# Special keys

There are many special keys on a keyboard – some are essential and others help you work faster. Let’s have a look.

**Please note:** Throughout this lesson we will specify key combinations e.g. **Ctrl+B** – there is no need to type the **+** sign. It’s just there to show that you need to press these two keys at the same time.

| Key | Purpose | Test it! |
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| Ctrl | By itself, Ctrl (called the ‘control’ key) does nothing. It is specifically made for key combinations.  You can use it for a bunch of shortcuts such as **Ctrl+B** for Bold, **Ctrl+Z** for Undo and **Ctrl+Y** for Redo. You can also use it with the mouse for added functionality. | 1. Type your name in a new Word document. 2. Apply the bold effect to it, by selecting your name, and pressing **Ctrl+B**. 3. Choose a different font colour for your name. 4. Now press **Ctrl+Z** to undo the last action. 5. Press **Ctrl+Y** to redo the last action. 6. Hover your cursor over the white page, hold the **Ctrl** key in and roll the scroll button on your mouse upwards and downwards. See? You can easily zoom in and out using this method in almost any program. 7. Save the document as ‘Keyboarding’ and keep it open for the next exercises. |
| Shift | Use Shift together with alphabetical letters, to capitalise single letters.  Using it in combination with buttons that have two characters on, will result in the top character being typed. Look at the number row – the **1** has a **!** above it. Press **Shift+1** to get an exclamation mark. | Type the following in a new paragraph:  *Your birthday is in April, right?*  Note: the first **Y** will be capitalised automatically. Use **Shift+A** to capitalise the A for April. The question mark can be found on the bottom row, next to the full stop. Use **Shift+/** for the **?**.  Now try this paragraph:  *She exclaimed: “No way!” when she saw what tricks my dog could do (like walking on his hind legs!)*  **Cool trick:** Insert an oval shape in Word and press Shift while drawing the oval – see how it forms a perfect circle!  Save the document. |
| Caps lock | Caps lock is used when you want to type more than a letter or two in upper case. This acts as a switch – press it once then all letters you type will be capitalised until you press it again. | Type the following in a new paragraph:  *HOORAY! The holiday is FINALLY HERE!*  Note: Use Caps lock to type the words in uppercase.  Save the document. |
| Tab | Tab can be used to make equal spaces in a Word document.  It is also used to jump between text fields. | **Making equal spaces**  Type the following:  *Bananas R3*  *Apples R4*  *Pears R5*  Note: use the **Tab** key once or twice to create equal spaces between the fruit names and amounts.  Save the document.  **Jumping between text boxes**  Open the paragraph dialogue box in Word    Press **Tab** and see how it jumps between the text boxes. Now try **Shift+Tab** to jump backwards.  Press the **Esc**-key (escape) to close the dialogue box. |