

DU Learning Guide

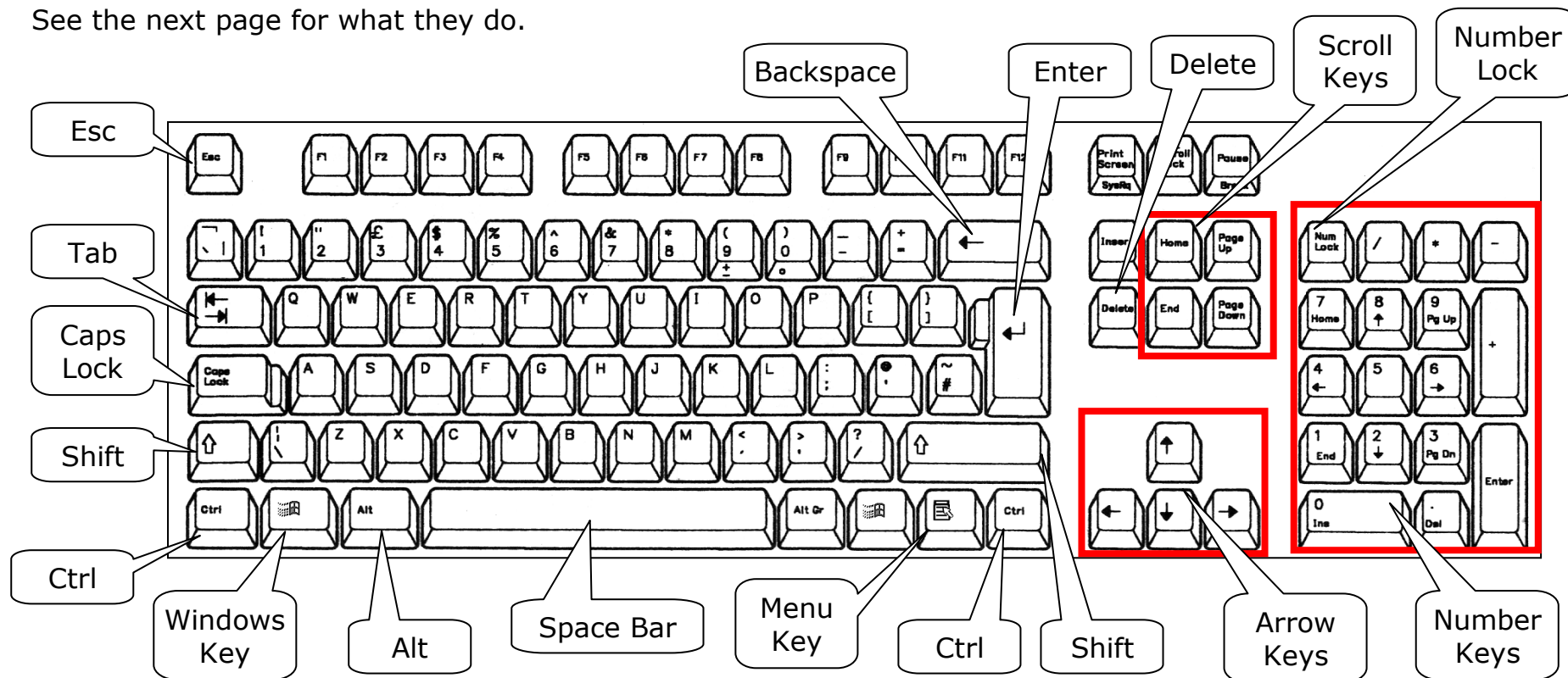
Using the keyboard

"Just like a typewriter."

Many web pages have places where you can type words and numbers. They are called **text boxes**. A text box is normally a rectangle with a small vertical line at the left hand end that flashes on and off. This is called the **cursor**. If you think a box on a page should be a text box, but there is no cursor, put the mouse pointer on the box and click with the left mouse button. The cursor will start to flash.

A typical computer keyboard looks like this. The main part of the keyboard has letters and numbers like a typewriter. There are also some keys that have special uses when you are typing into a web page.

See the next page for what they do.




Esc (escape) clears any text that you have typed in a text box.

Tab  moves the cursor to the next box in a form.

Caps Lock locks the keyboard so that it types capitals.

There's a light on the top of the keyboard to show whether the Caps Lock is on. It has a letter A below it.

NB Caps Lock does not give you the upper number key symbols.

Hold down the **Shift** key  to type capital letters and the symbols on the upper part of a key, e.g. the ! above 1.

The **Ctrl** (Control) keys are used for keyboard shortcuts, e.g. holding down Ctrl and pressing A (Ctrl-A) will select everything on a page.

But take care! It's easy to press Ctrl by mistake for Shift – and then unexpected things may happen.

If you think that you may have used a Ctrl key by accident, try using Ctrl-Z. This is the *undo* button, and will often get you back to where you were.


There are Shift keys and Ctrl keys at both sides of the keyboard.

The **Windows Key** brings up the *Start Menu* and can also be used in combination with other keys for shortcuts.


Alt is used in similar ways to **Ctrl**. If you have several windows open on your computer, you can press **Alt** and **Tab** together to switch between them.

Space Bar inserts a space between words.

The **Menu Key** brings up a menu of commands, like clicking the right mouse button.

Back space  deletes the last letter to the left of the cursor. You can use it to correct any mistakes as you type.

Or you can use the **Delete** key. This deletes letters to the right of the cursor or highlighted text.

Enter  is used to submit a form when you have completed it. Enter is also called **Return**. In word processing or e-mail, it is like the carriage return on typewriter. Press it to move down one line and over to the left margin.

The **Scroll keys** are used to move around a web page:

Home takes you to the top of the page you are viewing

End takes you to the bottom of the page

Page Up and **Page Down** move you up or down by one screen



The **Arrow Keys** also move the page up or down, and left or right if it is wider than the screen.

The **Number Keys** let you type numbers quickly. The **Number Lock** button must be pressed for this to work – there will be a light above it to show that it's on. There is also an **Enter** key in the Number Keys. It works just like the one on the main keyboard.