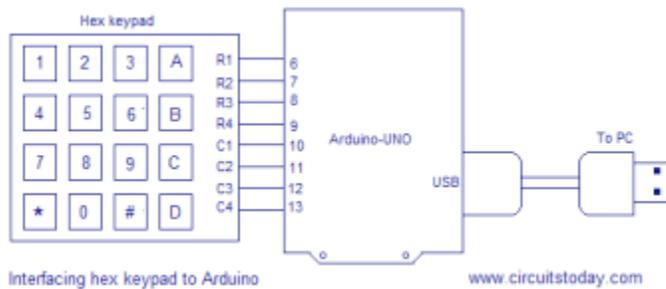


- **Numeric Keypad:** These keys are extremely right of all modern computer keyboards.



- **Function Keys:** These are twelve in number F_1 - F_{12} and are located horizontally on the first row of computer keyboard.



- **Control Keys:** They are used together with other keys to instruct the computer to perform special task they are **Ctrl**, **Del**, **Esc** and
- **Cursor control keys or cursor manipulation key:** This allows the user of a computer keyboard to move the cursor to the left, right, up one line and down one.

They are also called **arrow keys**.



Keys on the computer keyboard

Alt key – a computer key that you press together with another key so that the other key does something different from what it usually does. You can also refer to this key simply as Alt.

arrow key – one of four computer keys marked with an up, down, left, or right arrow, used for

moving the cursor

backspace – the key that you press on a keyboard to move one space backwards in a document

caps lock – a key on a computer keyboard that makes all the keys produce capital letters

character set – a complete set of letters, numbers, or symbols that can be used by a computer

command key – on some computers, a key that you press together with another key to make the computer do a particular thing

control – the control key on a computer keyboard

control key – a key on a computer keyboard that is used in combination with other keys for doing particular operations. This key is usually marked 'Ctrl'.

ctrl abbreviation

control: the control key on a computer keyboard

delete key – a computer key that removes characters. This key is sometimes simply referred to as del.

enter key – a key on a computer keyboard that makes the computer perform an action or start a new line of writing

escape – the escape key on a computer

escape key – a key on a computer keyboard that allows someone to stop an action, leave a program, or return to a previous menu. This key is usually marked 'Esc'.

function key – a special button on a computer keyboard that is used for a particular operation in a program. The keys near the top of a keyboard marked 'F1' to 'F12' are function keys.

hot key – a key on a computer keyboard that provides a short way of performing a set of actions

key – one of the parts that you press on a keyboard to make it produce letters, numbers etc

keypad – the part at the side of a computer keyboard that has number keys and arrow keys on it

numeric keypad – the part of a computer keyboard to the right of the main keys that has keys with numbers on them

Num Lock – a computer key that you press to make the number keys below it enter numbers and not be used for moving up and down a document

pound key – American the hash key on a telephone keypad or computer keyboard

return key – a key on a computer keyboard that makes the computer perform an action or start a new line of writing

shift – computing a shift key on a computer keyboard

shift key – the key that you press on a computer keyboard when you want to write a capital letter

short cut – computing a computer icon or a combination of keys on the keyboard such as 'Alt + C' that helps you to do something on the computer more quickly, for example go to a particular program or copy information

space bar – the long narrow bar at the front of a computer keyboard that you press to make a space between words when you are typing

star key – the key with the asterisk symbol (*) on a telephone keypad or computer keyboard

tab – computing a button on a computer keyboard or typewriter that you press to move several spaces along the same line

tab key – a tab on a computer keyboard

toggle – computing a key or command (=instruction) on a computer that you use to move from one operation or program to another and back again

touchpad – computing a small flat surface on a laptop computer that you touch with your finger in order to move the cursor on the screen.

Topic: Home Row Keys

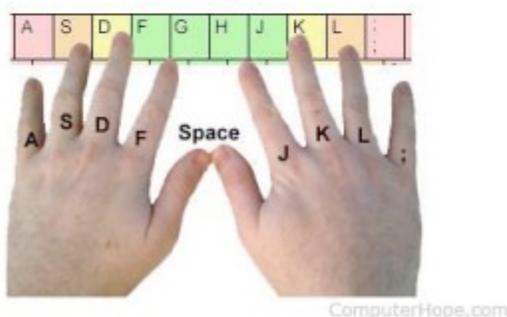
Home Row Keys

The **home row keys** are the row of keys on the computer keyboard your fingers rest on when not typing. For example, on the standard QWERTY United States keyboard, the home row keys for your

left-hand are A, S, D, and F and your right-hand are J, K, I, and ; (semicolon). For both hands, the thumbs rest on the spacebar. By positioning your hands correctly on the home row keys, you can memorize where all other keys on the keyboard are located.

Keyboard finger position

Left hand				Right hand										
~	!	@	#	\$	%	^	&	*	()	-	=	Delete	
Tab	Q	W	E	R	T	Y	U	I	O	P	{	}		
Caps	A	S	D	F	G	H	J	K	L	:	"	'	Enter	
Shift	Z	X	C	V	B	N	M	<	>	?/	Shift			
Ctrl		Alt							Alt			Ctrl		



As seen in the above picture, your hands should lay naturally on the middle row of keys (home row keys) of the keyboard. Your left-hand index finger should be on the letter “F,” and your right-hand index finger should be on the letter “J” and both thumbs should be on the spacebar.

Tip: You can quickly identify where your hands should be positioned without looking at the keyboard by feeling for small bumps that should be on the letter “F” and “J.”

Placing your finger on the home row key

Placing your fingers on the home row keys helps increase your typing speed because of the ability to access all other keys by moving your fingers up or down to keys on the other rows. Faster typing relies on each finger pressing specific keys that are nearby, without having to move your whole hand or other fingers.

Your left index finger is also used to press the G key, and your left pinky presses the Caps Lock key. On your right-hand, in addition to the J, K, L, and ; (Semicolon) key your right index finger is also used to press the H key, and your right pinky presses the ‘ (single quote) and Enter keys. Also, pressing and holding the left Shift key while pressing the ; key allows you to type a : (colon) and pressing ‘ types a ” (quote).

How many letters on home row keys?

On a QWERTY keyboard, there are nine letters (A, S, D, F, G, H, J, K, and L) on the home row. On a Dvorak keyboard, there are ten letters A, O, E, U, I, D, H, T, N, and S on the home row.

How many total keys are on the keyboard home row keys?

If you count all keys on the home row, there are a total of 13 keys. Keys on the home row that are not letters include the Caps Lock key, semicolon and colon key, single quote and quote key, and the Enter key.

On the Dvorak United States keyboard, the home row keys on your left-hand are A, O, E, and U and your right-hand are H, T, N, and S, with the thumbs resting on the spacebar.

While it has been suggested that Dvorak keyboard users can type faster than QWERTY keyboard users, it depends on each user. Some users are just naturally faster at typing than others, regardless of the type of keyboard used.

What are the home row keys of the numeric keypad?

The home row keys of the numeric keypad are 4, 5, and 6. To position your hand on the home row keys of the numeric keypad place your right-hand index finger on the number four. Your right-hand middle finger should then naturally lay on the number five, the ring finger should be on the number four, and your pinky should be on the plus symbol.

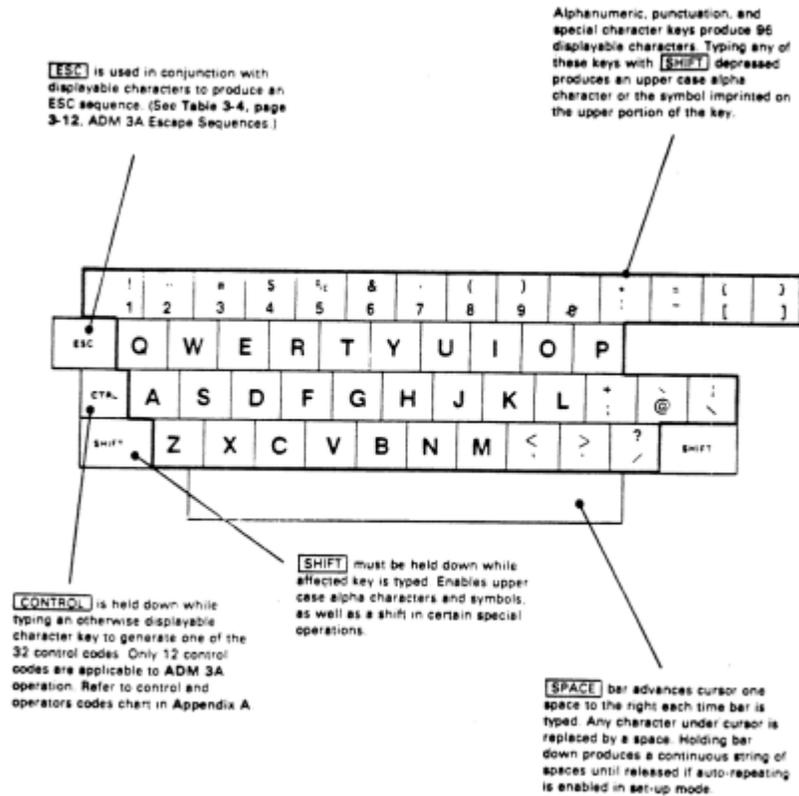
Importance of the home row keys

- It is the line of keys that you place your fingers on when typing. This is a way that most people type fast
- They are the initial resting place for the finger in touch typing
- Once they are recognized, the location of the keys for the rest of the alphabet are automatically known for a trained typist
- The home key rows are A S D F G H J K L

Topic: Alphanumeric Keys

Identification of the alphanumeric keys on the keyboard

The alphanumeric keys are used to type alphabets and numbers (A-Z) and (0-9). It contains symbols and special characters too.



The alphanumeric keys consist of QWERTYUIOPASDFHJLZXCVBNM, the number keys 1234567890, and some symbols

Soft Touch Manipulation

Touch Typing

Touch typing (also called **touch type** or **touch keyboarding**) is typing without using the sense of sight to find the keys. Specifically, a touch typist will know their location on the keyboard through muscle memory. Touch typing typically involves placing the eight fingers in a horizontal row along the middle of the keyboard (the *home row*) and having them reach for other keys. Both two-handed touch typing and one-handed touch typing are possible. Touch typing is a method based on muscle memory instead of sight. This method allows you to achieve much higher speed of data entry, especially if you need to transcribe text from other visual material.

Typing with the touch typing method significantly improves your computer productivity; it increases data entry speed and, where possible, reduces fatigue and injury to the eyes.

Typing on a keyboard without looking at the keys. Touch typing has become an essential skill these days no matter what line of work anyone does. In the early days, schools ordered special typewriters with blank keys. Today, blank keys can be simulated with a soft plastic skin that is placed over any computer keyboard.