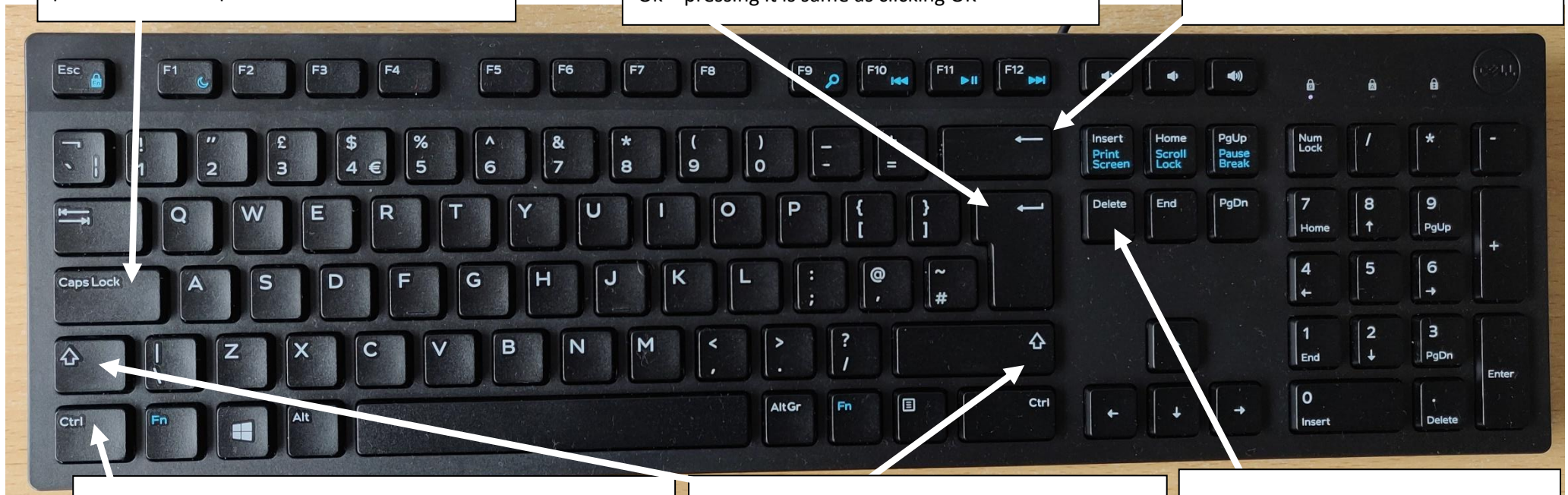Raymund O'Connor

Computer Keyboard

CAPS Lock key

Once this key is pressed all characters will be typed in UPPERCASE letters until the key is pressed to turn Caps lock off

ENTER key

This key has many functions such as Word – moving the cursor onto the next line.

Ok – pressing it is same as clicking OK

BACKSPACE key

Pressing this key will result in deleting characters to the left of the cursor.

CTRL key (Control key)

This key pressed simultaneously with some other keys evokes certain commands such as:

Pressing the CTRL key and the "S" key results in file being saved.

Pressing the CTRL key and the "P" key results in Print dialog window opened to print file.

CTRL & Z (Undo), CTRL & X(Cut), CTRL & V (Paste)
CTRL &

SHIFT key(s)

Each key on your keyboard has 2 symbols/letter/etc

Pressing the SHIFT key and the "a" key results in an uppercase "A"

DELETE key

Pressing this key will result in deleting characters to the right of the cursor.

Pressing CTRL & ALT & DELETE simultaneously

This presents a menu which allows the user: Log out / Change Password / etc