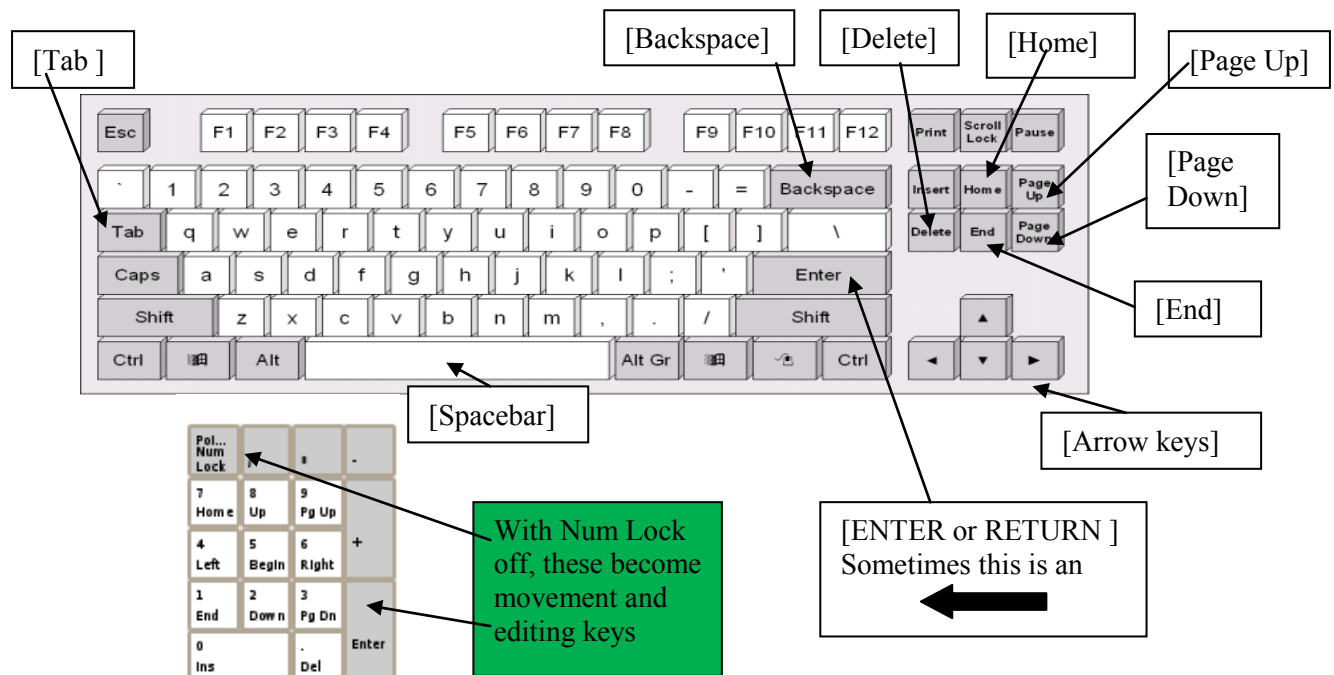


## GENERAL - The KEYBOARD & MOUSE

Using the Keyboard & Mouse in WORD, EXCEL, NOTEPAD or E-mails etc

### Typing in text

To enter text, just type on the keyboard. As you type, the words will appear at the **cursor position** on your screen. When you reach the end of a line, the text will automatically flow on to the next line. To start typing on a new line before reaching the end of the current one, press the **ENTER** or **RETURN** key on your keyboard and continue to type.



Keyboard layouts can vary!

### Basic keys

Some keyboards have the characters as upper case

All the **white keys** above do as they say

**Caps** or **Caps Lock** is a Toggle key – once pressed it will type all characters as **UPPER CASE**

to stop this press it again and it returns to typing in **lower case**

**Shift** will only put the characters into upper case while it is held down

The large bar at the bottom – **Spacebar** puts in a space.

**ENTER** or **RETURN** starts on the next line.

### To move around the text on the screen using the keys:

- [Arrows] – one character left or right, one line up or down
- [Ctrl] + [Left] or [Right] – one word left or right
- [Page Up] – move one screenful up
- [Page Down] – move one screenful down
- [Home] – jump to the start of the line
- [Ctrl] + [Home] jump to the start of the text
- [End] – jump to the end of the line
- [Ctrl] + [End] – jump to the end of the text

### To move around the text on the screen using the mouse:

The cursor shows as a flashing line and your typing will be entered where this is. You can use the mouse to move the mouse pointer to the middle of some text you have already entered. Once it is in the chosen place click the left arrow and the cursor will move to that place.

### Inputting commands with the mouse

To activate items on screen (Tabs, Commands, shortcut icons, etc):

- **‘Click’**: click Left mouse button once
- **‘Double click’**: Press and release the left mouse button twice in quick succession
- **‘Right-Clicking’** click with the right mouse button – anywhere on the screen and this will activate a pop-up menu offering formatting functions and other options. Left
- Click on an option to activate or open it.

### Selecting/Highlighting text using the mouse

Before you can do any kind of editing, you must first select or ‘highlight’ the text.

- Click at the start or end of any size block and drag the mouse pointer to the end or start
- or
- Hold down the **Shift** key and then highlight the text using the **arrow keys** on the keyboard
- or
- **A Word**: Double click on the word
  - **A Line**: Click in the margin to the left of a line
  - **A Whole Paragraph**: Triple-click anywhere to select a paragraph

### Simple Editing using Commands shown in TOOLBAR

Highlight your required text – then click on a command e.g. B (BOLD) or U (UNDERLINE)  
To see what any displayed command does “hover over” it with the mouse.

### To Move text

Highlight your required text – then click on a command CUT (or COPY)  
Position the Cursor & CLICK to where you want the text to go - the Cursor will FLASH.  
Click the PASTE Command.

### Drag & Drop (Move) text

Highlight the text you want to move using the left mouse button DO NOT RELEASE the left mouse button now, move your mouse. When the item has moved to the correct position, release the mouse button.

### To Erase mistakes:

- Use [Backspace] to erase the character(s) that you have just typed
- Use the [Arrow keys] or the mouse to move the cursor to the required position in the text then erase to the RIGHT with [Delete]  
or to the LEFT with [Backspace]
- Select the text and press either [Delete] or [Backspace]
- If you have just made the mistake - Click on the UNDO command

**USEFUL KEY STROKES** can be used in many MS programs

| Key Strokes | Action            | Reminder                       |
|-------------|-------------------|--------------------------------|
| CTRL X      | CUT               | <b>X</b> = SISSORS = CUT       |
| CTRL C      | COPY              | <b>C</b> for <b>C</b> opy      |
| CTRL V      | PASTE             | INSERT CHAR FOR EDITING        |
| CTRL Z      | UNDO              |                                |
| CTRL Y      | REDO              |                                |
| CTRL A      | SELECT ALL        | <b>A</b> for <b>A</b> ll       |
| CTRL S      | SAVE              | <b>S</b> for <b>S</b> ave      |
| CTRL P      | PRINT             | <b>P</b> for <b>P</b> rint     |
| CTRL B      | BOLD              | <b>B</b> for <b>B</b> old      |
| CTRL U      | UNDERLINE         | <b>U</b> for <b>U</b> nderline |
| CTRL ENTER  | Insert page break |                                |

**OTHER USEFUL KEYS –**

Esc - ESCAPE (can get you out of trouble)

Function Key F1 - Gets you HELP

Arrow Keys – move around text without the mouse

Ctrl - Alt - Del press these 3 keys together if all goes wrong

|                  |
|------------------|
| PrtScrn<br>SysRq |
|------------------|

key puts the current screen into your Clipboard ready to PASTE