Keyboard Basics

Tab

Moves cursor to next tab stop or field

Escape

Exits current program or task

The **Home Row** contains the keys where your fingers rest when typing properly.

Delete

Erases selected text or characters one at a time

Return

Enters information or moves cursor to next line

Caps Lock

Types only uppercase letters

Modifier Keys

Perform specific tasks when used with other keys

Space Bar

Moves cursor one blank space forward, leaving a blank space

Directional Keys

Move cursor around the page without erasing text

Shift

Changes type to uppercase letters or symbols when used with other keys
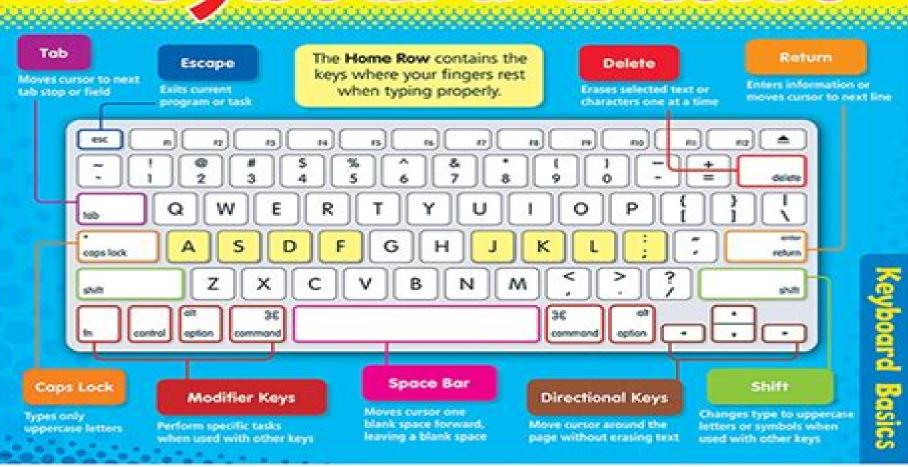
Keyboard Basics

Keyboard Fundamentals

Paul Sheftel

Keyboard Fundamentals:

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