

Computer Training for Newcomers

Lesson – 2

The Keyboard and Standard Windows Commands

PREPARED FOR: THE IMMIGRATION CENTRE

PREPARED BY: DIANE FROESE & SHELLEY MALO

REVISED BY: ELMER BALDONADO

DATE: MAY 2010

TABLE OF CONTENTS

INTRODUCTION	1
TYPING TEXT	1
THE KEYBOARD	1
HOW THE KEYS ARE ORGANIZED	1
TYPING (ALPHANUMERIC) KEYS.	2
Letters :.....	2
Punctuation :	2
Symbol Keys :.....	3
! @ # \$ % ^ & * () - _ = +	3
<i>Editing Keys</i>	3
Shift	4
Spacebar	4
Enter	4
Backspace	4
Caps Lock	4
Delete	4
Tab	4
Insert	4
<i>Navigation keys</i>	5
LEFT ARROW, RIGHT ARROW, UP ARROW, or DOWN ARROW	5
HOME	5
END	5
PAGE UP	5
PAGE DOWN	5
<i>Control keys</i>	6
<i>Function keys</i>	6
USING THE NUMERIC KEYPAD	7
<i>Operate Calculator with the numeric keypad</i>	7
STANDARD WINDOWS COMMANDS	8
BUTTONS	8
<i>Minimize</i>	8
<i>Restore</i>	8
<i>Maximize</i>	8
<i>Close</i>	8
<i>Scrollbar</i>	9
EXERCISE	10
TAKE HOME ASSIGNMENT	10

Introduction

The computer keyboard, commonly called the keyboard, is a semi-flat object that lies on the table in front of the monitor or is the main bottom area of the laptop when the laptop is opened. An example of an open laptop with the keyboard exposed:



For this lesson open Microsoft Word to try the keyboard functions and commands we will review.

Typing text

Whenever you need to type something in a program, email message, or text box, you'll see a blinking vertical line (|). That's the cursor, also called the insertion point. It shows where the text that you type will begin. You can move the cursor by clicking in the desired location with the mouse, or by using the navigation keys (see the "Using navigation keys" section of this article).

The Keyboard

The keyboard is used to communicate with the computer. In addition to the standard typewriter keys, the computer keyboard has other keys to make using the computer easier.

How the keys are organized

The keys on the keyboard are organized so that the keys are easy to find and the keyboard is more easier to use. The keys on your keyboard can be divided into several groups based on function:

- **Typing (alphanumeric) keys.**

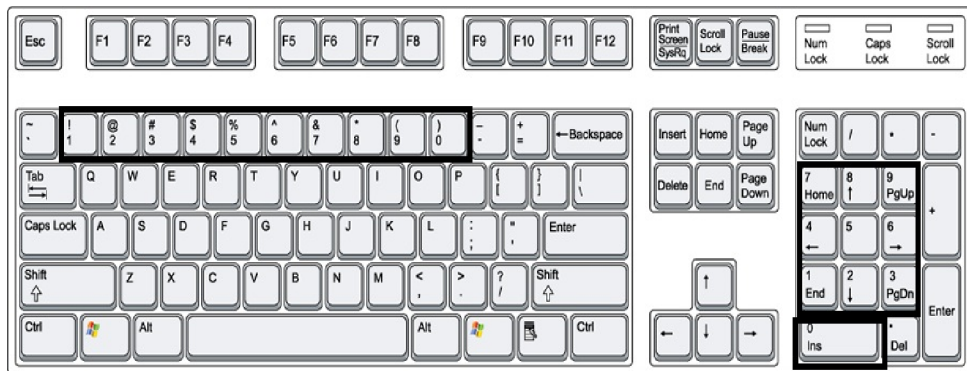
These keys include letters, numbers, punctuation, and symbol keys found on a traditional typewriter.

- ✓ **Letters :**

a, b, c, d, e, f, g, h, i, j, k, l, m, n, o, p, q, r, s, t, u, v, w, x, y, z
 A, B, C, D, E, F, G, H, I, J, K, L, M, N, O, P, Q, R, S, T, U, V, W, X, Y, Z

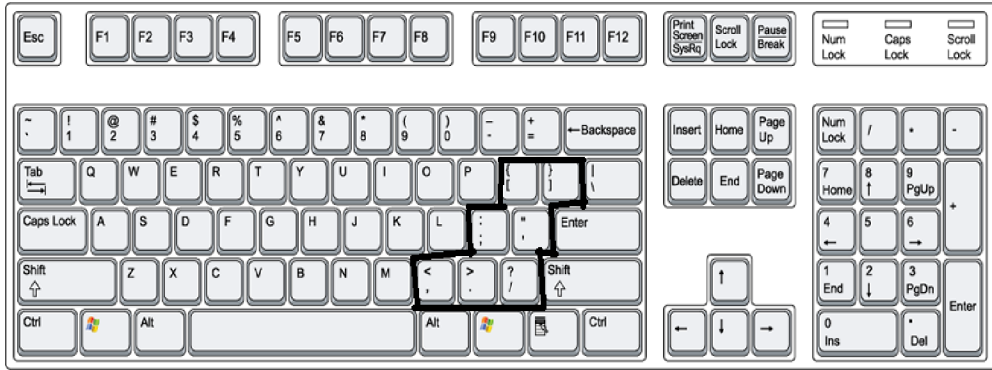
- ✓ **Numbers :**

0, 1, 2, 3, 4, 5, 6, 7, 8, 9



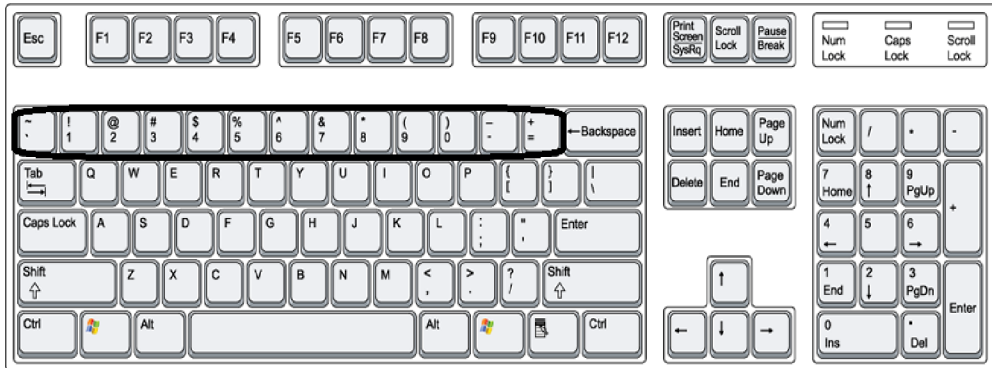
- ✓ **Punctuation :**

Punctuation Mark	Sign or Symbol
B rackets	{ } or [] or < >
Co bn	:
Sem i-Co bn	;
Quotation	“ or ‘
Comma	,
Period	.
Question	?
Slash	/



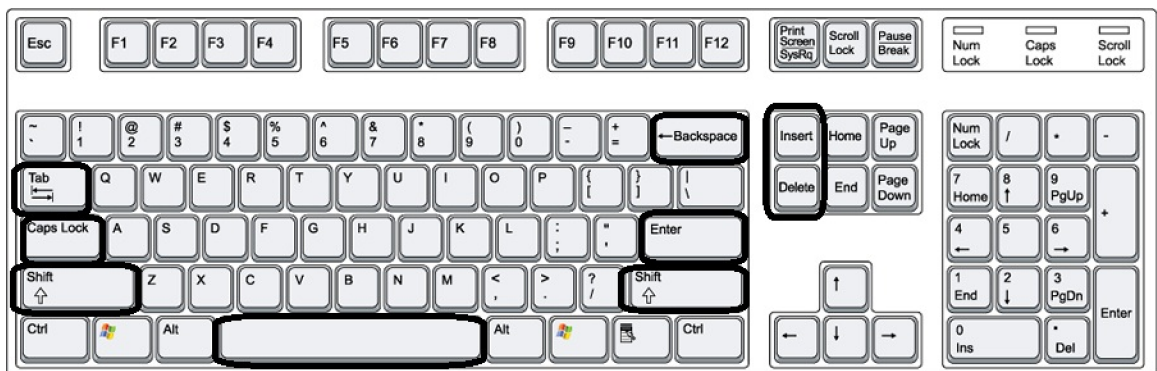
✓ **Symbol Keys :**

!@ # \$% ^ & * () - _ = +



• **Editing Keys .**

These include the INSERT ,DELETE ,CAPS LOCK ,SH IFT , the TAB key, ENTER , the SPACEBAR ,and BACKSPACE .



✓ **Shift**

Press SH IFT in combination with a letter to type an uppercase letter. Notice that some keys have two characters on it, for example, on one key there's a "?" and a "/". Press SH IFT in combination with another key to type the symbol shown on the upper part of that key.

For example if you want to type a capital I you hold down the shift key and then press I.

If you want to type a question mark "?", you hold down the shift key and press the "?" key.

✓ **Spacebar**

Press the TAB key to move the cursor several spaces forward. You can also press the TAB key to move to the next text box on a form.

✓ **Enter**

Press ENTER to move the cursor to the beginning of the next line. In a dialog box, press ENTER to select the highlighted button.

✓ **Backspace**

Press BACKSPACE to delete the character before the cursor, or the selected text.

✓ **Caps Lock**

Press CAPS LOCK once to type all letters as uppercase. Press CAPS LOCK again to turn this function off. Your keyboard may have a light indicating whether CAPS LOCK is on.

✓ **Delete**

Delete the character after the cursor, or the selected text; in Windows, delete the selected item and move it to the Recycle Bin.

✓ **Tab**

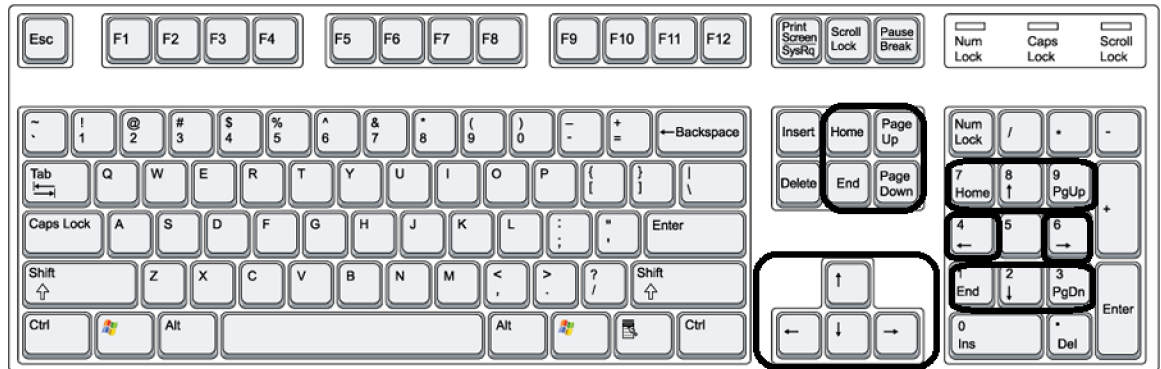
Press the TAB key to move the cursor several spaces forward. You can also press the TAB key to move to the next text box on a form.

✓ **Insert**

Turn Insert mode off or on. When Insert mode is on, text that you type is inserted at the cursor. When Insert mode is off, text that you type replaces existing characters.

- **Navigation keys .**

These keys are used for moving around in documents or webpages and editing text. They include the arrow keys, HOME , END , PAGE UP , and PAGE DOWN .



- ✓ **LEFT ARROW, RIGHT ARROW, UP ARROW, or DOWN ARROW**

Move the cursor or selection one space or line in the direction of the arrow , or scroll webpage in the direction of the arrow

- ✓ **HOME**

Move the cursor to the beginning of a line or move to the top of a webpage

- ✓ **END**

Move the cursor to the end of a line or move to the bottom of a webpage

- ✓ **PAGE UP**

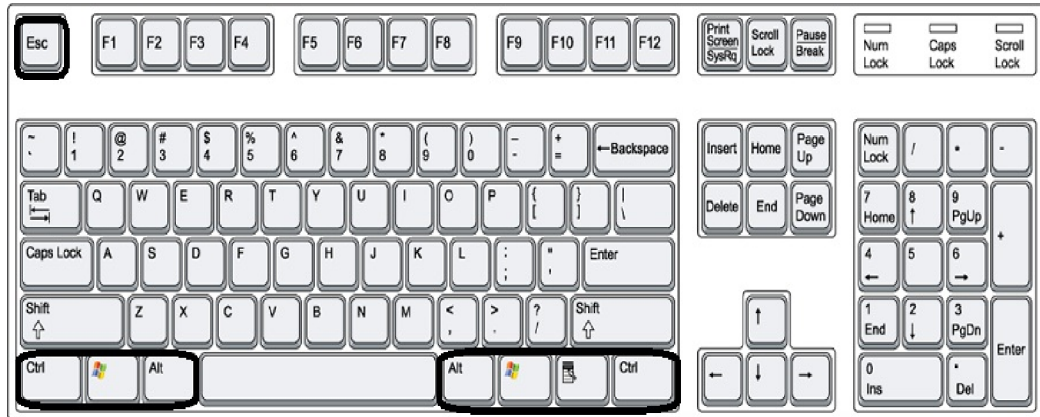
Move the cursor or page up one screen

- ✓ **PAGE DOWN**

Move the cursor or page down one screen

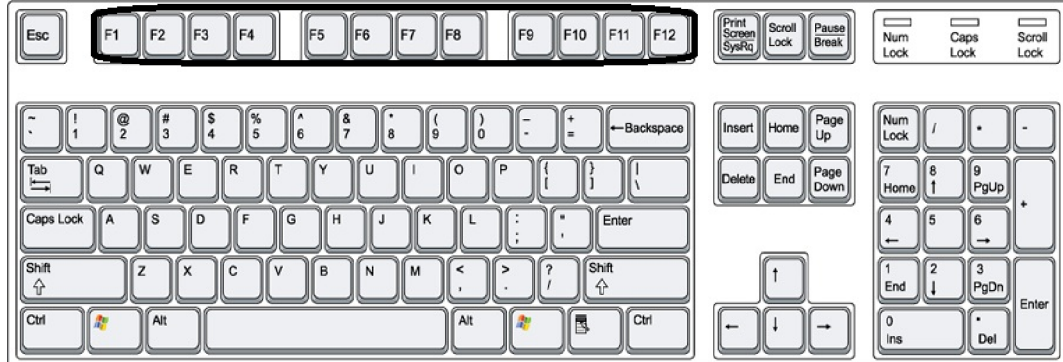
- **Control keys .**

These keys are used alone or in combination with other keys to perform certain actions. The most frequently used control keys are CTRL, ALT, the Windows key, and ESC.



- **Function keys .**

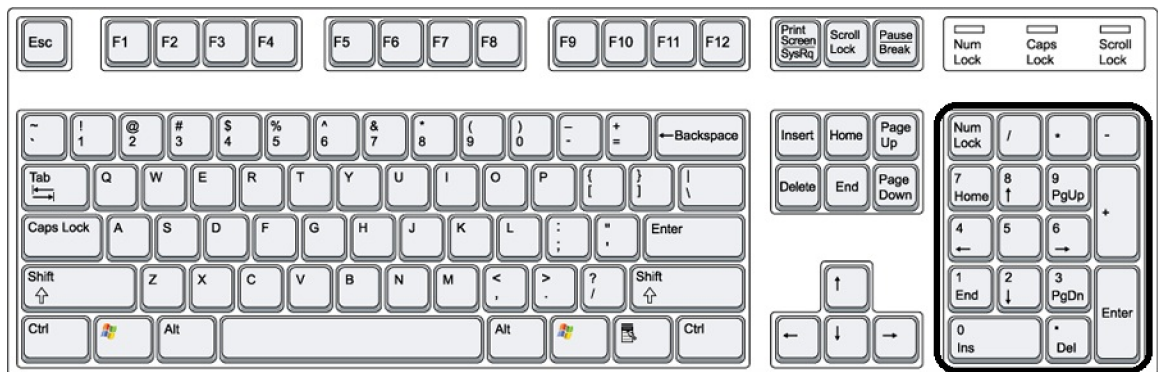
The function keys are used to perform specific tasks. They are labeled as F1, F2, F3, and so on, up to F12. The functionality of these keys differs from program to program.



Using the numeric keypad

The numeric keypad arranges the numerals 0 through 9, the arithmetic operators + (addition), - (subtraction), * (multiplication), and / (division), and the decimal point as they would appear on a calculator or adding machine. These characters are duplicated elsewhere on the keyboard, of course, but the keypad arrangement allows you to rapidly enter numerical data or mathematical operations with one hand.

To use the numeric keypad to enter numbers, press NUM LOCK. Most keyboards have a light that indicates whether NUM LOCK is on or off. When NUM LOCK is off, the numeric keypad functions as a second set of navigation keys.



- **Operate Calculator with the numeric keypad**

1. Open Calculator by clicking the **Start** button, clicking **All Programs**, clicking **Accessories**, and then clicking **Calculator**.
2. Check your keyboard light to see if NUM LOCK is on. If it isn't, press NUM LOCK.
3. Using the numeric keypad, type the first number in the calculation.
4. On the keypad, type + to add, - to subtract, * to multiply, or / to divide.
5. Type the next number in the calculation.
6. Press ENTER to complete the calculation.

Standard Windows Commands

Microsoft has standardized the commands you can use in Windows and in Microsoft programs. If you know how to use the commands in Microsoft Word you can use the same basic commands in Microsoft Windows, Microsoft Excel or other Microsoft programs.

Buttons

The minimize, restore, maximize and close buttons are located in the top right corner of programs.



Ø Minimize

When you click on the minimize button the program will disappear from the screen and go to the taskbar.

To restore the program back to the screen click on the program button in taskbar at the bottom of the screen.

Ø Restore

To make the program smaller so it does not cover the desktop click on this key.

Ø Maximize

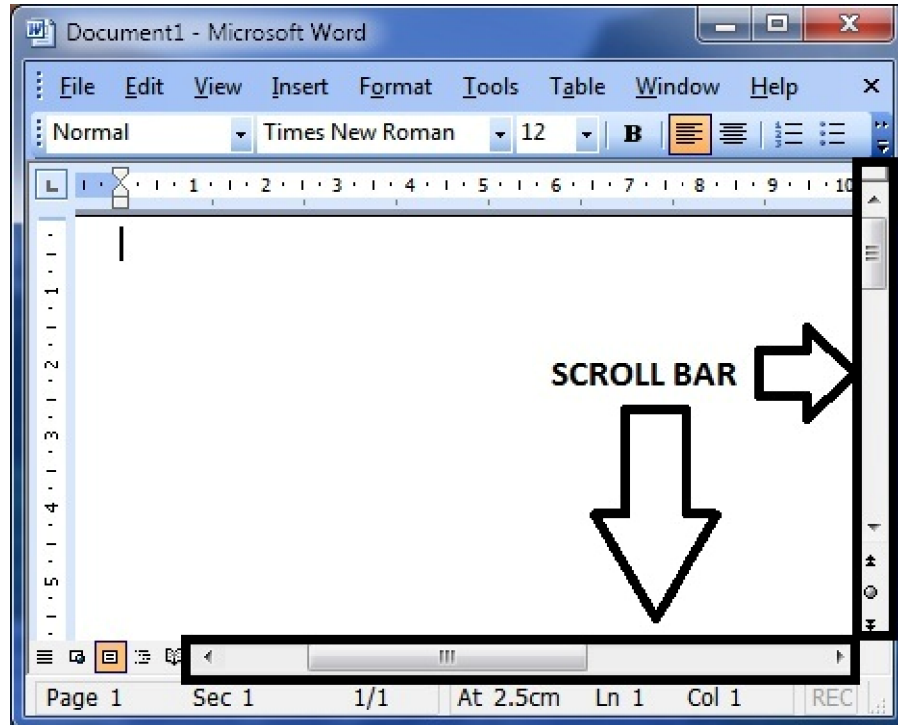
Click this button to restore the program to full-screen size.

Ø Close

Click this button to close the program.

Ø Scrollbar

If the screen is not big enough to show all the information you can use the scrollbar to see additional information.



Use the up arrow to scroll higher on the page and the down arrow to scroll down. Clicking on the two arrows pointing up will move the cursor to the top of the document. Clicking on the two arrows pointing down will move the cursor to the bottom of the document.

There is another scrollbar at the bottom of the screen. Clicking on these arrows will move the screen to the left or right.

Exercise

1. Open Microsoft Word
2. Type the following text.

**The International Centre has many computers with OpenOffice.org,
Internet**

Explorer and more.

**You may use the computers to send and receive e-mail or to read news from
your home country.**

3. Change the words International Centre to be in all capital letters.
4. Delete the word Explorer.
5. After the word country, press the enter key to start a new line.
6. Use the Number keypad and enter the International Centre's telephone number:
7. Select the telephone number. Copy and paste the telephone number after the words International Centre.
8. Show an instructor.
9. Close Microsoft Word.
10. Log off the computer.

Take Home Assignment

Take home fill the blanks exercise for review in next class.

1. The _____ is used to make a blank space between characters.
2. The _____ is used to delete the characters behind the cursor
3. When you click on the _____ button the program will disappear from the screen and go to the taskbar.
4. When you click the left mouse button and move the mouse over text is called _____.