



Functions of keys of Keyboard

- **Caps lock:** On– Capital(A,B,C..) Off– Small(a,b,c..)
- **Space bar:** Provide one by one gap or space between two characters.
- **Backspace:** Delete one by one letter or just go back of cursor.
- **Arrow key:** To move the cursor according to indicator.
- **Enter:** Go to cursor one line down.
- **Tab:** To get multiple spaces at a time.
- **Home:** Direct go to cursor in first letter of line.
- **End:** Direct go to cursor in last letter of line.
- **Ctrl+End:** Direct go to cursor in last letter of page.
- **Ctrl+Home:** Direct go to cursor in first letter of page.
- **Num. lock:** Numerical keyboard lock.
- **Delete:** Delete one by one letter.

- **Function key(F1-F12):** To get certain help.
- **Special symbol:** To put the symbol in the document.
- **Alphabet key:** To get Roman alphabets for documentation.
- **Number key:** To get number for calculation.



Thank you

