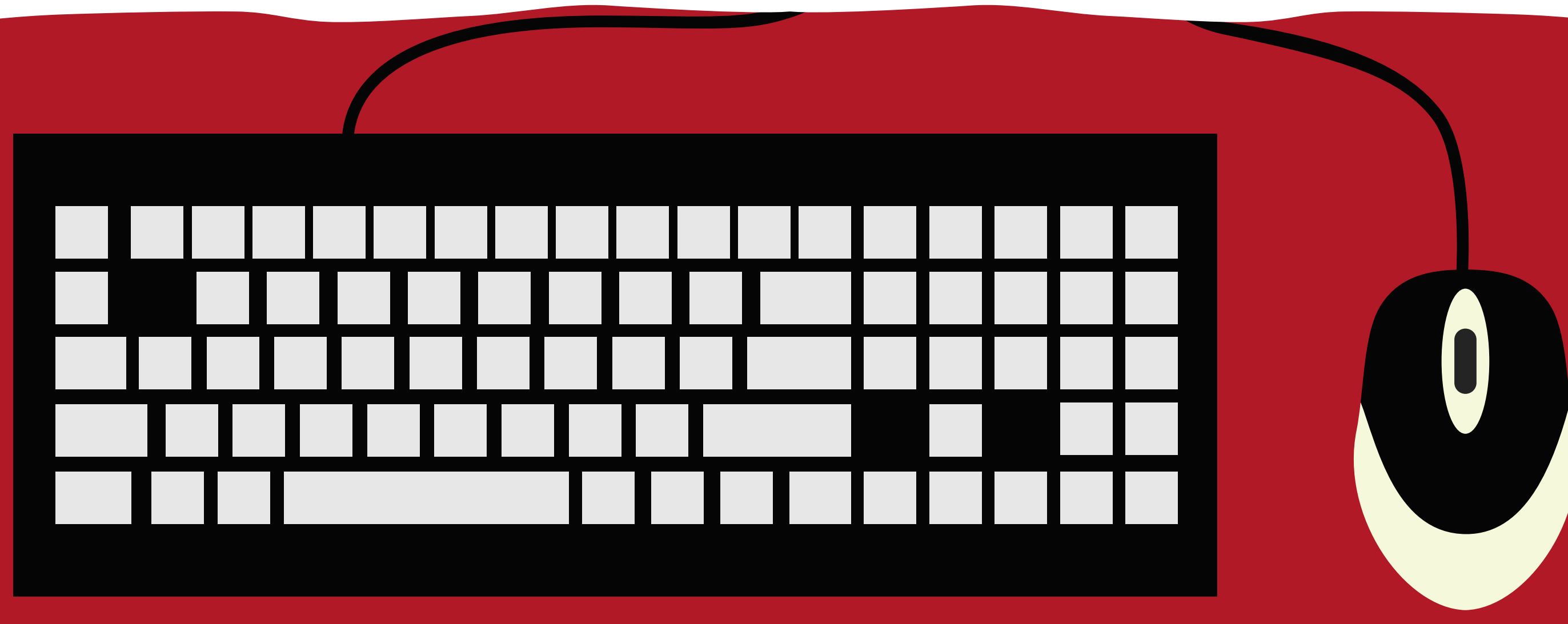


# Keyboarding Need to Knows



Ctrl

**OPERATES A  
KEY'S  
SECONDARY  
FUNCTION**

⇧ Shift

**CAPITALIZE  
ANY LETTER  
OR TYPE TOP  
ROW SYMBOL**

• Caps Lock

**SETS ALL  
LETTERS TO  
CAPITAL ONLY**

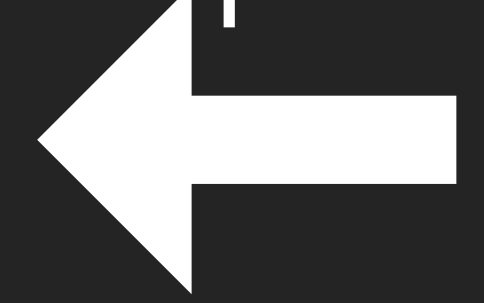
Tab

**INDENTS  
OR  
JUMPS BETWEEN  
FIELDS**

Delete

**ERASES  
CHARACTERS IN  
FRONT OF THE  
CURSOR**

Backspace



**ERASES  
CHARACTERS  
BEHIND THE CURSOR**

Home

**GO TO THE  
BEGINNING OR END  
OF A LINE**

End

**SCROLL ONE SCREEN  
UP AT A TIME**

PgUp

**SCROLL ONE SCREEN  
DOWN AT A TIME**

PgDn

Enter ↵

**MOVE CURSOR TO  
NEXT LINE**

Spacebar

**MOVE CURSOR FORWARD ONE  
SPACE AT A TIME**