Getting Started with a Computer
The Keyboard
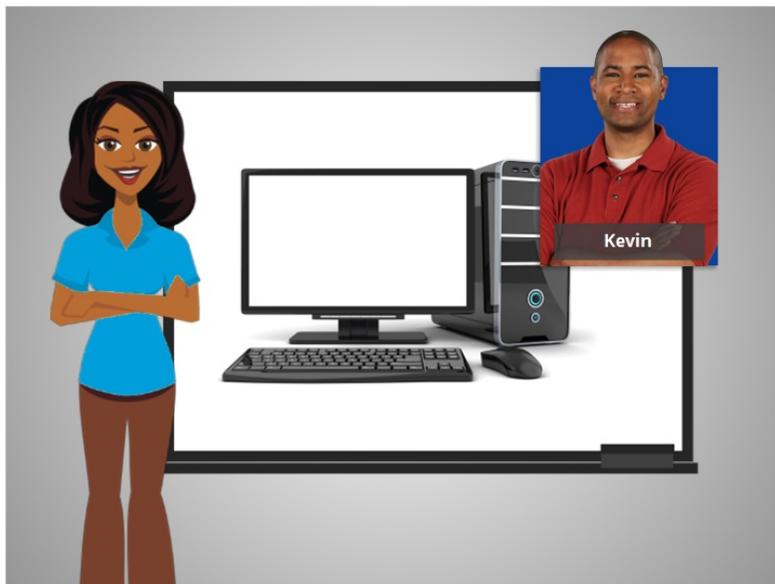
In this course, we're helping Kevin learn about computers.
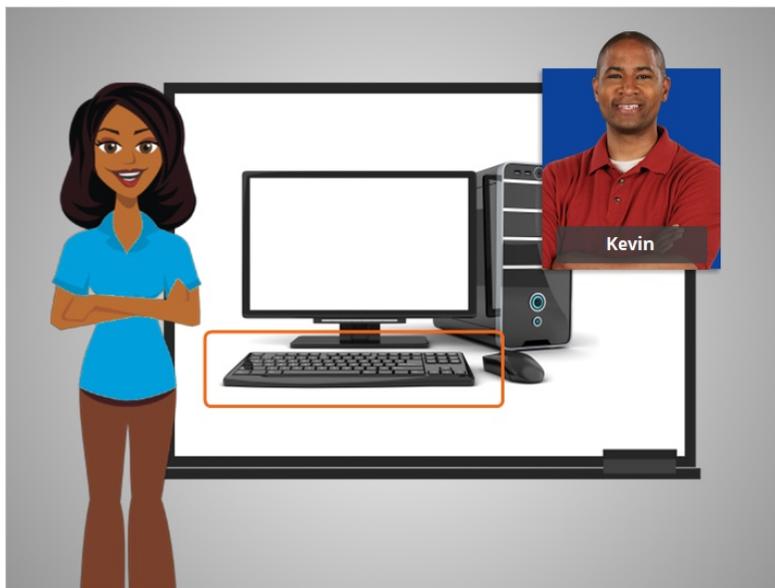
In this lesson, Kevin will learn how to use the keyboard. The keyboard is one of the main ways to communicate with the computer.

In today's lesson Kevin is using a common style of keyboard. Depending on your style of keyboard the keys may be placed in different locations.

There are sections of keys on the keyboard.

This area is the main portion of the keyboard and includes the keys you use most often, such as the letter keys, the space bar, and more. We will go over some of the specific keys later in this activity.
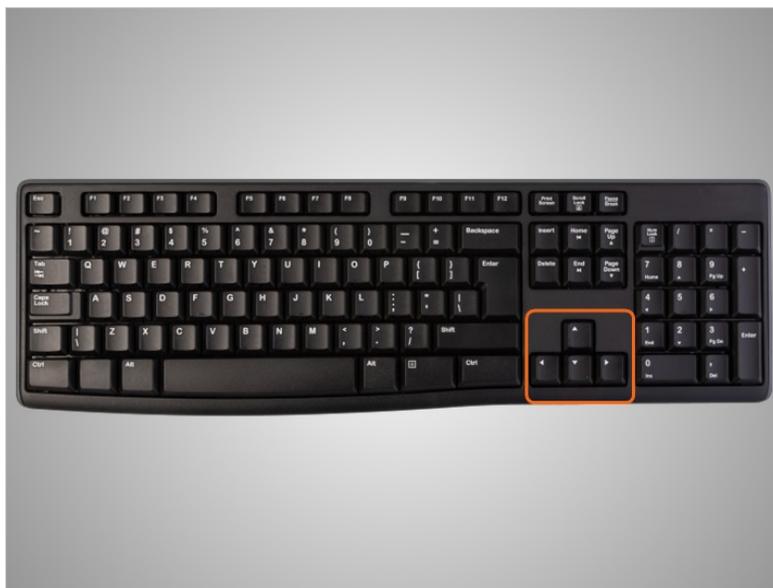
This section has the directional keys, which help you move through a document and website with the arrows.

The number keys are located in two places on the keyboard. They are in the main section above the letters, and on larger keyboards in a number pad on the right side. This area of keys can either be arrow keys or number keys depending on whether the number lock key is on or off.

At the top of the keyboard are the function keys and special keys, which have specific uses.
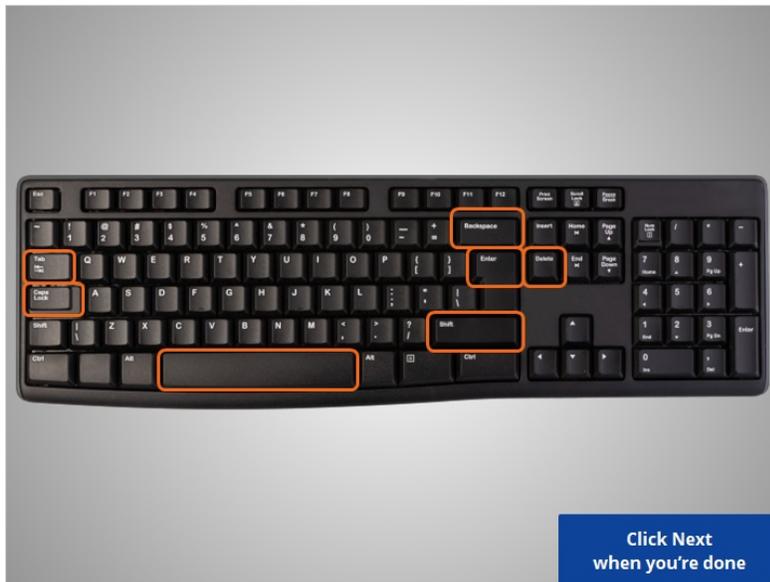
Kevin wants to learn more about specific keys on the keyboard. Click on the keys outlined in orange with your mouse pointer to hear more about what each key does. Click on next when you're done.

The Space Bar – This bar adds a blank space as you are typing.

The Shift Key

The Shift Key – This key is used for either capitalizing a letter or to access the symbols above the number keys and punctuation keys. When you hold down the shift key, either the capital letter is typed, or you are typing the character that appears on the top left of the key.

The Backspace Key

Click Next when you're done
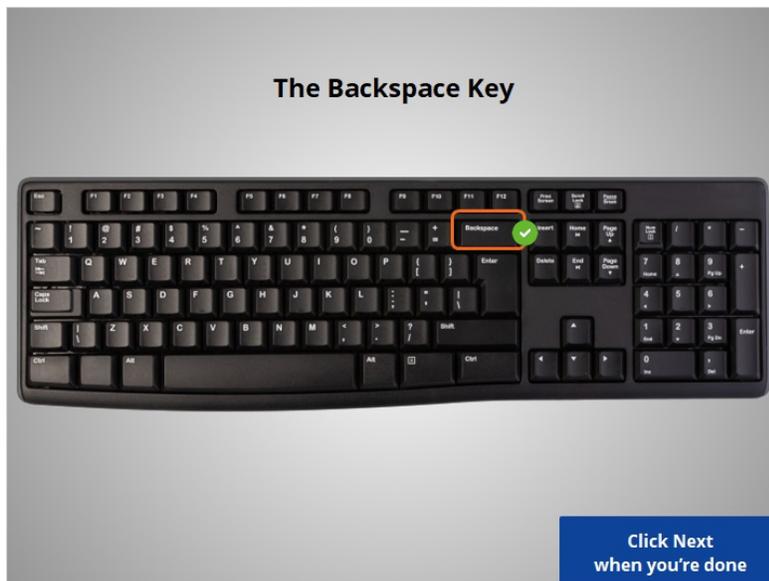
The Backspace Key – Use this button if you are typing something and you want to delete what you typed.

The Delete Key

Click Next
when you're done
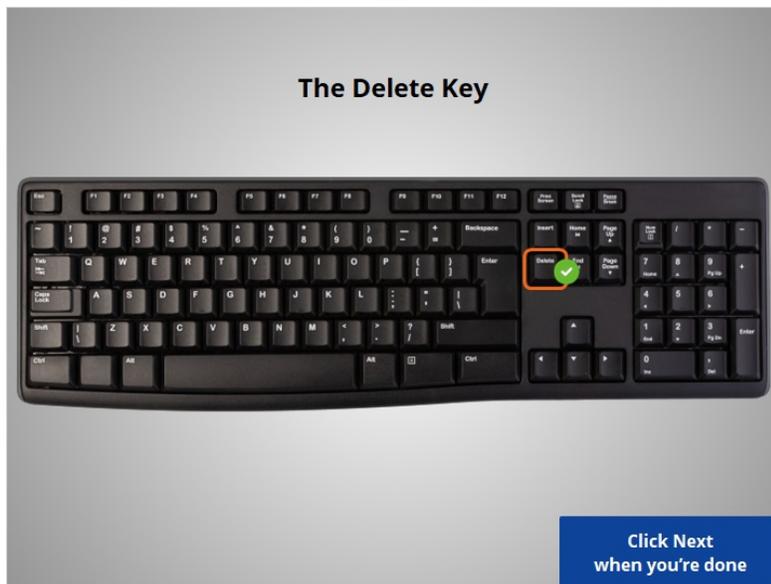
Delete key – Use this key to delete the character ahead of the cursor. Not all keyboards have this key.

The Enter Key

Click Next
when you're done

The Enter Key – Enter is the key you press to submit something or go to the next step. For example, press the enter key to go to the next line in a document or to go to a website after typing in the address.

The Caps Lock Key

Click Next
when you're done

Caps Lock – When you press this button, everything you type will be CAPITALIZED. To turn it off and go back to typing lower case, just press it again.

The Tab Key

Click Next
when you're done

The Tab Key – This button is used if you want to indent in a document or in an email. You can also use it to jump to the next field if you are filling out an online form.
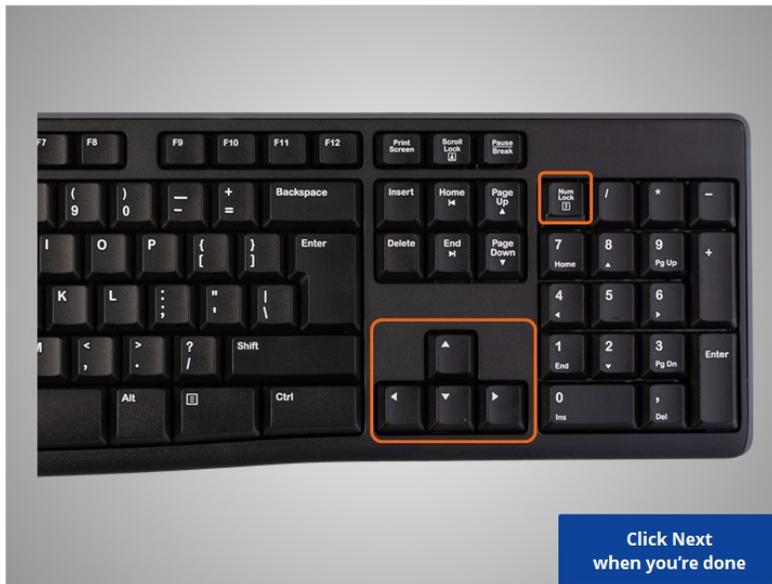
Here's a few more. Go ahead and click on them to see what each does. Click on Next when you are ready to move ahead.
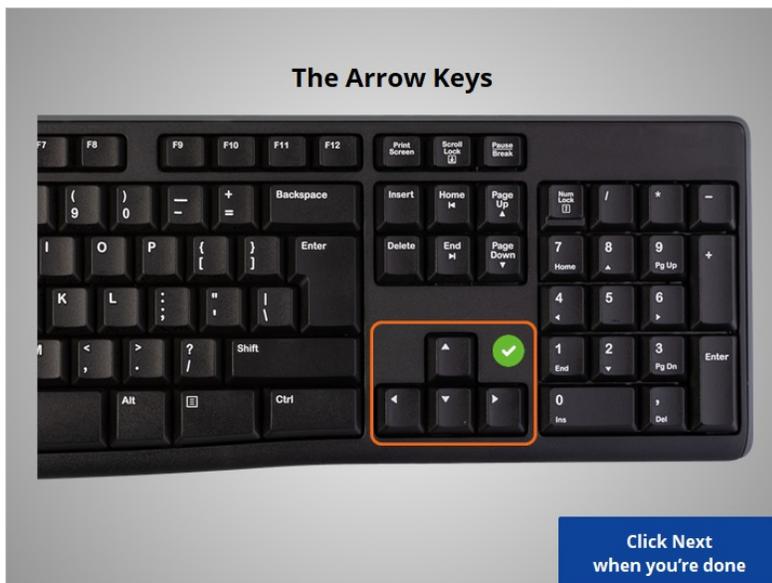
Arrow Keys – These are navigational keys that can help you go up, down, left and right when you are working on a document or when you want to scroll up and down a webpage.
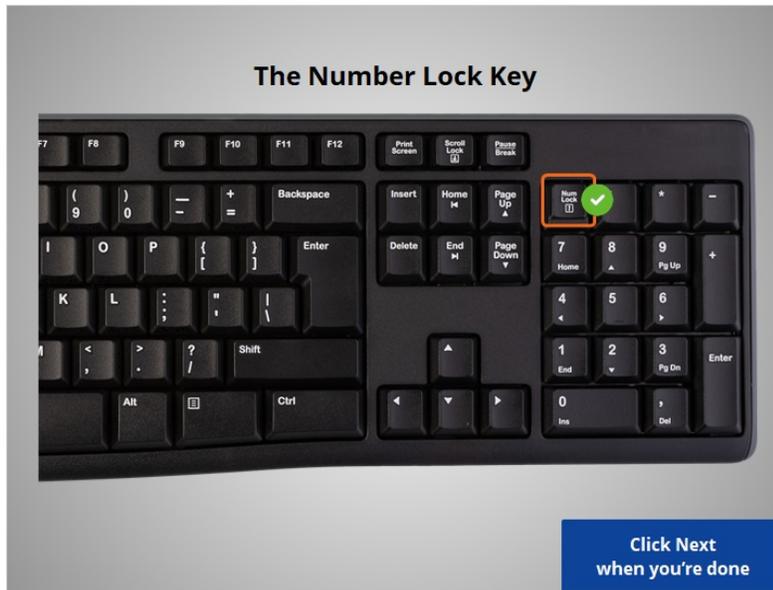
The Number Lock Key – Some keyboards have a number pad on the side, and if you turn on the Num Lock, the number pad will display numbers. If the Number Lock is not on, the number pad becomes a navigation pad like the arrow keys.

Now that you've learned about the sections of the keyboard, let's practice using it. We'll help Kevin fill out the parts of an online job application.

First, we will use our keyboard to type in Kevin's first name: K-E-V-I-N.

Use your computer keyboard to type in "Kevin" in the box that says "type first name here". Then click on Submit.
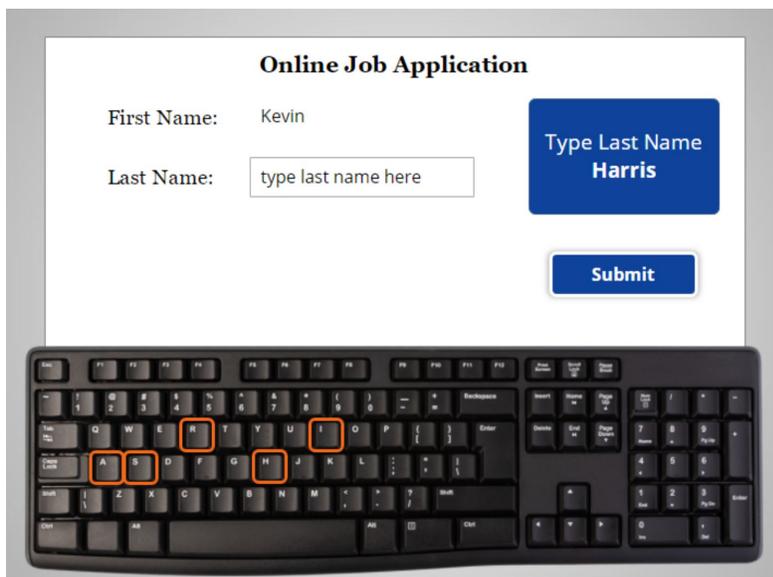
Great! Now, we will use our keyboard to type in Kevin's last name, which is Harris. Use your keyboard to type in Harris in the box that says: "type last name here". The, click on Submit.
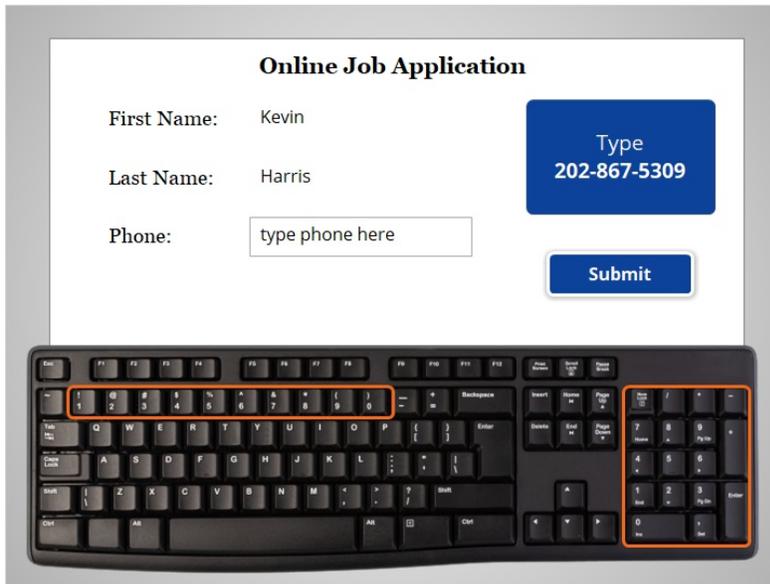
Great! Next, we will use our keyboard to type in Kevin's phone number. Use the number keys on your keyboard to type in 202-867-5309 in the box that says "type phone here".
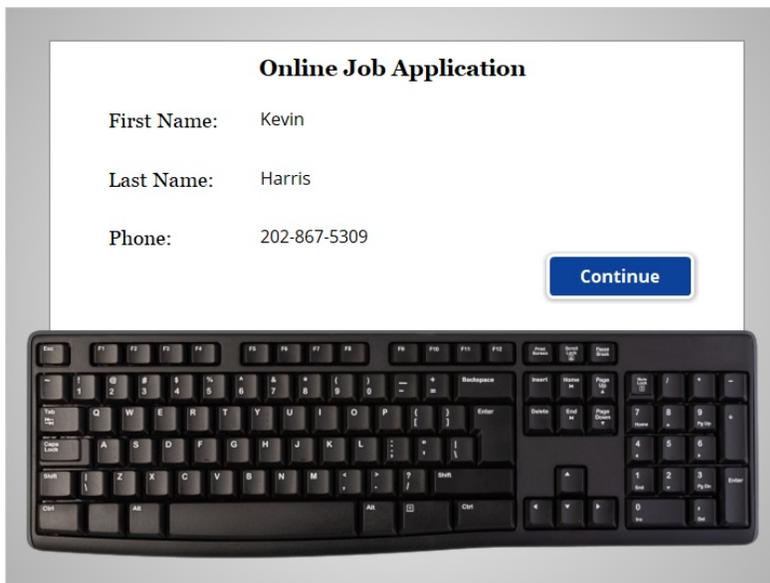
Great work! You've just helped Kevin get started on his job application, using the keyboard to type information into the form. Click on the blue Continue button.

In this lesson Kevin learned how to use a keyboard. In the next lesson Kevin will learn about computer ports so he can connect his devices like a flash drive or smartphone to a computer.