



Getting Comfortable with the Keyboard

Keyboard layouts may vary slightly on different computers, but they all have the same categories of keys listed below:

- **Standard typing keys:** Alphabet letters, numbers, symbols
- **Control keys:** Used alone or in combination with other keys to perform certain actions (Ctrl, Alt, Esc)
- **Navigation keys:** Arrows used to move the cursor around and move up and down on the page
- **Numeric keypad:** Additional number keys arranged like on a calculator
- **Function keys:** F1-F12 that perform special tasks and vary between apps

The image below shows where each key category is usually located. Note, your keyboard may look a little different.

