Ctrl] + [Z]
 - [Ctrl] + [A]
 - [F1]
 - [Windows logo key] + [F1]
 - [Esc]
 - [Prt+Scn]
- To do this:
- Open the Start menu
 - Switch between programs
 - Close the active item, or exit
 - Save the current document
 - Copy the selected item
 - Cut the selected item
 - Paste the selected item
 - Undo an action
 - Select all items in a document or window
 - Display Help for a program or Windows
 - Display Windows Help and Support
 - Cancel the current task



A long time ago, this key actually did what it says (Print Screen). it sent the current screen of text to your printer. Nowadays, pressing [PrtScn] captures an image of your entire screen (a "screen shot") and copies it to the Clipboard in your computer's memory.

There are many more, and SOME are dependant upon the program you are running so take care

Keyboards



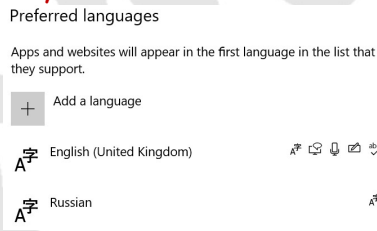
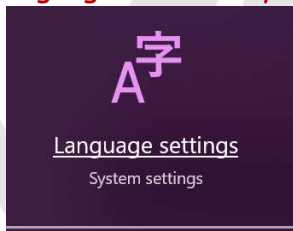
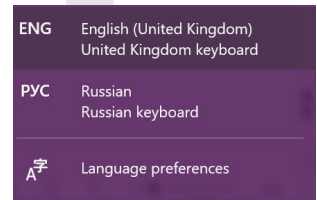
The keyboard is the tool to communicate with your computer, and more?

- Providing you just want to type "The quick brown fox jumps over the lazy dog" all you need is a typewriter keyboard. Unless you are Greek, when you need one like this, below in your language.



- **NOTE:** Your computer can understand many different keyboard layouts, and some don't necessarily work from new (like set to Indian or US English), so if you have difficulty typing the actual characters you see on your keys try:

- Look on your Windows Task Bar, bottom right for → which can be expanded to other keyboard languages if set
- Enter 'Language' in the Search bar, where you can 'add' the language to match your keyboard. Use the Task Bar to change.



Accent	A	E	I	O	U	Y
Grave	À 0192	È 0200	Ì 0204	Ò 0210	Ù 0217	
	à 0224	è 0232	ì 0236	ò 0242	ù 0249	
Acute	Á 0193	É 0201	Í 0205	Ó 0211	Ú 0218	Ý 0221
	á 0225	é 0233	í 0237	ó 0243	ú 0250	ý 0253
Circumflex	Â 0194	Ê 0202	Î 0206	Ô 0212	Û 0219	
	â 0226	ê 0234	î 0238	ô 0244	û 0251	
Tilde	Ã 0195	--	Ñ 0209	Õ 0213	--	
	ã 0227	--	ñ 0241	õ 0245	--	
Umlaut	Ä 0196	Ë 0203	Ï 0207	Ö 0214	Ü 0220	ÿ 0159
	ä 0228	ë 0235	ï 0239	ö 0246	ü 0252	ÿ 0255

- The [Alt] (and [AltGr]) keys allow non keyboard keys to be typed (ie Hold down [ALT] and type the numbers (use [Num Lock] 215 and get a → '↓'. Techie reason -It's the ASCII code number for the character. Good for 'foreign' letters (see→)
- The [Alt Gr] (Alternate Graphics) key can also type the following accented letters, like these: á é ó ú
- Function Keys [f1] to [f12] - **NOTE:** You may have to press the [FN] key on your keyboard to get them to work, rather than accessing your computer's hardware control functions.

- [F1] Opens help menu when pressed with Windows button
Hides/displays ribbon menu in Excel and Word when hit with Control button
- [F2] Alt + Ctrl + F2 opens Document Library in Microsoft Office
Allows you to edit the selected folder or file name in Windows Explorer
- [F3] Opens search feature in Windows Explorer
- [F4] Alt + F4 closes window. Places the cursor in the address bar in Explorer
- [F5] Starts slideshow in PowerPoint
Refreshes Internet browser pages. Ctrl + F5 will completely refresh a web page
- [F6] Goes to the next page in a split screen in Microsoft Word
- [F7] Alt + F7 does a spelling and grammar check in Microsoft Word
- [F8] Enables safe mode in Windows
- [F9] Refreshes document in Microsoft Word. Sends and receives emails in Outlook
- [F10] Opens menu bar
- [F11] Exits and enter full-screen mode in browsers
- [F12] Opens Save As in Word. Shift + F12 saves Word document. Ctrl + F12 opens Word document

