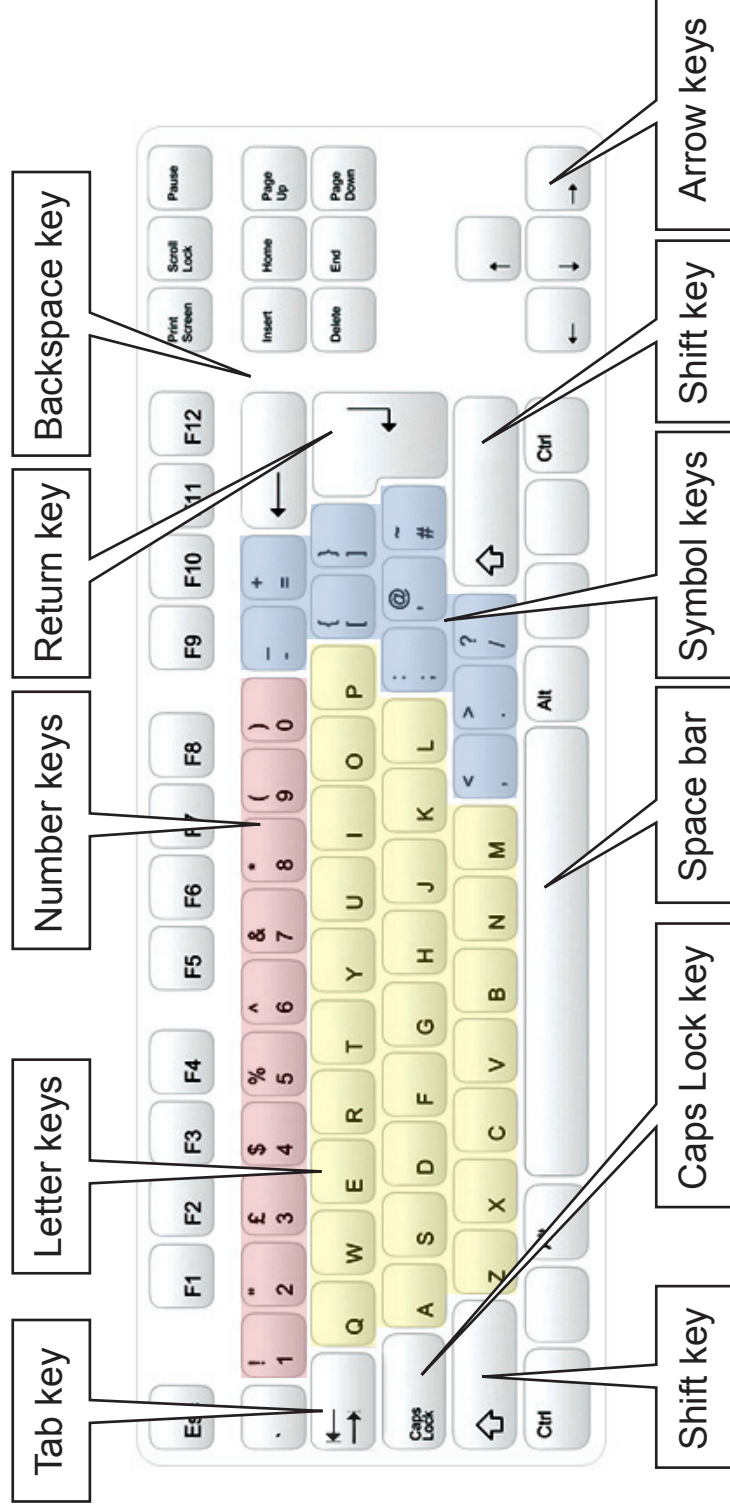


## The keyboard



## Layout of a keyboard

### Using a keyboard

Press a letter key to type in lower case:



Press a number key to type numbers:



Press and hold the **shift** key and then a letter key to type a capital letter:



Press and hold the **shift** key and then a number key to get the symbol above the number:



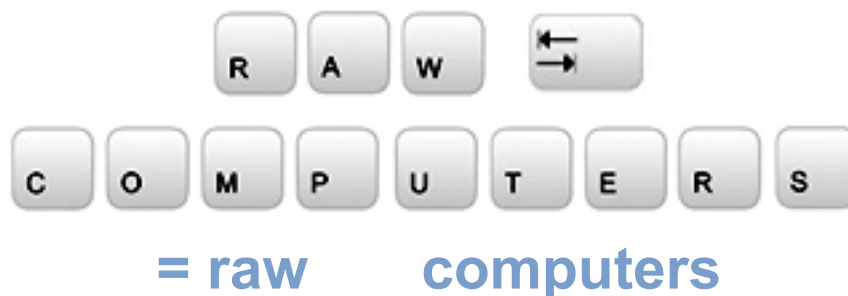
Press the **caps lock** key to keep typing in capital letters. To turn off the Caps Lock key press it again:



Use the **space bar** to type single spaces between words:



Use the **tab** key to make larger spaces between words:



Use the **backspace** key to delete text. First position the cursor to the right of a word and then press the **backspace** key to delete letters to the left of the cursor:



Use the **return** or **enter** key to move your cursor down a line:



Instead of a mouse, you can use the **arrow keys** to move your cursor around a page:

