The Keyboard

**Control and Alt Keys**  Used in combination with other keys as shortcuts that can be used to activate commands (e.g. Ctrl and P keys will activate the print command).

**Arrow Keys**  Allows you to move the cursor up and down, and left and right (often used in word processing or spreadsheet programs).

**Backspace Key**  Deletes one character to the left of the cursor.

**Delete Key**  Deletes one character to the right of the cursor.

**Caps Lock Key**  Press this key to type all characters in uppercase. Press it again to turn it off.

**Enter Key**  Sometimes referred to as the “return” key. It is used to activate a command, or move to the next line while working in a word processing program.

**Esc Key**  Short for “Escape,” this key is used to exit (or escape) from tasks (for example, closing a menu or dialog box).

**Function Keys**  Special keys labeled F1 to F12. Often these keys are used to perform shortcuts in programs. Each program uses these keys for different commands. Usually the F1 key is used to activate Help.

**Shift Key**  Allows you to capitalize a letter or type the symbols or other characters which appear on the top portion of the keys.

**Space Bar**  Inserts one space between characters.