

Introducing

The Keyboard



One finger,
two fingers,
or all ten,
press some keys,
start typing,
and have fun.



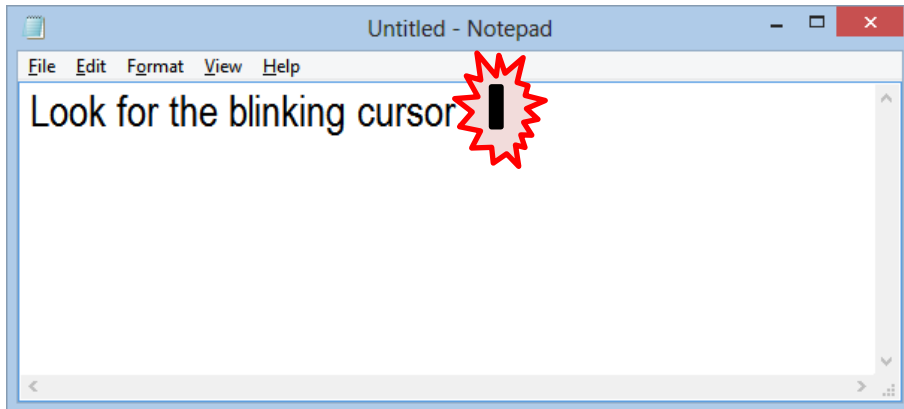


Bartelby, I would very much like to send an email.

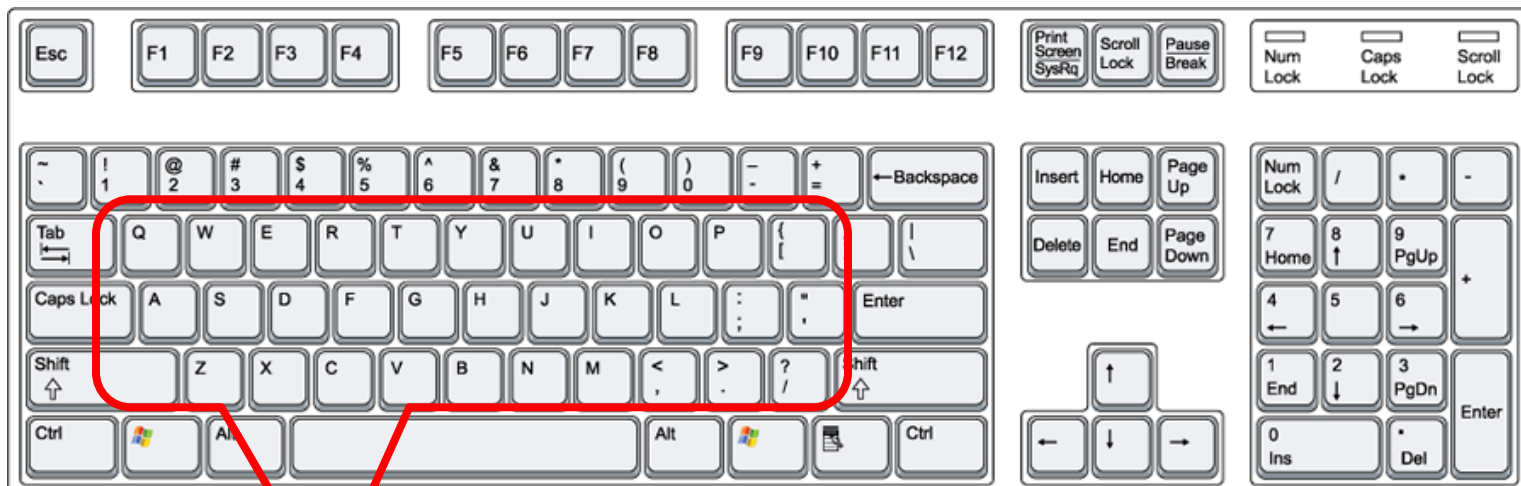


Certainly, Mr. Jones, just use the keyboard!

Use the keyboard to enter text – letters, numbers, words, poetry, soup recipes, email, your story, someone else’s story...



Wherever the cursor is, that is where you are typing. The computer does not know where you are looking, only where the cursor is.

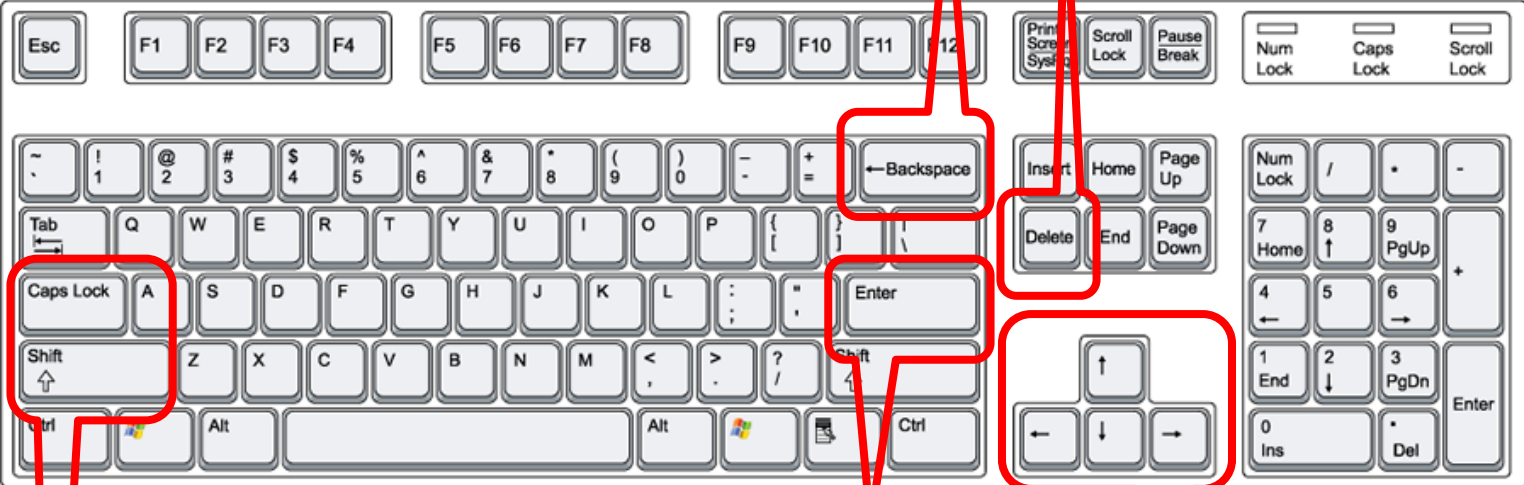


a-b-c ... yada yada ... l-m-n-o-p ... yada yada ... x-y-z

There are a lot of keys, but DON'T PANIC! Take a minute to look around and we will learn about not only the regular alphabet keys, but also some of the more important and powerful special keys.

BACKSPACE – removes one character from the **left** of the cursor

DELETE – removes one character from the **right** of the cursor



ENTER – start a new line, that is, move the cursor down one line and all the way to the left

CURSOR KEYS (a.k.a. “arrow keys”) – use these to move that wonderful blinking cursor around

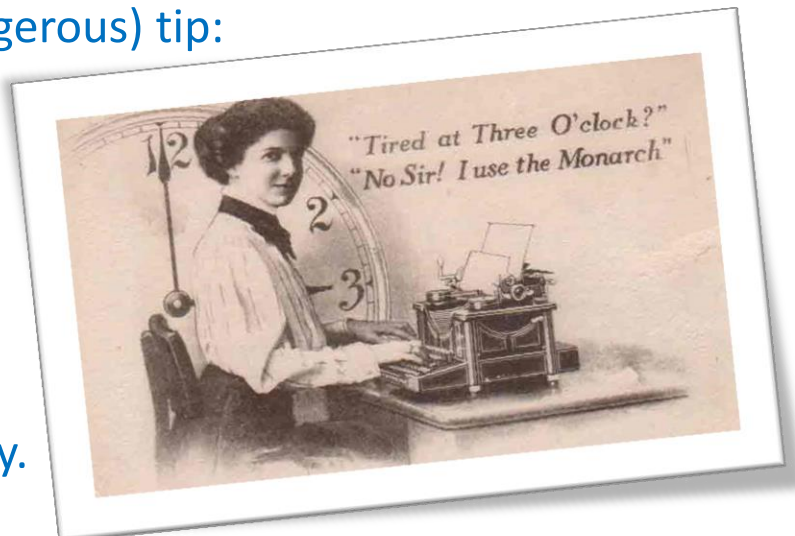
Shift – To type upper case letters and the symbols above the number keys. Pressing **Shift and b** gives you **B**, etc.

Caps Lock – Toggles CAPITALS **ON** or **off** (like a light switch...on or off)

Here’s a fun (and potentially dangerous) tip:
if you *hold down* most keys, they will start to repeat very quickly.

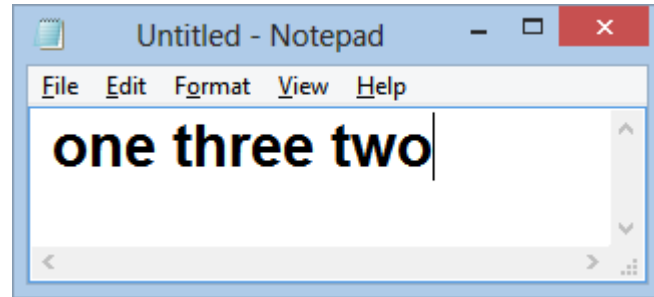
Try it – Wooooooooooooooooow!

But be careful if you hold down the backspace or delete key.



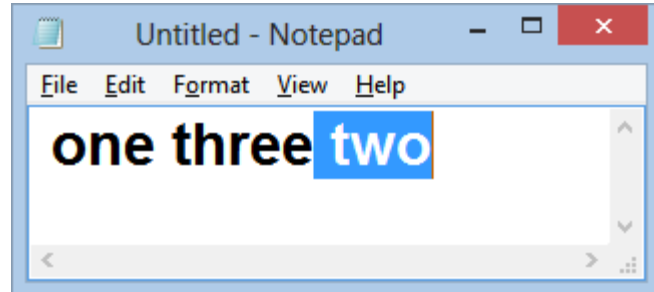
And now, the power of cutting and pasting:

Hey, that's not right...
let's fix it!



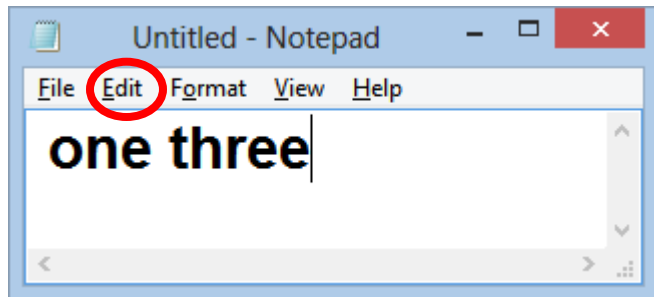
Highlight

Use the mouse to carefully drag over the text
you want to move



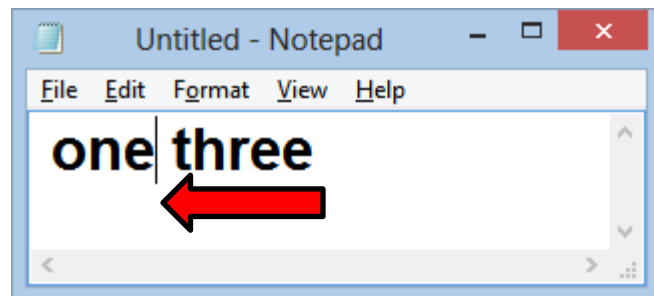
Cut

Click on the Edit menu,
then click on Cut



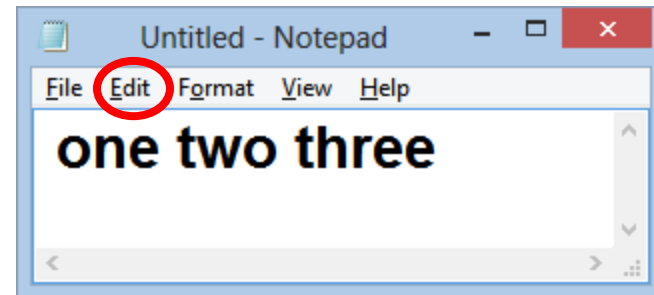
Move the cursor

Use the mouse or the cursor keys to move the
blinking cursor to where you want to paste the
text



Paste

Once again, click on the Edit menu,
then click on Paste



Note: you can also **copy** and **paste**.

“**Copy**” leaves the highlighted text in place

“**Cut**” removes the highlighted text

Follow the same steps, but click on Edit then Copy

