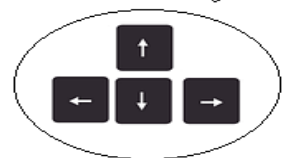


**IMPORTANT KEYS**

- **Space Bar/Shift** - Makes space between words
- **Esc** - May allow to exit certain windows but use X function on windows for your comfort
- **Tab** - Allows to move cursor between tables and different text
- **Caps Lock** - Provides to type in capital letters, when you press you will see light appearing on your keyboard
- **Shift** - Allows to make capital letter for once. By holding shift and pressing letter
- **Ctrl** - Control key which is used for shortcuts as mentioned in useful keys section
- **Fn** - Used to combine keys for shortcuts
- **Alt** - is another useful key used for shortcuts as mentioned in useful keys sections
- **AltGr** - Another useful key used for shortcuts
- **Menu Key** - It shows up command window
- **End** - Moves cursor to the bottom of the page
- **Page down** - moves cursor down little bit in the page
- **Page up** - Moves cursor up in the page
- **Home** - Directs you to the start of the page. eg start of article
- **Print Sc** - Captures specific activity it takes picture of the screen
- **Delete** - Removes files or text
- **Insert** - Allows to insert and switch between different texts
- **Arrow keys** - Allows to move cursor around the screen and also to move pages up and down

Arrow keys



Number keys on PC keyboard and NOT laptop

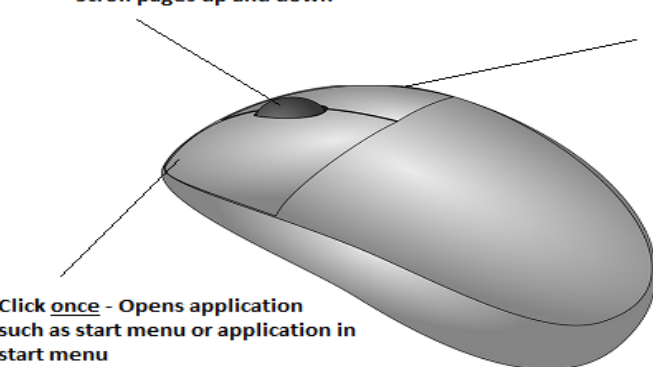


**USEFUL KEYS**

- **Ctrl + c** - Copies files or text ( Select text or file first )
- **Ctrl + v** - Pastes files or text in your selected location
- **Backspace** - Used to remove files or text same function as delete
- **Shift + @ or '**  creates @ ( same method for all other symbols eg. shift +7(&) creates &
- **Alt + tab** - allows to switch between windows
- **Print Sc** - Takes photograph of the screen, open paint and press Ctrl + v to view it

Scroll pages up and down

**Click once** - Allows to make function with the webpage or computer for example print, save page, delete files, paste, copy etc.



**Click once** - Opens application such as start menu or application in start menu

**Double Click** - To open a program

**Click + Hold** - By clicking on files and holding this key you may drag the file to different location or by clicking and holding you can select text or files in a bundle and use right side click to copy and paste.