

# DU Learning Guide

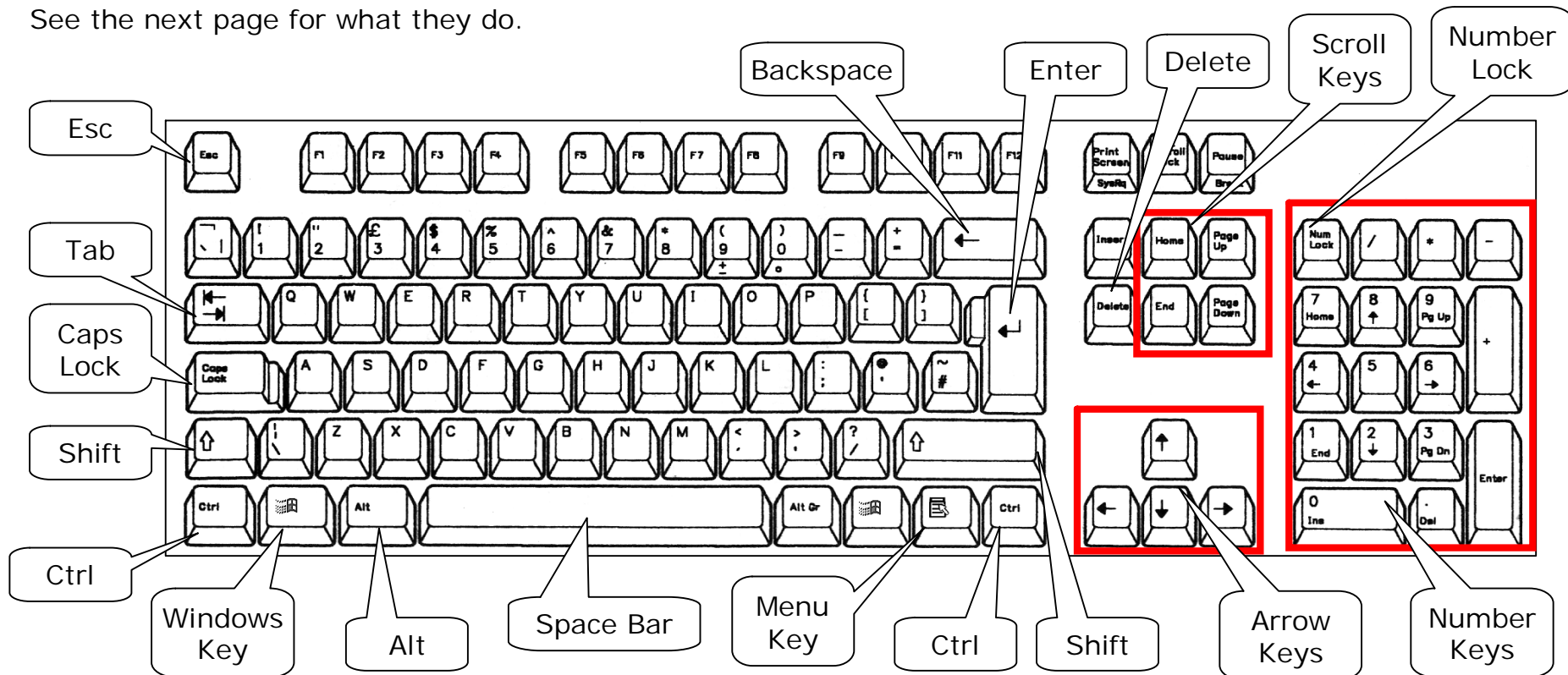
## Using the keyboard

*"Just like a typewriter."*

Many web pages have places where you can type words and numbers. They are called **text boxes**. A text box is normally a rectangle with a small vertical line at the left hand end that flashes on and off. This is called the **cursor**. If you think a box on a page should be a text box, but there is no cursor, put the mouse pointer on the box and click with the left mouse button. The cursor will start to flash.

A typical computer keyboard looks like this. The main part of the keyboard has letters and numbers like a typewriter. There are also some keys that have special uses when you are typing into a web page.

See the next page for what they do.




**Esc** (escape) clears any text that you have typed in a text box.

**Tab**  moves the cursor to the next box in a form.

**Caps Lock** locks the keyboard so that it types capitals.

There's a light on the top of the keyboard to show whether the Caps Lock is on. It has a letter A below it.

NB Caps Lock does not give you the upper number key symbols.

Hold down the **Shift** key  to type capital letters and the symbols on the upper part of a key, e.g. the ! above 1.

The **Ctrl** (Control) keys are used for keyboard shortcuts, e.g. holding down Ctrl and pressing A (Ctrl-A) will select everything on a page.

But take care! It's easy to press Ctrl by mistake for Shift – and then unexpected things may happen.

If you think that you may have used a Ctrl key by accident, try using Ctrl-Z. This is the *undo* button, and will often get you back to where you were.


There are Shift keys and Ctrl keys at both sides of the keyboard.

The **Windows Key** brings up the *Start Menu* and can also be used in combination with other keys for shortcuts.


**Alt** is used in similar ways to **Ctrl**. If you have several windows open on your computer, you can press **Alt** and **Tab** together to switch between them.

**Space Bar** inserts a space between words.

The **Menu Key** brings up a menu of commands, like clicking the right mouse button.

**Back space**  deletes the last letter to the left of the cursor. You can use it to correct any mistakes as you type.

Or you can use the **Delete** key. This deletes letters to the right of the cursor or highlighted text.

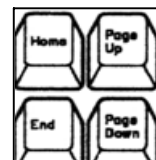
**Enter**  is used to submit a form when you have completed it. Enter is also called **Return**. In word processing or e-mail, it is like the carriage return on typewriter. Press it to move down one line and over to the left margin.

The **Scroll keys** are used to move around a web page:

**Home** takes you to the top of the page you are viewing

**End** takes you to the bottom of the page

**Page Up** and **Page Down** move you up or down by one screen



The **Arrow Keys** also move the page up or down, and left or right if it is wider than the screen.

The **Number Keys** let you type numbers quickly. The **Number Lock** button must be pressed for this to work – there will be a light above it to show that it's on. There is also an **Enter** key in the Number Keys. It works just like the one on the main keyboard.