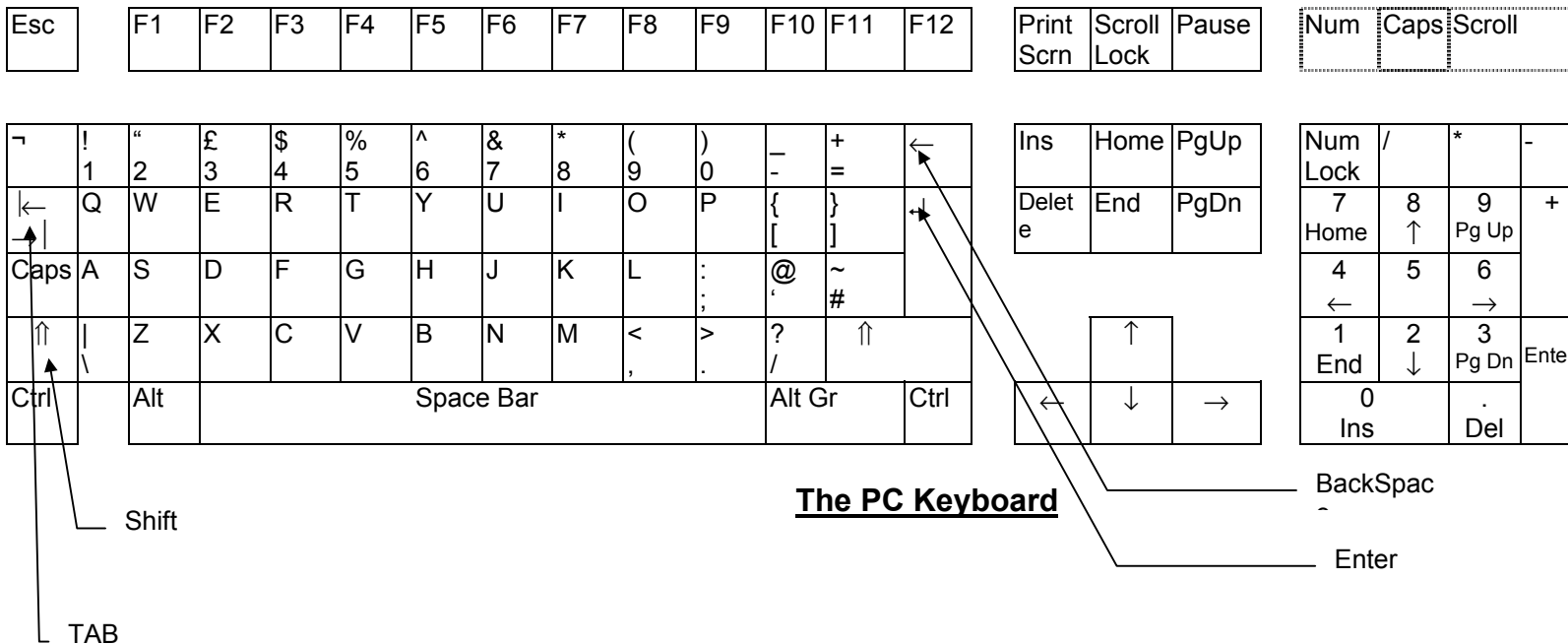


The PC Keyboard



The PC Keyboard

The diagram shows the standard PC keyboard. If you need to use a special keyboard you can contact James White (James.White@bbk.ac.uk) or Dave Willcox (020 7631 6331, d.willcox@bbk.ac.uk) or see the Disability Support page at <http://www.bbk.ac.uk/ccs/services/dis.html>

The most important keys are described over the page.

↵ The ENTER key (sometimes known as RETURN) is often used to cause a task to be carried out. Use the key with a left-turning arrow depicted on it, not the key on the far right (on the numeric keypad) that actually has the word **Enter** on it - this unfortunately does not always produce the same effects!

← Use the BACKSPACE key to erase the previous character, and the DELETE key (next to the ENTER key) to erase the current character.

↑ The SHIFT key (there are two on the keyboard) is used in combination with another character to cause a special effect. For example, if it is held down while an alphabetic key is pressed, it causes the letter to be capitalised.

↑ The CTRL (*control*) and ALT keys also cause special effects when used in combination with other keys.

CAPS Pressing this key causes the CAPS LOCK light at the top right of the keyboard (above the numeric keypad) to light up, and capitalises all alphabetic characters until the key is pressed again.

Esc The ESCAPE key can often be used to cancel a task.

Space The space bar at the bottom of the keyboard is used to insert spaces in your text.

Bar

⌵ The TAB key is used to insert multiple spaces in your document.

→| On typewriters typists used *Tab stops* to line up columns of text or numbers. There are better ways of doing this with a word processor. However, the TAB key is useful for moving between fields in *Windows dialogue boxes*.

The HOME, END, PageUp and PageDown keys are all used for moving around – more details are given in the on-line Help for keyboard short cuts.

The function keys at the top of the keyboard (**F1**, **F2** etc.) are rarely used in Windows programs.