

General Typing Skills

1. Use both hands for typing – this will make you faster.
2. When typing capital letters at the start of a word, ALWAYS use the <SHIFT> keys. NEVER use CAPS LOCK for a single capital letter.
3. Only use ONE SPACE between words.
4. Leave ONE SPACE after a full stop or comma before your next word.
5. If you change the font, make sure it's easy to read.
6. When filling in forms on the internet (logging in, filling out info, etc) use the TAB key to jump between input boxes – it's quicker than changing to your mouse.

Advance Typing/Editing Skills

1. You can use your mouse, or your arrow keys to move around – choose whichever is easiest.
2. <BACKSPACE> will delete the letter IN FRONT of your cursor (the flashing line where your typing will go). <DELETE> will delete the letter AFTER your cursor.
3. <CTRL> and LEFT or RIGHT ARROW will jump one word at a time (the arrows on their own move one letter at a time).

Useful Shortcuts

A keyboard shortcut is a combination of key presses on your keyboard that make some tasks easier or quicker. Here are some common and useful shortcuts. Many of these can be used in most computer programs or websites.

1. <CTRL>-Z will undo the last thing you have done. If you make a mistake, often it's easier to undo straight away, rather than try and fix it and often make things worse.
2. <CTRL>-C and <CTRL>-V are the shortcuts for Copy and Paste.
3. RIGHT-CLICKING your mouse often gives you useful tools that change depending on what you are doing (context-sensitive).
4. <CTRL>-S will save your work using computer-based applications (like Microsoft Word). Save your work often in case something goes wrong.