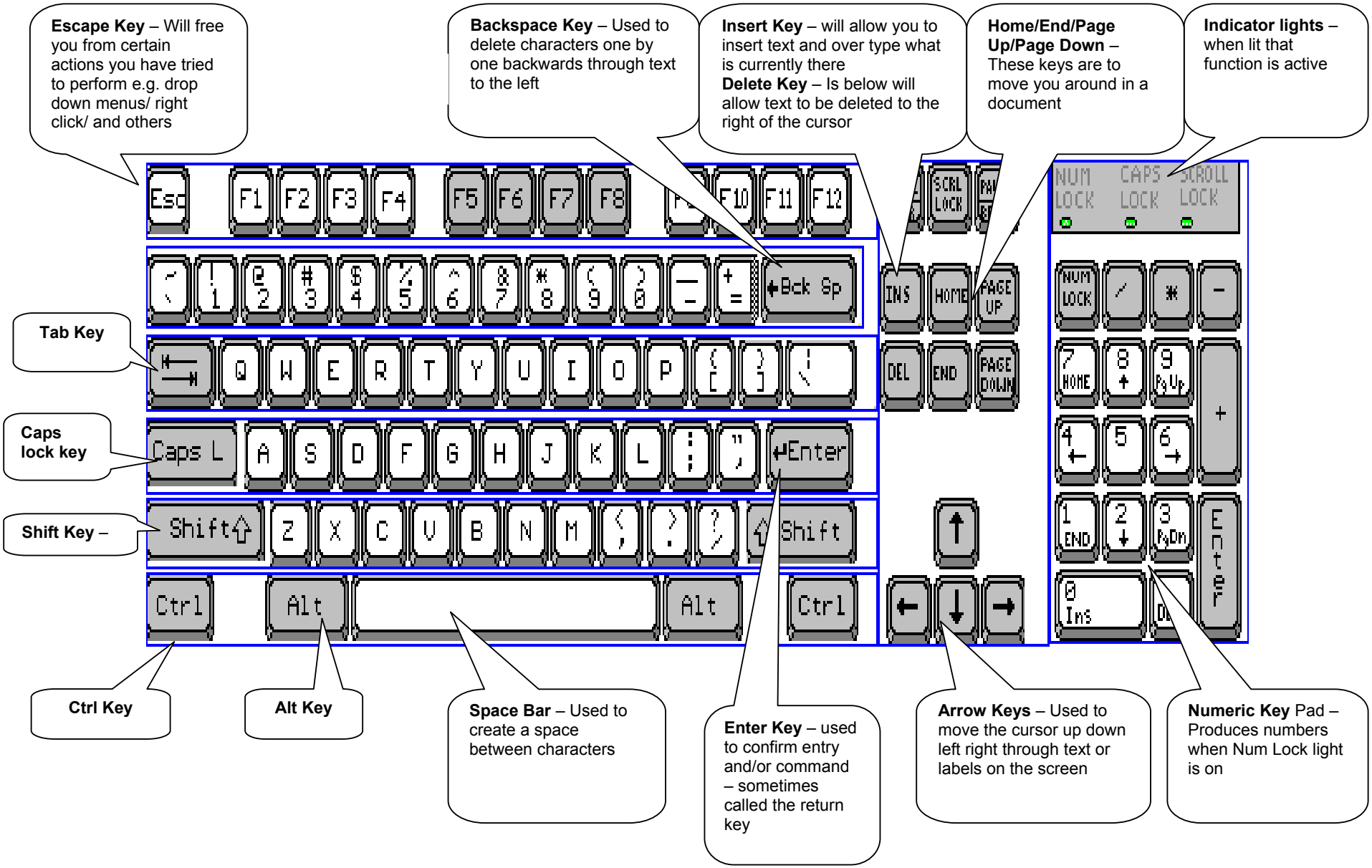
Keyboard


Escape Key – Will free you from certain actions you have tried to perform e.g. drop down menus/ right click/ and others
Backspace Key – Used to delete characters one by one backwards through text to the left
Insert Key – will allow you to insert text and over type what is currently there
Delete Key – Is below will allow text to be deleted to the right of the cursor
Home/End/Page Up/Page Down – These keys are to move you around in a document
Indicator lights – when lit that function is active
Tab Key
Caps lock key
Shift Key –
Ctrl Key
Alt Key
Space Bar – Used to create a space between characters
Enter Key – used to confirm entry and/or command – sometimes called the return key
Arrow Keys – Used to move the cursor up down left right through text or labels on the screen
Numeric Key Pad – Produces numbers when Num Lock light is on
Esc
F1 F2 F3 F4 F5 F6 F7 F8 F10 F11 F12
Bck Sp
INS HOME PAGE UP
DEL END PAGE DOWN
NUM LOCK CAPS LOCK SCROLL LOCK
Caps L
Enter
Shift
Ctrl Alt Alt Ctrl