

Know Your Keyboard

**A Very
Warm
Welcome
to the
Exciting
World of
Computers**



**Let's get
Started
– It's easy
with my Step-
by-Step
Instruction**

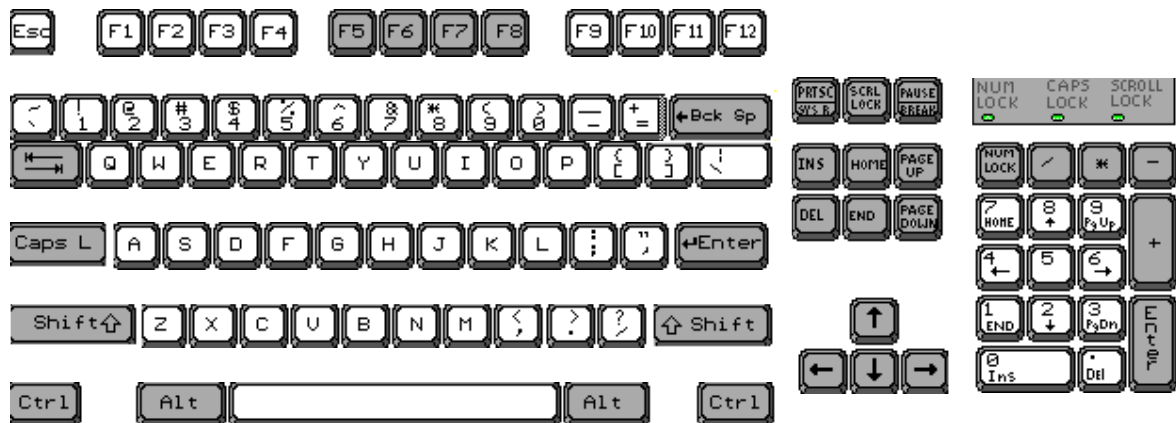
**Step - by - Step
Tutorials**



THE KEYBOARD

Get to know your Keyboard -

It will make your computing hours a lot easier!



Your posture is very important.

Please take the time to browse through the posture section in my Computer Dictionary if you have downloaded it from my web site –

<http://www.a-to-z-of-manners-and-etiquette.com/>

Posture is very important in preventing all those nasty aches and pains from sitting at the computer for too long (smile).

Ok, let's get started

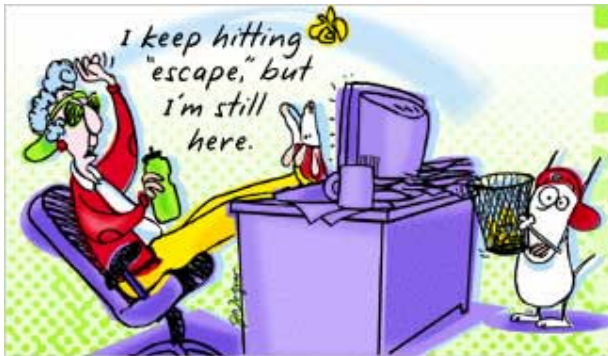
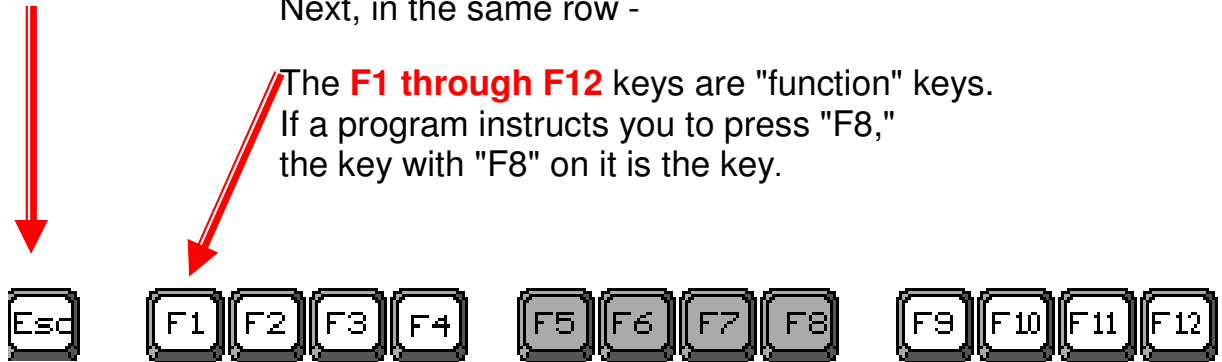
1. First, open Microsoft Office Word. (Click on START, hold mouse pointer over ALL PROGRAMS, then hold mouse pointer over MICROSOFT OFFICE, slide down and click on MICROSOFT OFFICE WORD).

The Esc key is on the far left of the top row

This really is an "Escape" key.

Next, in the same row -

The **F1 through F12** keys are "function" keys. If a program instructs you to press "F8," the key with "F8" on it is the key.



F1 is usually the HELP key

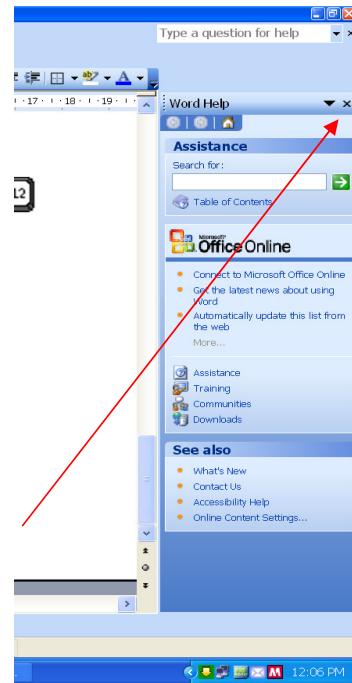


Go ahead and press F1

What happened?

On the right side of your screen you will see a window similar to the one in 'Graphic no 1'

The window which opens when you press F1 can be closed by clicking on the lower black 'X' (the red arrow is pointing to it)



GRAPHIC NO 1

Note: On some keyboards, above the number keypad (Graphic No 2) there is a key called 'F Lock' - if the green light is on then the key is active. If the light is off, the 'F' keys operate in a different way.

Graphic No 2



The second row contains numbers and symbols (e.g., ~, !, @, 1,2,3 and opening and closing parenthesis).

- To type **numbers**, just press the keys.

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- To type **symbols**, hold down a **Shift key** (shown below) with one finger and press keys with fingers on the other hand

Graphic No 3



Holding down a Shift key enables the upper row of symbols on that key to be typed. If NOT held down then the lower row will be typed.

How about we open a document in Microsoft Word and play around?

Not to worry if you don't know how to open a new document, just follow the instruction below:

DO THIS

1. Click on **START**
2. Place mouse pointer on the words **ALL PROGRAMS** (another menu pops up)
3. Pointer on **MICROSOFT OFFICE 2003** (another menu pops up)
4. Click on **MICROSOFT WORD**
5. You now have a blank word processing page in front of you.
6. Click anywhere on this page and type in all the numbers.
7. Now hold down the 'Shift Key' and type in all the symbols.

Numbers = 1 2 3

Symbols = ~ ! @

The key on the far left has a tilde:

Tilde is used in some addresses of Web pages.

For example, in the "Location" or "Address" box of the Mouse Aerobics Lesson you would see: -

<http://www.ckls.org/~crippel/...>

Bck Sp is the "Backspace" key.

When typing, **Bck Sp** moves the "blinking cursor" to the left, wiping out letters in its path.

Once again click anywhere on your Word document page

DO THIS

1. Type your name
2. Now hit the **Backspace Key** until your name has been deleted.

Did that work? Good. Try it again. Type in a few words, then click on the right of the last letter of any word you wish to delete and hit the backspace key. Practice until you are happy and feel you have grasped how the backspace key works.

Now move on to the third row on your keyboard.

The third row contains mostly letters.



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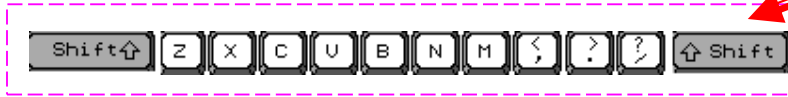
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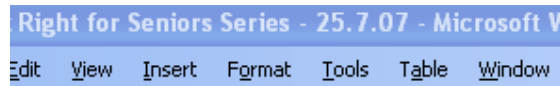
To type **lower-case letters**, just press the keys.

To type **upper-case (CAPITAL) letters**, hold down a **Shift** key (shown below) with one finger and press keys with fingers on the other hand.



The key on the far left is the **tab**.

Tab moves the typing between



place for boxes. For example:

DO THIS

1. Click on the word TABLE on the MENU BAR above
2. Click on INSERT
3. Click on TABLE
4. Click OK

Morna-Dawn	Jacobs	Mindarie College	Telephone:	9407 7308
RED	MANGO	COFFEE	CYCLING	ART

5. You will see the flashing vertical line where the typing will begin.
6. Type your first name.
7. Make sure you use a **capital** letter where appropriate.
8. Press **tab**
9. Type in your second name
10. Hit the **tab** key again
11. Type in the suburb where you live
12. Hit the **tab** key again
13. Type in the word 'telephone'
14. Hit the **tab** key again
15. Type in your telephone number
16. Hit the **tab** key again

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17. What is your favorite color? Use all capital letters
18. Hit the **tab** key
19. What is your favorite fruit?
20. Hit the **tab** key
21. What is your favorite drink?
22. Hit the **tab** key
23. What is your favorite sport?
24. Hit the **tab** key
25. What is your favorite hobby?



On the left end is the **Caps L** for "Caps Lock."



Pressing "**Caps L**" makes all letters typed subsequently appear in capitals (UPPER-CASE).

When **Caps L** is on, a **green light** appears on some keypads under **CAPS LOCK** or elsewhere.

DO THIS

Try out Caps L:

1. Press **Caps L**
2. Look for the green light on the keypad under **CAPS LOCK**
3. Now type something on your document page
4. Turn "caps lock" off by pressing **Caps L** again.
5. Look at the green light. It should be out.
6. Type some more. The letters are small letters (lower case) now.

When typing in Microsoft Word (word-processing), **Enter** or **Return** acts like the carriage return on an electric typewriter.

DO THIS

Try it.

1. Type the following sentence:

Carry A Heart that Never Hates...

2. Press **Enter** or **Return** then type the following sentences and press **Enter** or **Return** after each sentence so that you are typing one sentence per line

Carry a Smile that Never Fades...

Carry a Touch that never Hurts...

Carry a Friendship that Never Fails

At each end of the following row are the Shift keys.



- To type **lower-case letters**, just press the keys (Caps L must be off).
- To type **capital letters**, hold down a **Shift** key (shown above) with one finger and press keys with fingers of the other hand

DO THIS

1. Use the mouse to place the arrow pointer on your Microsoft Word page
2. When the arrow becomes an "I", click the mouse button.
3. With one finger, hold down the right **Shift** key.
4. With fingers of the other hand, press some letters

Just to the left of the right **Shift** key is a key for the **forward slash**, **/**.

Forward slashes are in Web page addresses like our web page:

<http://www.a-to-z-of-manners-and-etiquette.com/e-mail-etiquette.html>

5. Try typing the above web address for our web site, then hit your enter key – you must copy it EXACTLY but do not underline it.

Did you manage that? Did you know that if you have an Internet connection and you place your mouse pointer on the web address, hold down the CTRL key and at the same time left click the mouse you will be taken to that web address on the Internet?



Note that once you hit the ENTER key the address that you typed, automatically got underlined and became a LINK to the Internet.

The long key in the middle is a Space bar.



Pressing the **space bar** moves the blinking line one space to the right. This puts spaces between words. Try it.

Let's type several words with spaces between them on your Word page. I'll lead you through it step-by-step:

DO THIS

1. Use the mouse to place the arrow pointer anywhere on your Word page
2. When the arrow becomes an "I", click the mouse button.
3. Type the word **CAT**
4. Press the space bar.
5. Type a second word - **DOG**.
6. Continue typing words (**MICE, RATS, BIRDS**) pressing the space bar between each word.

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Many programs use **Alt** or **Ctrl** (Control) keys with the letter keys to do useful functions such as Keyboard Shortcuts.

One of the **most useful** functions is **cut, copy, and paste**. When writing, you can rearrange large amounts of text by copying text from one place and pasting it in another place.

We are going to type a Christmas carol and then we are going to Copy and Paste the chorus in places where it belongs. Don't stress, I will take you through it step-by-step:

DO THIS

1. First type **“Deck the halls with boughs of holly”**
2. Press **ENTER** or **RETURN** twice
3. Type **“Fa la la la, la la la la la”** (this is the chorus)
4. Now type **“Tis the season to be Jolly”**
5. Press **ENTER** or **RETURN** twice
6. Type **“Don we now our gay apparel,”**
7. Press **ENTER** or **RETURN** twice
8. Type **“Troll the ancient yuletide carol”**

This is what it will look like:

Deck the halls with boughs of holly

Fa la la la, la la la la la

Tis the season to be Jolly

Don we now our gay apparel

Troll the ancient yuletide carol

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9. Use the mouse to highlight the chorus – this is how:
 - A. Place the arrow in front of or behind the chorus.
 - B. Hold down the left mouse button.
 - C. Drag the mouse across the text until it, and only it, is completely colored.
(If more than the chorus is colored, keep holding down the mouse button and move the mouse until only the chorus is highlighted).
10. Hold down Ctrl, press letter c to copy.
11. Move the arrow pointer to the line between “Tis the season to be Jolly” and “Don we now our gay apparel”
12. Click the mouse button.
13. Hold down Ctrl , press v to paste.
14. Repeat to paste the chorus between the next lines of the carol.



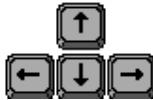
Having trouble remembering these keys?
They are displayed under "Edit" under the menu at the top of this window.

1. Click on Edit.
2. Look for Cut, Copy and Paste.
3. To the right are the

- Ctrl - X, = Cut
- Ctrl-C, = Copy
- Ctrl-V. = Paste



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The middle six keys are:

- **Ins** allows "inserting" text between words.
- **Del** deletes text.
Place the line in front of text, press delete.
- **Page Up** moves the text up one screen.
- **Page Down** moves text down one screen.
- **Home** and **End** jumps to the beginning and end of the line.

Arrow keys move the blinking line around the text. Try it.

DO THIS

1. Type the text below on your Word page
2. Use the keys to move the vertical line around the text.

**Twixt optimist and pessimist,
The difference is droll;
The optimist sees the doughnut
The pessimist sees the hole.**

Almost finished!

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The last section is on the numerical key pad. For people doing spreadsheets it is a must!

It is probably a good idea to stand up, stretch, and take a short break before you continue.



This is the **number keypad**

Press **NUM LOCK** to be sure the keypad is on, a **green light** turns on above **NUM LOCK**.

To turn the keypad numbers off, press the "Num Lock" a second time.

Now it will act as a directional keypad.



Symbols of keypad are:

- **+ for addition.**

Ex: "2 plus 3 equals" is typed: 2 + 3

<Enter>

- **- for subtraction.**

Ex: "5 minus 1 equals" is typed: 5 - 1

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<Enter>

- / for division.

Ex: "12 divided by 2 equals" is typed: 12 / 2

<Enter>

- * for multiplication.

Ex: "12 times 15 equals" is typed: 12 * 15

<Enter>

- **Enter** calculates the answer.

To actually use the number pad as a calculator, you must open the calculator on your home computer. **It has been removed from some of the school and library computers so you may NOT find it among their Programs!**

For Windows computers **at your home**, look for the calculator in the following place **Start> Programs> Accessories> Calculator** i.e:

1. Move arrow to "Start" button in lower left corner of your HOME computer screen.
2. Click this "Start" button.
3. Move arrow up to "Programs."
4. Move arrow right to second column and up to "Accessories."
5. Move arrow right again to third column and down to "Calculator" (it may not be installed on the school computer).
6. Click "Calculator."
7. When calculator is open:
 - A. Make sure the blinking line is in the area where calculators display numbers.
 - B. Type equations as described above and hit <Enter>.

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Also notice that some number keys have the same text (e.g., Home, End, PgUp, PgeDn, Ins, Del) as keys section to the left. These keys do those functions when **NUM LOCK** is not on (i.e., not green).

Also notice green lights for Caps Lock, and Scroll Lock that are lit when these functions are working.

Excellent Work!!!

Repeat this lesson from time to time. It's amazing how quickly we forget the little shortcuts!!



Perhaps make a few notes to keep next to your computer.

Hope you enjoyed the lesson

END