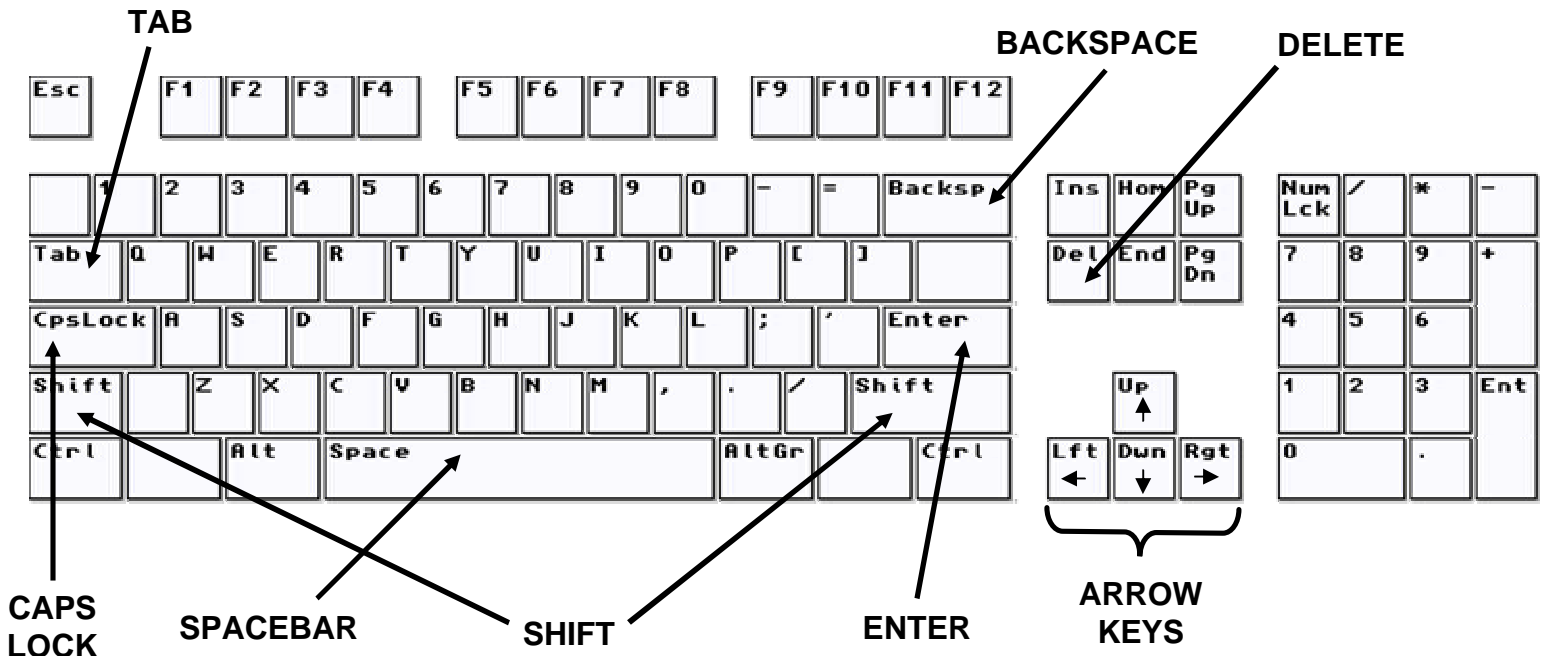


# Basic Keyboarding



- Hold down the SHIFT key to type capital letters. Let go of SHIFT key to return to typing small letters.
- Do not hit the ENTER key unless you want to move down to the next line. The lines “wrap” automatically – not like a typewriter
- If you want a blank line, press the ENTER key twice
- Type only one space after each word.
- Use the TAB key to indent a paragraph.
- Do not type a small L (l) when you want the number one (1). They are different.
- Notice that your mouse arrow changes into a mouse cursor that is a vertical line (also called an *Insertion Point*) when it is inside the Word document window. There is also a *blinking cursor* where you are typing. To move the blinking cursor to a different place, move the mouse cursor to that place and click once.
- To erase a mistake, use the BACKSPACE key to erase to the left or use the DELETE key to erase to the right.
- Use the arrow keys to move the blinking cursor to the left, right, up, or down without erasing.
- To type in all capital letters, press the CAPS LOCK key. To turn the capitals off, press the CAPS LOCK key again.