

## Basic Keyboard Functions

**Caps Lock Key:** Press this key to make all letters capital letters.

**Shift Key:** Press this key with another letter key to make that one letter a capital letter.

**Control Key:** Press this key with other keys for shortcuts to functions

**Space Bar:** Press to create a space between letters or words

**Period Key:** A punctuation mark used to signify the end of a sentence.

**Arrow Keys:** Used to move the cursor in documents

**Backspace Key:** Press to delete letters that are arranged to the left of the cursor

**Enter Key:** Press to move the cursor to the next line in the document



## Here Are Shortcut Functions that are Used With The Control Key



When using a Control Function, the Control Key must be pressed at the same time as the other key.

Ctrl + C = Copy    Ctrl + I = *Italics*    Ctrl + Z = Undo  
Ctrl + V = Paste    Ctrl + B = **Bold**    Ctrl + S = Save