

The Keyboard (Good things to know...Shortcuts)

- All keyboards are not alike. Get to know yours.
- What are some of the shortcuts? (see charts)
- Where would you use these? (word processing & e-mail)
- We all have our favorites.

Let's take a look at using:

The **Arrow Keys**- (left or right) walk through text

The **Delete Key**-removes highlighted items

The "Select" Keys (**Ctrl** or **Shift**)- help us choose several items at once

The (**Ctrl+**) Keys- help us zoom in on internet and e-mail

The (**Ctrl-**) Keys- help us zoom out on internet and e-mail

The **Escape (esc)** Key- removes screen item when no X

The **Enter Key**- can be used to begin a search