



# The Keyboard

'**ESC**' has various uses. Most common is cancelling the current process. For example, if you click 'Save' in Word then press ESC the 'Save' window will close and you will return to your document.



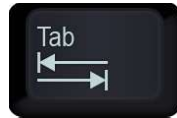
## 'FUNCTION KEYS'

are found running along the top of the keyboard.

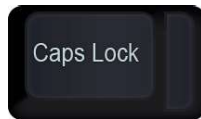


F1 - normally brings up a help guide for the software you are using. In Internet Explorer and most other browsers F5 refreshes the current web page. Other function keys you may never use!

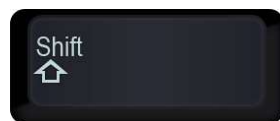
In word processing the '**Tab**' key moves the cursor to the next tab stop (See the Microsoft Word guide for more information). When completing forms this key can be used to move from one box to the next. (Use it together with the shift key to move backward one box at a time).



Press '**Caps Lock**' once to enable and again to disable. When enabled all letters you type will be capitalised. Pressing <Shift> with 'Caps Lock' enabled will result in lower case letters. Most keyboards have a 'Caps Lock' light which tells the user whether 'Caps Lock' is on or off.



'**SHIFT**' is used to switch between two sets of characters, most commonly to switch between upper and lower case letters or a number to switch to character on the top line of the key (eg Press <SHIFT> + <1> for an exclamation mark). Use 'Caps Lock' if typing a lot of text in capital letters.



The '**CONTROL (Ctrl)**' and '**ALT**' keys work in conjunction with other keys. The result will vary depending on the program running and the combination used. A commonly used combination that you may heard of is Ctrl+Alt+Delete.



The most common use for the '**SPACE BAR**' key is to create a space to the right of the cursor in programs such as Microsoft Word.

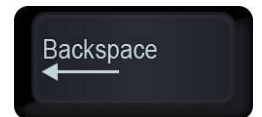


The '**WINDOWS**' / '**START**' key when pressed on its own displays the 'Start Menu'. Navigate the menu using either the mouse or the cursor keys (Use <Enter> or <Return> to select an option).



- Use 'Start' + 'D' to minimise all windows and return to your desktop.
- Use 'Start' + 'L' to lock your computer.

'**Backspace**' removes the contents to the LEFT of the cursor.



'**Delete**' removes the contents to the RIGHT of the cursor.



The '**Number Pad**' is a 17 key pad located at the right of the keyboard containing the numbers 0-9, number lock, /\*-. and <Enter>.



'**Num(ber) Lock**' enables and disables the 'number pad'. When enabled, press a number key to type the corresponding number. When disabled it uses the keys other function (eg - Press 8 to move the cursor up).

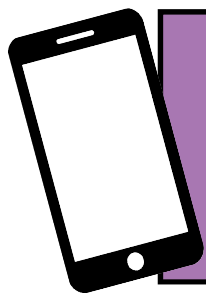


'**Return**' & '**Enter**' moves the cursor to the start of the new line (in programs such as word). It can also be used to confirm an action.



'**CURSOR/ARROW KEYS**' can be used to move your cursor in the direction indicated on the key.





For help and assistance call the ICT  
Helpdesk: 0141-342 1570

Available during office hours. For critical support at other times refer to  
the out-of-hours phone list.



**Part of the 'How do I...' series of helpsheets. For more, visit [ictsupport.key.org.uk](https://ictsupport.key.org.uk)**