



## Using function keys

What do the function keys do? Match the function key with what it does. The first one has been done for you.

Shift key

Press this key once to create a one-letter space between words or numbers.

Caps lock key

Press this key to start typing on a new line.

Space bar

Press this key to move up, down or across the text.

Backspace key

Press this key to delete the letter, number, symbol or space to the left of the cursor.

Return key

Press this key to continue typing in capital letters.

Delete key

Press this key to delete letters, numbers, symbols or spaces to the right of the cursor.

Tab key

Press and hold this key to type a capital letter or to type the top symbol on a letter, number or symbol key.

Arrow keys

Press this key to create a larger space between words or numbers.

