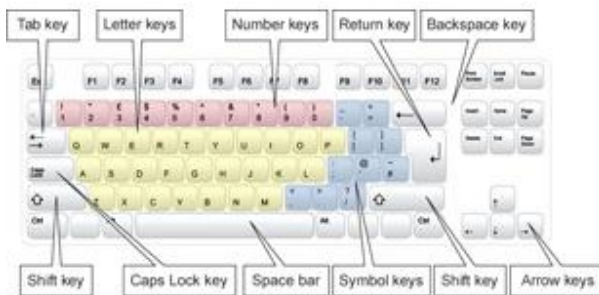


The Keyboard © BBC Raw

<http://www.bbc.co.uk/raw/computers/yourcomputer/keyboardgame.shtml>



Using a keyboard

To type lower case letters, press a letter key:



To type numbers, press a number key:



To type a capital letter, press and hold the shift key:



To type a symbol on the top of a number key, press and hold the shift key and then press the number:



To keep typing in capital letters, press the Caps Lock key. To turn off the Caps Lock key press it again:



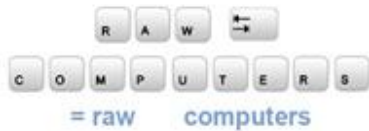
The Keyboard © BBC Raw

<http://www.bbc.co.uk/raw/computers/yourcomputer/keyboardgame.shtml>

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.

