



1. **Escape key** – Closes a dialog box, closes print preview window.
2. **Backspace key**– Moves the cursor to the left. Deletes letters to the left.  
Also moves cursor up a row if you have moved the cursor down with the Enter key.
3. **Print screen key** – Makes a copy of the current screen.
4. **Insert key**– Replaces letters as you type. Not used often.
5. **Lights** indication function is active.
6. **Number lock key.** – Activates the number keypad.
7. **Page Up or Page Down keys.** Keyboard function to scroll up or down one page.
8. **Home** – Takes cursor to beginning of line.  
Used with Ctrl key, - takes cursor to beginning of document.
9. **End** – Takes cursor to end of line: behind the last character typed.  
Used with Ctrl key, - takes cursor to end of document.
10. **The 4 arrow keys** – Up or down one row, or one space right or left.  
Also used to move a selection up or down in an option box.
11. **Enter Key** – Move the cursor down a row. **BEST-KEPT SECRET** – Press the enter key instead of using the mouse to click the OK button.
12. **Alt, Ctrl and Shift keys** are used in combination with other keys for different shortcuts.
13. **Window – START key**– Opens the START MENU.
14. **Function keys** – Go to Tools, Customize, and Check the Function Key Display.
15. **Shift, Caps Lock, and Tab Keys** – Hope you know these.