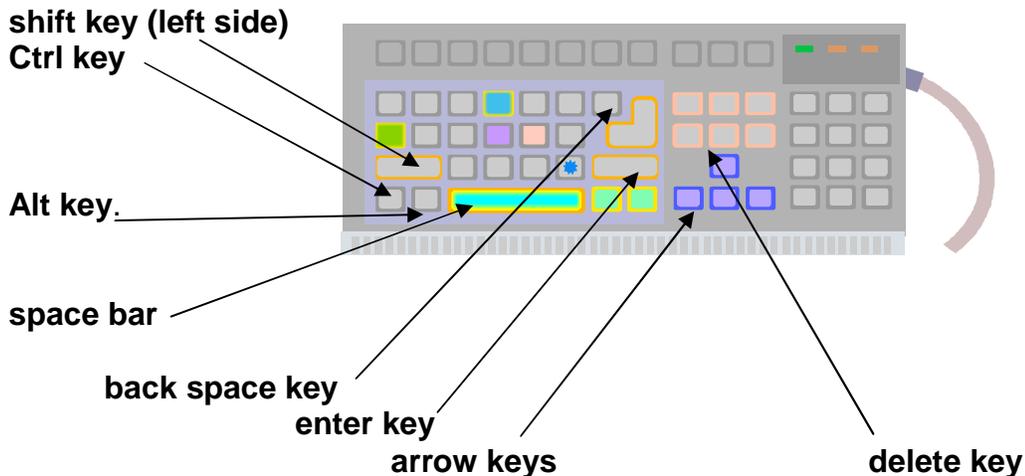


Introduction to PC Tutorial - 3

KEYBOARD

Besides the letter keys on your keyboard, other keys that you will use include:



WINDOWS LOGO KEY



A key on the keyboard that is useful, but seldom mentioned or used, is the Windows Logo Key on the keyboard. This key is next to your **Alt key** on the keyboard and has the Windows logo design. Go here for more information:

<http://www.microsoft.com/windowsxp/using/helpandsupport/learnmore/tips/tsang1.mspix>

Ever wonder what all the 'F' keys are across the top of your keyboard? These are called 'function' keys and date back to **DOS** and **programming**. Visit this site for an explanation of each function key: <http://www.aarp.org/learntech/computers/howto/Articles/a2003-03-28-functionkeys.html>

Here is another site with **function key** explanations (scroll down about 4 inches).

<http://www.seoconsultants.com/windows/keyboard/>

Function keys do not work on every keyboard (or every time) – try this:

Tap the **F1** key once.

You should be taken directly to 'help' in whatever program you're working in.

Sometimes the logo key and the function keys are used in conjunction. The **logo key** and **F1** will take you to **general help** for example.

The **Windows Logo** key and the 'D' key on your keyboard will take you to your desktop without having to minimize all windows separately. **Try this now because you will use it in an exercise below.**

Use the **Windows Logo key** and the letter 'M' to minimize all windows

To display and hide the Start menu, tap the **Windows Logo key** once

For other Windows keyboard shortcuts, go here (scroll down about two inches):

<http://support.microsoft.com/default.aspx?scid=kb;en-us;q126449>

SHORTCUTS

Look at the tiny black arrow at the bottom left of the **Microsoft Word** icon in this picture.



This arrow designates this icon as a shortcut, or pointer, to the real **Microsoft Word** program that is hidden.

A shortcut protects the real program. For example, if you or a student should accidentally move the shortcut **Word** icon into the recycle bin, or if you come back from lunch and can't find the **Word** icon on your desktop anymore, do not panic. The program has not disappeared - only the shortcut pointer has disappeared, not the real **Word** program, and you can easily get the shortcut back.

We are going to create a shortcut to Microsoft Word so you don't have to go to '**Start**' '**Programs**' or '**All Programs**' and look for the Microsoft Word icon every time you want to open Word. (If you have a shortcut for Word already on your desktop, just pretend it isn't there for this exercise. It won't hurt to have more than one shortcut.)

Creating a shortcut:

1. Click with your left mouse button on the word '**Start**' at the bottom left of your computer
2. Click with your left mouse button on either '**All Programs**' or '**Programs**'
3. Locate a file folder called **Microsoft Office** or **MS Word** or **Word** (this depends on how Microsoft Office was originally installed on your computer)
4. Position your mouse over the **Microsoft Word** icon when you locate it
5. Click the **right mouse button** - a new window appears with a list of items
6. Left click on the 5th item down titled '**Create Shortcut**'
7. Immediately you'll see a new icon appear at the bottom of the list with a number 2 in the title
8. Click once on the new icon you created with your left mouse button
9. Click with your right mouse button and choose '**cut**'
 - **You are going to get to your desktop and right click to paste the shortcut you just created, but first do the following**
10. To get to your desktop quickly, use the shortcut, the '**Windows logo key**' and the letter '**D**' on your keyboard
11. Once on your desktop, point with your mouse to an area where there are no icons and click once on the right mouse button - choose '**paste**'

You just created a shortcut to Word. Double click on the icon to open Word.

To delete a shortcut, right click and choose '**delete**' or **drag the icon** to your recycle bin.

And this is the end of Tutorial 3 – thank you, Mary